



Academic and Employability Skills BMSW4001
Student name: Mariyana Rusafova
Student ID: 2131037

Presenter Name

Table of Contents:

Introduction

My Intendent Career

Career Responsibilities

SWOT Analysis

Existing Skills

Skills requiring Development

Personal Development Plan





Introduction

(Hopkins and Reid, 2018, p. 247)
Text

Communication

Teamwork

Problem Solving

Planning And Organizing

Self-Management

Learning Skills

Technology

Intended Career

- ▶ Investigate in The Coffee Industry - opening a café necessitates time and finance as well
- ▶ Define your goal - open my own coffee shop
- ▶ A detailed Business Plan is Needed - it has to be well prepared
- ▶ Decide where I want to go - I want to achieve my goals
- ▶ Locate the most Reliable - define a local market
- ▶ Find Commercially Available Tools - important to succeed



Career Responsibilities

Hiring	Hiring - hiring reliable staff
Instructing	Instructing - instructing the personnel
Overseeing	Overseeing - look after their job
Purchasing	Purchasing Equipment - café equipment
Handling	Handling Customer Complaints - solve problems with the customers
Guaranteeing	Guaranteeing Health and Safety Laws are met - it is related to the food and facilities

SWOT Analysis

Strength

Communication - good at communication

Technology - business related technical advances

Time management - important for running a coffee shop

Leadership - crucial for the business

Weakness

Critical Thinking - not enough for this start up

Teamwork - increase teamworking abilities

Stress - adapt to stress

- Opportunities

Lack of leadership skills

Importance of Communication

Technological skills are in demand

- Threats

Huge rivals like Starbucks or Costa

Intense Competition among cafes



My existing Skills



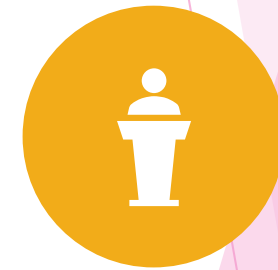
COMMUNICATION
SKILLS



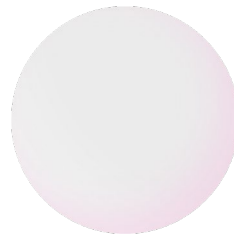
TECHNOLOGICAL
ABILITY



TIME MANAGEMENT
SKILLS



LEADERSHIP
QUALITIES



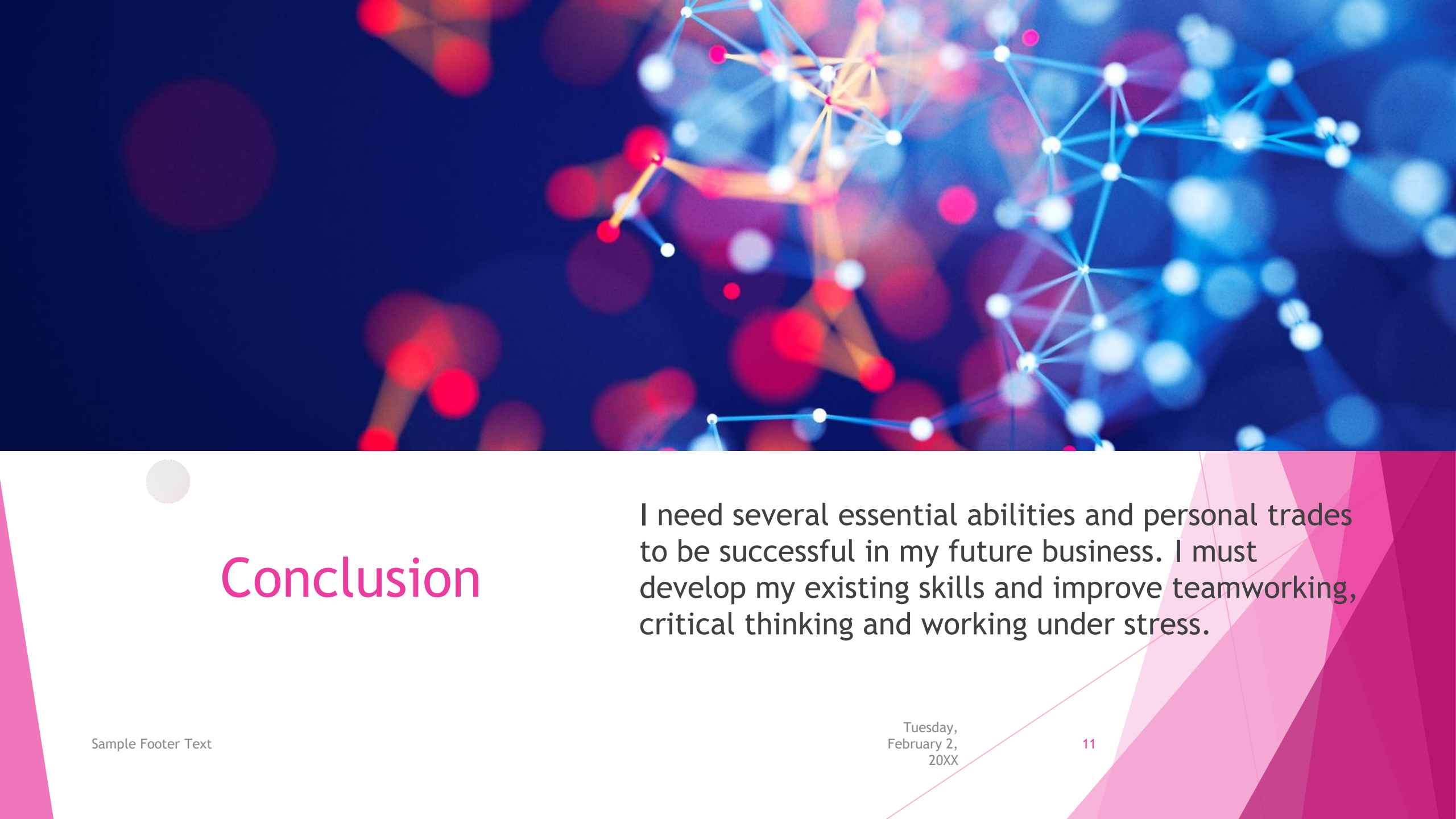
Skills Requiring Development



- ▶ Critical Thinking - identify the problem and make the best solution
- ▶ Teamwork - it helps people to work together and to rely each other
- ▶ Working Under pressure - it is related to work in an emergency situations

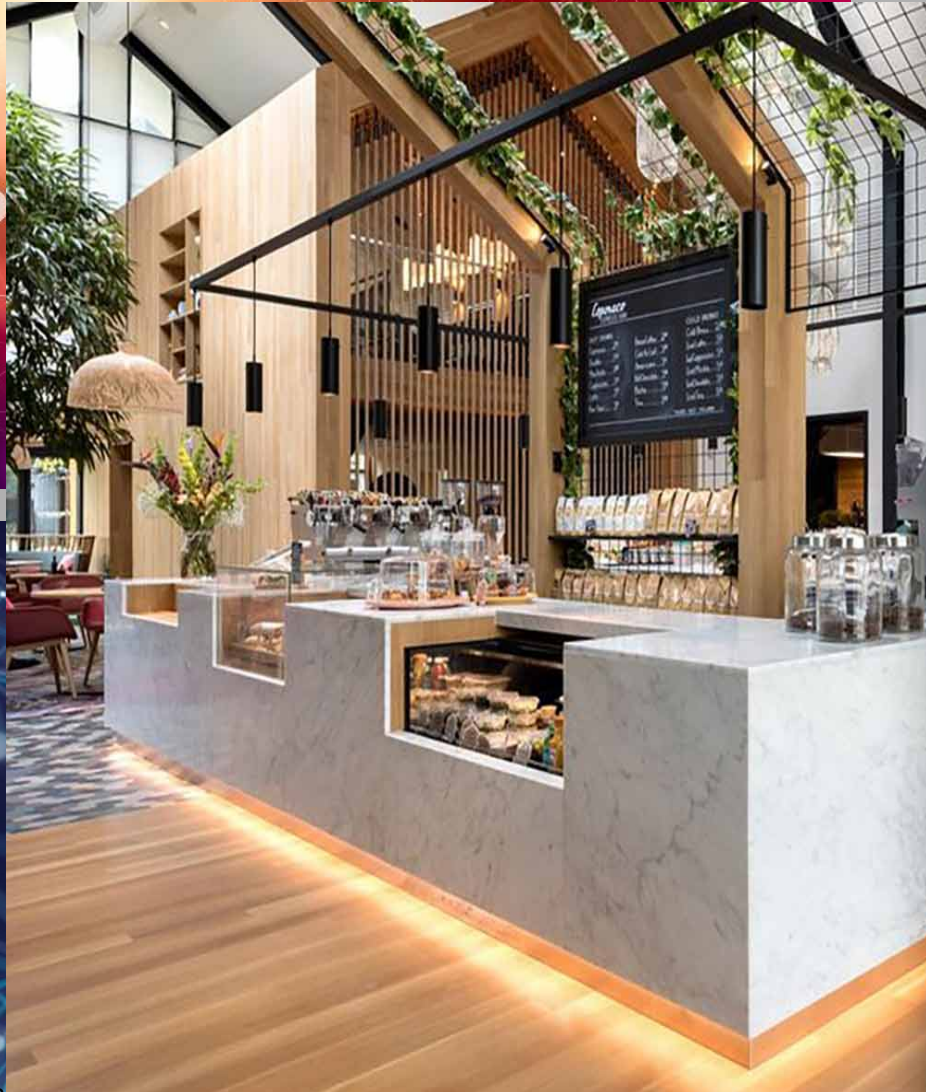
Personal Development Plan

Objective	Action	Resource Needed	Potential Obstacles	Metric	Estimated Time
Critical Thinking	Practice Case Studies	Cases and a good teacher	Thinking inside the Box	Future Opportunities and threats	3 weeks
Working Under Stress	Real life pressure	An appropriate teacher	tiredness	Work smoothy under pressure	7 weeks
Teamwork	Learn and Practice	A lot of time	Lack of consideration	Efficient in Teamwork	5 weeks



Conclusion

I need several essential abilities and personal trades to be successful in my future business. I must develop my existing skills and improve teamworking, critical thinking and working under stress.



Sample Footer Text

Thank You

Do you have any questions?

Tuesday,
February 2, 20XX

12

References:

- Formichelli, L. and Villaneuva, M. (2019) *Starting & running a coffee shop : brew success with proven strategies for every aspect of your espresso startup.*
- Hopkins, D. And Reid, T. (2018) *The Academic Skills Handbook: Your guide to success in writing, thinking and communicating at university.* London: SAGE Publications
- Lyon, H. (2011) *Start up and Run your own coffee shop and lunch bar*, 2nd edition. London: How to Books
- Robinson, R. 2017 *Coffee Shop Business Smart Start Up: How to start, run and grow a trendy coffee house on a budget.* North Charleston, SC, USA: Createspace independent publishing platform
- Sutherland, J. (2012) *Start and run a sandwich and coffee shop.* London: How to content