

Action plan



It is important for to develop a plan in order to improve their skills and capabilities. My professional goal is to become a manager of a corporation. To achieve that goal I am studying business administration. Along with the knowledge that I am gaining in the classroom setting I have to create a plan that will help me improve my capabilities. A skill set that all managers need to succeed in the workplace is excellent communication skills.

Communication skills are divided into verbal and written skills. The manager position is responsible for the well being of the employees and the enterprise as a whole. Exposure to verbal presentations in front of a group can help me improve my communication skills. I can take advantage of class projects to practice communicating in front of a classroom. Also being an active participator in the classroom can help me develop my verbal communication skills. My written communication skills can improve by doing a lot of research. Reading a lot helps individuals expand their vocabulary. A critical skill that is important in the management field is leadership skills. I can work on my leadership skills by assuming the role of team leader in classroom related projects. I can enhance my leadership skills by participating in extracurricular activities. I can also improve my leadership by donating my time to do volunteer work. Getting involved in the community can give me valuable experience working with other people in different settings. Improving my leadership and communication skills will enable me to become a successful manager in the future.