

An illustration featuring several stylized figures and icons. On the left, a large red smartphone is shown with a woman standing on its screen, holding a laptop with a heart icon. Various icons like hearts, a play button, a location pin, a globe, and a bar chart are scattered around. In the center, a man stands on a cloud-like shape, holding a megaphone. Another man stands on the ground, pointing at a laptop. A woman on the right is interacting with a large tablet. The background consists of a large blue and red geometric shape.

**PROGRAMME: CERTHE SKILLS FOR
THE WORKPLACE**

**MODULE: ACADEMIC AND
EMPLOYABILITY SKILLS**

MODULE CODE: BMSW4001

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Introduction

- In the following presentation, I will analyse my future career prospects.
- I have chosen the career path of a Hotel manager in an esteemed organisation
- I will be implementing SWOT, time management and PDP as part of my self-analysis
- I will be striving to justify my professional selection to meet my future professional requirements.



Strength

- Strong link with tourism and hospitality industry from Romania.
- Roles of a travel agent and a hotel receptionist has helped me shape my professional experience
- Professional certification in Human Resources from the "University of Craiova" attests to my academic skills.
- Excellent command over English, Romanian and French language
- I was privileged enough to shape my organisational and communication skills from my professional history.
- I have substantial experience in delivering team-based operations and events with moderate success in Romania.



Weakness

- I am less prone to different languages apart from English, French and Romanian, I consider that a communication drawback.
- Having low experience around team working operations, I can lack the suitable skills to handle the same.
- Lack of working experience around different cultural environments (Ponting, 2019).
- I have only worked in tourism in my native country, and have less understanding of overseas organisations.



Opportunities

- Having better analytical thinking, I can be useful around practical projects such as answering client requirements in real-time.
- I have expanded my expertise around digital learning, and this can open numerous opportunities in the hotel sector (Ponting, 2019).
- I have a calm disposition which can likely motivate the staff for the long run.
- I have a wider knowledge of human resource management and can handle new developments in that department.



Threats

- Changing dynamics of client handling across the hotel sector could impose problems of quick learning for me (Ponting, 2019).
- Despite being motivated around the work, I can get bogged down if I have to manage multiple responsibilities at a time.
- Having experience in managing recreational departments like Spa and Sauna, I am more suited to the same department rather than the reception.



Time Management

- Time management is an essential tool when dealing with long-term career objectives
- The process should make use of time much more efficiently than before
- There is a distinct need for KPIs for a daily evaluation system
- The planning for the activities and execution needs to be confirmed in a limited timeline



Time Management....(Contd)

Activity	Time Required	Priority	Time	Activity
Language and communication practices	1 hour	Practice and learning	7:00 AM	Trying to speak to a native speaker, having conversations with a neighbour
Creative writing	1 hour	Writing proficiency	8:00 AM	Writing creative stories and scenarios
Studying technical lessons	2 hours	Logical problem-solving skills	11:00 AM	Going through university modules and assignments
Assignment completion	2 hours	Finishing assignments	3:00 PM	Completing the given university assignments in time
Practising logical problem solving	1 hour	Rationale development	4:00 PM	Need to find creative problem-solving skills by deliberately addressing the outcomes of the previous day
Studying books	1 hour	Learning new things	5:00 PM	Reading a whole book within a single week or two
Journaling	1 hour	Daily learning journaling	6:00 PM	Journaling my day to day progress for future references
Formulating the strategy for the next day	1 hour	Planning	7:00 PM	Planning what to do the next day



PDP plan

- In my PDP, I would consider the development of the necessary skills to become a hotel manager
- The changes are needed in the skills like foreign language improvement, and technical skill improvement
- I would further consider improvement in decision-making skills for career aspiration



PDP plan....(Contd)

Area of development	Estimated time	I will achieve these by	What's happening now	Success indicators
Personal language efficiency	6-12 months	Communication with people from different countries	Moderate level of English listening, reading and speaking with below level writing	Improvement in English skills (writing, reading, listening)
Improvement in technical efficiency	6-12 months	Completing the advanced course in MSOffice, WordPress, Google Analytics, and others	I need to complete advanced-level courses in these areas to improve technical efficiency	Proficiency in these fields
Communication skills with team and customers	3 months-continue	Improving my communication skills with the customers and team through regular interaction (Guccione and Hutchinson, 2021)	A good level of adaptability and team spirit	Communication improvement
Decision-making	3-12 months	Improvement of problem-solving skills, planning skills, and decision-making skills	Good level of the same	Improved decision-making skills



Conclusion

- Through the present section, I would conclude that I need to improve communication, language efficiency, and decision-making
- I would like to exploit my strengths like strong knowledge of tourism, professional & academic skills
- These will help me to overcome the weaknesses like low foreign language proficiency, and to improve myself to be a hotel manager
- It can be further concluded that the PDP would help me to achieve those objectives.



References

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*Thank
You*