



ACADEMIC AND EMPLOYABILITY SKILLS

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OVERVIEW

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MY INTENDED CAREER



Psychological wellbeing practitioner

Skills I need for this job:

- Good communication
- Time management and organisation skills
- Writing skill
- Empathy
- Active listening
- Problem solving skill

In my job I have to do:

- Undertaking patient-centered interviews
- Identifying the areas where I could help to patients
- Offering face-to-face and phone support
- Writing reports and assessment about patients and treatments I given to them

SWOT ANALYSIS



Strengths	Weaknesses	Opportunities	Threats
Good communication	Lack of assertiveness	Self-development	Higher level of stress
Organisation skill Trustworthiness	Cautious	Better job	Over analyzing outcomes
Academic writing skill	Impatience	More task done in tight deadlines	Doesn't accept mistakes easily

TIME MANAGEMENT

“Time management” is the process of organizing and planning how to divide your time between specific activities. (Mindtools,2009)

Why is it good to have at my chosen workplace?

- Teach me how to organise my daily meetings
- Helping me getting enough time for my patients
- I could finish all necessary documents and reports required at the day
- It helping me to get a time to attend on courses which could develop my career



ACADEMIC WRITING

How these skills helping me at my workplace?

- I could complete reports and descriptions about patients and treatments I was given to them
- In further education these are the basic skills to helping me being successfully and could gain more knowledge to become professional
- Helping me preparing my reports and give a professional outlook to them.



PUBLIC SPEAKING

“Public Speaking is the process or act of performing a speech to a live audience.” (Geektonight,2021)

How could this skill support me at my chosen workplace?

- It giving me confidence front of the people and teach me how to talk and gesture properly
- It helping me learn how to preparing myself on the meetings
- Teaching me how to choose the right speech for the different audiences
- Helping me organizing what and when to talk about and guidelines about the steps how to be ready for that



PERSONAL DEVELOPMENT PLAN (PDP)



Goals	How to achieve	How long
Improve academic writing skill	Watching videos	2 months
Improve Time Management skill	Writing lists, and in calendars	1 months
Improve my self-confidence	Join workshops, practicing public speaking	4 months

CONCLUSION

- I need to improve several skills
- I get different skills while studying at UWTSD
- I need to look after my chosen job and learn more about it
- I need to make more presentations and practicing public speaking to getting more confidence and learn the best way to communicate with others



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THANK YOU
FOR YOUR
TIME

