

# Personal management skills - assignment



**ASSIGN  
BUSTER**

# **Personal Management Skills**

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## **INTRODUCTION**

*“ Learning is the only source of sustainable competition advantage”.*

Marshall Goldsmith

## **REFLECTION & ITS IMPORTANCE TO YOU**

## **PERSONEL ASPIRATION REVIEW[350]**

## **BACKGROUND [500]**

## **WHY DID YOU CHOOSE TO STUDY FOR A DEGREE**

I have been studying in an english medium school since my childhood. In India the education system a bit different from here in UK. The student have to decide if they wish to go for the science or the commerece stream in their 11<sup>th</sup> standards and only those students who got more than a 70% overall along with good marks in science in class 10<sup>th</sup> are allowed to opt for sicence in 12<sup>th</sup> . I was hard worker and always had in mind that I would become a engineer in future. I got 70% aggreate marks and I got 75 in science in paricular, which helped in to opt for science in class 11<sup>th</sup> . Science was not really a piece of cake instead it was really hard and requires a set number of devoted time for education. I did not realize that my apptitude was not the theories and models, instead my interest was in knoing the concepts and appling to the practical use. I would say I was not a theory person instead I

was a practical person. But since I did not have any career counseling as well there was no one to guide me all that so I was working hard though but without any real interest. Then in the mid term when I did not get good marks my teacher called my parents and asked them to have a discussion about my interest and my future through a career councillor, my parents took me to a councillor and then was the time when I came to know more about my own self. I also came to know that the decision I took for choosing science was wrong I am a person who should have taken commerce, I along with my parents went to the principal and discussed all the details, after hearing all the story she told me something that totally changed my interest. She said there is a solution to your problem but if you promise to work really hard and live up to the expectations. She said though the procedure is that a student has to do either science or commerce in 11<sup>th</sup> and 12<sup>th</sup> both the years but you can change your stream from science to commerce in 12<sup>th</sup> if you think you will be able to cope with the two years of education in one year. It was really a tough decision to take but I was confident enough to say yes at the same time. I was happy but a little bit scared. I really put in all my efforts worked day and night. Finally at the end the result said it all. I got almost same marks as the students studying the same thing for two years in class 12<sup>th</sup>.

Thus, getting into a Bachelors of business administration degree was the result of the career counseling which was an eye opener for me to see my life clearly. My father as well as many other family members are self made business men. Taking inspiration from them I now want to become a successful international businessman and do something which the world

should be proud of. This degree will provide me with all the skills and knowledge i need in order to become a international business man. The degree is fast tracked, economical and well managed.

### **HOW DOES THIS FIT IN YOUR LIFE & CAREER PLANS**

The bachelors in business administration is basically the first step in the ladder to my dream and goal in life. In order to become a international business man I had to go through this degree programm.

### **REVIEWING OPTIONS FOR THE FUTURE**

For the future the next step in the ladder is doing masters in business field. Doing masters in UK is a big deal as it requires a lot of money and 2-3 years of working experience to get into a very good university.

### **PLANNING AHEAD**

For the future I wish to got for either Masters in business in buiness administration or do Msc in Finance. But before doing any of these courses I have to have a two years of job experince after my bachelors.

### **SWOT ANALYSIS ON MYSELF**

#### **STRENGTH**

A few strength which I possess are:

Time management-

Planning-

Determination-

**PERSONEL SKILLS REVIEW [800]**

COMMUNICATION, NUMERACY, LEARNING, IT, INTERPERSONAL, PROBLEM SOLVING.

MANAGEMENT SKILLS BY FAYOL

MANAGEMENT MODEL

WHAT MANAGEMENT SKILLS DO U HAVE

**PERSONAL SKILLS**

“ To be skilled is to perform a learned activity well and at will”- (Cotrell S. 2003)

My developed skills are:

Time management skills -

Time management basically means the useful distribution or utilization of time according to our needs and circumstances.

Today, life has become very fast, no one has time for the other and people make excuses for the incompleteness of the job because of lack of time. It is a fact that every one is busy in their own world but people should understand the difference between the urgent work and the important work. They have to set their own priorities in life in order to decide which work should be done first.

**THE TIME MANAGEMENT GRID**

	URGENT	NOT URGENT
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<p>IMPORTANT</p>	<ul style="list-style-type: none"> <li>• Crises</li> <li>• Pressing problems</li> <li>• Deadlines</li> <li>• Lectures/seminars</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation</li> <li>• Prevention</li> <li>• Planning</li> <li>• Relationship</li> </ul>
<p>NOT IMPORTANT</p>	<ul style="list-style-type: none"> <li>• Interruptions e.g. calls</li> <li>• Some meetings</li> <li>• Some popular activities</li> </ul>	<ul style="list-style-type: none"> <li>• Junk mail</li> <li>• Some call/email</li> <li>• Time wasters</li> </ul>

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### **TEST DONE IN APPENDIX**

Planning- planning is deciding in advance what to do how to do and for whom is to do. It bridges the gap between where we are and we wish to be. It is required at all levels of management; it is an on going process throughout our lives, which is very important from the point of view of achieving the desired goals.

Decision making- it is the process leading to the selection of a course of action among alternatives. Every decision making produces a final choice. It can be an action or an opinion. It begins when we need to do something but we do not know what therefore, decision making is a reasoning process which can be rational or irrational.

Writing skills- In context to communication skill, the other developed skill which I have is writing skills, I can really express my self better in the written part of speech, I have taken part in various essay writing competitions and won the first and sometimes second prize as well. I can pen down my emotions and feeling on the paper very easily, basically while writing I can really go into the depth of the topic.

According to BELBIN'S NINE TEAM ROLE- my developed and un-developed skills are:

Belbin's Nine Team Roles-

- Co-ordinator



- Shaper
- Plant
- Resource instigator
- Implementer
- Team worker
- Completer
- Monitor evaluator
- specialist

According to test the skill in which I was not good enough are:

Team worker- He is the person who is most aware of the needs of the team, the concern and the needs of the members. I do not feel comfortable working in groups as I feel every person has a different approach towards life and have a different set of ideas, so I do not think they are able to solve a particular problem or can reach to a final conclusion for a problem. Thus I need to develop my negative skill to positive and hence I need to develop this skill of mine.

Implementer- He is a well organised individual, who is good at turning big ideas into manageable tasks. I think leader are also implementers and I do not have the leadership skills in my self, which makes me a bad implementer as well. I am terrible at implementing ideas and plans into action.

Therefore- my developed and undeveloped list is:

Developed skills - Time management, planning, decision making, and writing skills.

Un-developed skills - Interpersonal skills, leadership, motivational.

Some of my developed skills are since childhood from my school days where I had my daily time table for all days of the week which included every thing which I had to do during the day, this in return helped me to become punctual and I learnt the importance of time and I understood that once time passes it never comes back, therefore every second of our life is very precious.

Where as regarding my decision making skill, I developed at my work place, when ever I have been given more work to do at one time, then I have to set my own priorities of work, which means I had to take decisions on my own as to which work should I do first keeping in mind their importance and dead line.

As far as writing skills are concerned I can really express my self better in the written part of speech, I have taken part in various essay writing competitions and won the first and sometimes second prize as well. I can pen down my emotions and feeling on the paper very easily, basically while writing I can really go into the depth of the topic and I can write along with thinking about it.

## **CARRER PLANNING**

Vocational

Further study

Push and pull

THE WORLD OF WORK [600]

JOB MARKET ANALYSIS [2 indus] FOR OWN SELF [CHECK SLIDES]

FACTS, FIGURES N JOB APPLIED FOR [job description]

SWOT OR PEST ON CHOOSEN MARKET

Since, I have been working as a sales advisor from more than a year and people know me quite a bit now, the managers know me by name. I also act and perform the role of a supervisor in their absence. In my near future I would like to get into either Retail or Finance industry.

### **RETAIL INFORMATION-**

FACTS ABOUT RETAIL: [http://www. statistics. gov. uk/](http://www.statistics.gov.uk/)

- According to the national Statistics, done in June 2005 the retail industry has employed 2.9 million people which is 1 in every 9 or 11% of the working UK population.
- UK retail sales were approximately £260billion in 2005.

[http://www. dmreview. com/dmdirect/20060707/1057744-1. html](http://www.dmreview.com/dmdirect/20060707/1057744-1.html)

[http://retailindustry. about. com/od/abouttheretailindustry/p/retail\\_ industry. htm](http://retailindustry.about.com/od/abouttheretailindustry/p/retail_industry.htm)

[http://www. shoppertrak. com/index. php](http://www.shoppertrak.com/index.php)

[http://www. ca. courses-careers. com/retail. htm](http://www.ca.courses-careers.com/retail.htm)

<https://assignbuster.com/personal-management-skills-assignment/>

[http://www.prospects.ac.uk/cms/ShowPage/Home\\_page/Explore\\_job\\_sectors/Retail/overview/p!egiLLL](http://www.prospects.ac.uk/cms/ShowPage/Home_page/Explore_job_sectors/Retail/overview/p!egiLLL)

[http://www.prospects.ac.uk/cms/ShowPage/Home\\_page/Explore\\_job\\_sectors/Retail/overview/p!egiLLL](http://www.prospects.ac.uk/cms/ShowPage/Home_page/Explore_job_sectors/Retail/overview/p!egiLLL)

**FIANANCE INFORMATION-**

<http://news.bbc.co.uk/2/hi/europe/jersey/3884379.stm>

<http://www.eeoc.gov/stats/reports/finance/index.html>

CHANGING WORKPLACE

CARRER PATHS

CURRENT AND FUTURE WORK PATTERNS

PERSONAL DEVELOPMENT PLAN [600]

[SKILLS FROM TEST N QUIZZES]

- FIVE AREAS TO DEVELOP N SET S. M. A. R. T TARGET

A personal development plan helps a student to :

- Improve their general skills for study and career development.
- Become more effective independent and confident self-directed learners.
- Encourage continous / lifelong learning and take self responsibility.
- Identify their strength and weaknesses.

Area of skill behaviou	Why it is important to you in relation	How you will work on this development.
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<p>r you would like to develop further.</p>	<p>to your ambitions.</p>	<p>Who or what can help or support you in this respect.</p>
<p>Inter-personal skills</p>	<p>My aim in life is to become a business man, a business which involves dealing with clients all over the world. I need excellent communication skills and good command over my vocabulary in order to communicate with my</p>	<p>The inter-personal skills mainly develops by practice, the more we communicate with people, more effect we will have in our language, so I will start giving presentations , taking part in all kinds of debate competition</p>

	<p>clients at workplace.</p>	<p>as well.  I can only help Myself to improve over my less developed inter-personal skills. As nobody else know me better than myself.</p>
<p>Leadership skills</p>	<p>My ambition being a business man requires myself to be a leader. And have all qualities required by him which includes -</p>	<p>In my college's lectures we have various in between short quizzes and various group work activities for all the modules. I will take an</p>

	<p>Intelligence Empathy Therefore instead of being an independent learner I had to develop skills in order to become a group member or group leader.</p>	<p>active part in them and try to be involved to the fullest. In order to develop teamwork skills as well as leadership skills. I will also request my friends to interact with me as much as they can so that I learn to understand things from others point of view as well.</p>
<p>Motivatio nal skills</p>	<p>Motivation process is a part of the</p>	<p>This skill can be developed only at my</p>

	<p>teamwork and result of effective communication process. Every individual tries to motivate their co-workers and subordinates in the workplace in order to achieve the maximum output from them and achieve the common goal .</p>	<p>college, through my friends as the main motive of all students is to secure good percentage in all modules, I can motivate them by saying some words of encouragement. I could increase their moral and make them feel they can achieve whatever they can in life.</p>
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**PSYCHOMETRIC TEST****EMOTIONAL INTELLIGENCE [220]****APPENDIX**

## Curriculum Vitae

KARAN SETH

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EMAIL: karan.seth@stu.ctlondon.ac.uk

NATIONALITY: Indian

DATE OF BIRTH: 13/10/1987

**EDUCATIONAL QUALIFICATIONS:**

Year	Qualifications	School/ College/ University
2006 - 2008	BA (HONS) Business Management	University of Wales, Lampeter
2006	Higher Secondary	Delhi Public

	Examinations (10+2)	School, Kanpur
2004	Secondary Examinations (year 10)	Delhi Public School, Kanpur

**WORK EXPERIENCE:**

March 2007, Marks & Spenser, London, UK
<p>Team Leader / Sales Advisor</p> <ul style="list-style-type: none"><li>• Ensures services provided by the department are always carried out to defined standard with the utmost efficiency, consistency and courtesy as detailed in the department operational manual.</li><li>• To handle all customer complaints and inquiries in a courteous and efficient manner, following through to make sure problems are resolved satisfactorily.</li><li>• To ensure that all employees in the</li></ul>

outlet deliver the brand promise and provide exceptional guest service at all times.

- To assist in the inventory management and ongoing maintenance of stocks and inventory taking as required.
- Training of new joiners according to the standards laid down by Marks & Spenser.
- Maintaining positive guest and colleague interaction with good working relationships.
- Monitoring operating supplies and reduce spoilage and wastage.
- Ensures the place of work & surrounding area is hygienic and organized at all times.
- Motivating and leading a team of committed professionals to achieve 100% in customer service.

- Worked part-time as a Food and

Beverage Assistant at Landmark, Kanpur, India, 2005
<b>ACHIEVEMENTS</b> <ul style="list-style-type: none"><li>• Secured 1<sup>ST</sup> class in the college in BBA in the present term.</li><li>• Secured above 70% in aggregate all through the educational tenure.</li><li>• Served as the President of the Student Union in the year 2004 - 2006 at Delhi Public School, India.</li><li>• Won many Inter-school Sports and debate competitions in India.</li></ul>

**PERSONAL ATTRIBUTES:**

- Excellent communication skills, good Inter-personal skills and a proactive problem solver.
- Value teamwork, have good team building skills and can communicate effectively with all levels of employees.
- Customer-oriented, friendly, honest, fair and approachable.
- Have a positive “ can do” attitude, highly motivated, innovative, passionate and seeking opportunity to be multi-skilled and trained.

- Established leadership skills cultivated through intensive training as a Management Trainee.
- Ability to adapt to changing environment and desire to work on new projects.
- High degree of integrity.
- Possess the ability to perform best under pressure.

#### useful links

- <http://www.ucc.vt.edu/stdyhlp.html> [TIME N STUDY SKILLS]
- [http://www.quintcareers.com/career\\_assessment.html](http://www.quintcareers.com/career_assessment.html) [COLLECTION OF MANY TEST . GOOD ONE ]
- [http://careerplanning.about.com/od/careertests/Free\\_Self\\_Assessment\\_Tools\\_Online.htm](http://careerplanning.about.com/od/careertests/Free_Self_Assessment_Tools_Online.htm) [OK OK]

#### **TEST LINKZ:**

<http://www.inspiredleadership.org.uk/> [NUMERICAL N VERBAL]

<http://www.myskillsprofile.com/> [LEADERSHIP, EMOTIONAL INTELL, TEAM ROLES, PERSONALITY PROFILE, ] [HAVE TO PAY]

<http://www.personalitypathways.com/dom-ni.html>

<http://www.personalitypathways.com/>

<http://www.ucc.vt.edu/stdyhlp.html> [IMAGE FROM LINK]

<https://assignbuster.com/personal-management-skills-assignment/>