

Business Manager

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Module title: Academic and employability skills

❖ Introduction

➤ **Good management skills are the most important keys for an organisation to succeed.**

Academic and Employability skills:

- **Problem solving**
- **Oral and written communication**
- **Team work**
- **Creativity**
- **Responsibility**

❖ Intended career plan

My dream job = Business Manager

I love to challenge and in my opinion this job is a challenge, it needs so many important personal qualities.

Management skills are followed by leadership skills:

- **Observation**
- **Decision-making**
- **Planning**
- **Productive**



Role of a Business Manager

Duties / Responsibility

- Recruit and train new employees
- Observe and oversees the activities of others
- Motivates workers
- Develops and implements budget
- Organizing group meetings
- Increase the productivity
- Help on the growth of the company



SWOT Analysis



STRENGTHS

- **Positive attitude**
- **Time keeping**
- **Looking after people**



WEAKNESSES

- **Self criticism**
- **Problem solving**
- **Sensitive**



OPPORTUNITIES

- **Good working relationships**
- **Improve confidence**
- **More money**



THREATS

- **Lack of qualified labor**
- **More responsibilities**

Personal Development Plan (PDP)

GOAL	ACTION	SUPPORT/RESOURCES	TARGET DATE
Be more comfortable with people	Get in contact and talk more with others	Friends, Family, Colleagues	For the next 3 months
Get more knowledge about academic and employability skills	Focus on my study	University module	End of University
Manage a business	Study more to get business skills	Work place	End of University



Conclusions

- 1. How important are the academic and employability skills for a business manager.**
- 2. How a successful manager looks like.**
- 3. Time management, how important is to manage my time in a daily basis.**
- 4. As a manager is extremely important to have help from the work team, their success is your success.**

References

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