

**Academic and employability
skills.**

Module code BMSW4001_LON.

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Term 1 ,group 1 weekend

Job : manager

- Future profession : manager
- Set of skills required:
 - ▣ Effective planning
 - ▣ Organizing
 - ▣ Controlling
 - ▣ Leadership qualities.

Gibbs Cycle

1.Description.

- Become a successful manager is my dream
- I lacked a number of skills before attending this module
- Time management and organizing are my weakness
- Improved sufficient during this module.

2. Feelings.

- Doubted myself in manager role with a weak set of skills
- Attending classes my confidence increased.
- Improving gradually

3.Evaluation.

- Not able to prioritise important work
- End up with last minute pressure to complete everything at the last minute
- Such lack of skills affected my everyday life.

4. Analysis.

- During this module a lot has changed.
- I learned what is more important.
- I can complete things in time.

5.Conclusion.

- This module helped me to take a step further in my carrer.
- More self-confidence
- Improved skills.

6.Action plan.

- Consistent with my efforts of improving my skills.
- Apply them wherever needed.
- Study and learn to gradually improve my skills,and overcome my weaknesses.

References

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12-traits-make-great-manager/](https://www.achievers.com/blog/12-traits-make-great-manager/)
[Accessed 07 04 2022].