



**ACADEMIC AND EMPLOYABILITY
SKILLS (LCHS4001)
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INTRODUCTION.

In the following paragraphs I will mention how we should organize our time so that we can do more things and have more time at our disposal and we will see how to organize our lessons and why it is useful, how useful it is in academic skills and in it is useful for us in the future, then it is how I joined when I started this course, how I feel now, it changed my life, it offered me knowledge. and finally my future career what skills do I have, what skills do I need. And my references from where I find my informations.

TIME MANAGEMENT.

Time management is to planning out our free time and limiting how much time we devote to particular projects allows you to work more productively. While some people find easier to manage their time effectively than others. Time management is crucial because it enables you to manage our workday jeopardising your ability to maintain a healthy work-life balance. It is very good to know how to organise our time to do to many things in our day, and to be professional. For me personally I had a lot of difficulty in being able to organise my time so that I could do many things and have time for everything, since I started university and the first lesson with Mr Peter Allen in lesson Academic And Employability Skills asked us to make a program of our lifestyle. I did it, I wrote my routine and that's how I realised that after all there is time for everything when there is desire and organisation. From that day I start to manage my time with my personal life, my work, and my university about homework's that they give me.

ORGANISING STUDY.

Organisational studies examine how people construct organisational structures, practices, and processes as well as how all of these contribute to the development of social institutions and relationships that have an effect on individuals. Different fields that study the various facets of organisational studies. The study's foundation is organisational charge. The study also includes historical patterns and theories to illustrate the connections between traditional, current, and future organisational structures, practises, and processes.

To organising my studies and organising in general is very important for me because I want always to be correct and professional. To organise it makes our life easier, when we are not organised it is a waste of time.

ACADEMIC WRITING.

A formal writing style, academic writing is utilised in scholarly publications and in educational institutions. We'll come across it in books and journal articles on academic subjects, and we'll be required to write our essays, research papers, and dissertation in academic style.

Academic writing uses the same writing process as other types of texts, but it has unique norms for its content, structure, and style. The majority of texts that academics produce are texts meant for publication, including journal articles, reports, monographs, and chapters in edited collections. Varied academic disciplines place different emphasis on different types of writing. For instance, while it's important to explain techniques and results in scientific writing in a clear and accurate manner, the humanities place more emphasis on developing strong arguments supported by textual evidence. However, the majority of academic writing adheres to a few fundamental guidelines that are meant to help with informational clarity. Effective writing is a crucial ability, regardless of whether your aim is to pass your degree, apply to graduate school, or start a career in academia.

When I started this lesson it was very difficult for me to understand how to use power point, how to do presentations, how to write with rules, how to research information, how to use them, and how to select the most basic information.

ABOUT ME.

I am very happy that I have started this course because I have learned a lot of things that I didn't know before. First of all When I started I didn't have much confidence in myself that I can do it, but now I have changed my mind with your help I have a lot of confidence in myself and with the lesson we did for our future career now, I know what direction I want to follow in the future. Because earlier I wasn't so sure, and now I know I want to do it in the future. with the link that Mr Petter gave us, I learned a lot about the profession I want to follow. I also learned how to make a presentation in front of different people, something I had never done before. And this is very useful for me in the future, because I want to be a midwife I have to go out and present to new mothers on how to take care of newborns how to breastfeed them, how to make a shower the baby's, and change nappy's also some of the new mothers they need help for support them because some of them is single mothers or some of them they past depression after birth and for example they don't want to tach their baby's, they don't want to see them, and we have to be careful also some of new mothers they need medicines for high blood pressure, for paying we need to ask them always and to give them to many information and to answer the questions they ask. And that is because I have a bad experience when I give birth to my son no one take enough care for me and I was in danger me and my son too because my height blood pressure and because it was covid 19 they didn't allow no one to stay with me in the hospital so like that I didn't have any help from no one. And now I don't want that happening with any other women. In addition, I learned how to use various programs such as Power Point and Word, which are also very useful for every job because now everything is solved with technology. this course offered me a lot of useful knowledge and how to be more professional in my work, to be punctual and organized, which are two of the most important things in our lives. in these days, how organized you are matters a lot because you don't want to work with people who are not organized, we always have to know where we put our things, how we put them, even in our professional space, when they ask us for something, we can find it easily. In addition, knowledge plays a big role, we must know how to organize our knowledge, how to keep notes, we must always ask about our questions, because this is the only way we solve questions and learn many things.

I also learned how useful a library is, which before I didn't know how to appreciate it, but during my time at the university I learned that the library is a paradise where you can find anything you want either to do an assignment or read a book.

We people with the new technology have forgotten the magic of reading a book to unearth it because now all books and wikipedia are on the computer and phones and that is not so good. (this is my opinion always).

In this university i learned many things. But from the lesson Academic And Employability Skills I learned more.

Thank you MR PETER ALLEN.

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WHAT IS MY INTENDED CAREER.

My intended career is to become a midwife. From a young age I took care of my little sister and later my little brother, I was like a second mother to them, I liked to play with them and teach them many things. Since then I started to like being a midwife.

MIDWIFE.

Midwives provide care support to women and their families while pregnant, throughout labour and during the period after a baby's birth.

Midwives will support through labour and birth. They can:

- Give you information, and emotional support.
- Monitor your progress and suggest strategies to help you labour.
- Monitor the baby's heartbeats and other signs.
- Get extra medical help if needed.
- Helping you with breastfeeding and settling your baby.
- Showing you how to bath your baby and change nappies.

WHICH SKILLS DO I NEED.

- strong teamworking skills to liaise with a range of health and social care professionals when necessary.
- Ability to deal with emotionally charged situations.
- An interest in the process of pregnancy and birth.

WHICH SKILLS DO I HAVE.

- an understanding and caring attitude.
- emotional and mental strength.
- good observation.
- patience.
- maturity.
- willingness to take responsibility.

SUMMARY.

- I choose this course because I love baby's and I love to look after them.
- To help all new mothers to support them and to help them for every problems they have.

I would like to improve my skills and to be a good midwife.

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