



**BMSW4001**

**Academic and Employability  
Skills**

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# INTRODUCTION

- ❖ My presentation will be about my intended career prospect as a home care manager and how I will prepare myself using my work skills and academic skills to reach to my future goals.
- ❖ First, I will discuss the skills that I need to be an employee in a professional organisation, as well as the specific skills that I need for my intended career.
- ❖ I will be drawing up a SWOT analysis and a personal development plan to show the relevant steps that I need to take to achieve my outcomes.
- ❖ And lastly I will summarise my understanding of my individual skills and how they have a comparison in the world of work.

# REQUIRED SKILLS FOR EMPLOYEMENT

Employers require some specific skills to carry out the day-to-day job description. It allows individuals to participate and work effectively as a member of the team. Having the relevant skills satisfies customers' and clients' needs and expectations when done effectively and this will create an overall positive expectation of the organization.

**Main skills employers require include:**

- ❖ Interpersonal skills
- ❖ Verbal and written communication skills
- ❖ Organisational skills
- ❖ Time management
- ❖ Planning and strategic thinking

# REQUIRED SKILLS FOR HOME CARE MANAGER

Home care managers are responsible for maintaining strict legal requirements, including health and safety and to provide information, advice and support to residents, families and staff

**The main skills required as a home care manager are:**

- ❖ Planning and delivery
- ❖ flexibility and adaptability
- ❖ Organisational skills
- ❖ Listening skills
- ❖ Leadership skills
- ❖ Interpersonal skills
- ❖ Strategic thinking
- ❖ Verbal and writing communication skills

# SWOT Analysis

- ❖ 6 years work experience in healthcare
- ❖ Level 2 medication trained
- ❖ Written and verbal Communication
- ❖ Hard worker
- ❖ Responsible
- ❖ Supportive
- ❖ Motivator
- ❖ Problem solver
- ❖ Approachable

STRENGTHS

WEAKNESSES

- ❖ Limited education
- ❖ Out of education for a long period of time
- ❖ Keeping up with technology becoming more advanced
- ❖ Wanting to be independent
- ❖ No experience in management

- ❖ Making a positive change in the care
- ❖ Mentoring staff
- ❖ Promotion
- ❖ Furthering studies

OPPORTUNITIES

THREATS

- ❖ Non compliance of staff
- ❖ Resources and funding
- ❖ Policies and procedures of service users

| PERSONAL DEVELOPMENT PLAN (PDP)                                                                                                                                                                                                                              | SHORT-TERM TIME FRAME (3-6 months)                                                                                                                                                                                                                                                          | MID-TERM TIME FRAME (6 months – 2 years)                                                                                                                                   | LONG-TERM TIME FRAME (2-3 years)                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>MY GOALS:</b><br/>Completing all relevant qualifications within my studies at the University of Wales and other provider and become a home care manager</p>                                                                                            | <p>I will be taking part in lectures and receiving feedback from tutors, I will be gaining the relevant knowledge which will prepare me with specific transferable skills as a home care manager</p>                                                                                        | <p>I would have completed my Level 4 HNC after 1 year. With this qualification I would gain the extra requirements which would enable me to become a care home manager</p> | <p>I would further my education and complete a Level 5 in health and social care management</p>                                                                                                                                                                                           |
| <p><b>SKILLS AND KNOWLEDGE TO BE LEARNED:</b><br/>Achieve my GCSE/ Level 2 Functional skills Maths and English up to date and current. Work on my time management skills as well as my digital skills whilst dealing with my studies, work and home life</p> | <p>Within this time I will be seeking for a provider who will accept me to carry out my Maths and English course. I will discuss with work about reducing my hours which can give time for thorough understanding with lectures and assignments and allowing me to balance my home life</p> | <p>I would have achieved my Maths and English GCSE/Level 2 functional skills. I will positively be putting my Maths and English skills into practice at this time</p>      | <p>I will now confidently be transferring my Maths and English skills within my managerial skills as a home care manager, as well as executing my time management skills and digital skills, preparing training and teaching other staff to deal with what may be a challenge to them</p> |

# PERSONAL DEVELOPMENT PLAN (CONTINUED)

| PERSONAL DEVELOPMENT PLAN (PDP)                                                                                      | SHORT-TERM TIME FRAME<br>(3-6 months)                                                                                        | MID-TERM TIME FRAME<br>(6 months – 2 years)                                                                                                   | LONG-TERM TIME FRAME<br>(2-3 years)                              |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>NEXT STEPS:</b><br>Take a course for Maths and English,<br>Make a plan on how to prioritise studies and home life | Using my learning resources, feedback from tutors and test preparation, this will help me to pass my Maths And English       | Depending on the course length I will have completed this within at least 1 year and receive certification of completion and level of passing | Expand my learning at a higher level within my Maths and English |
| <b>RESOURCES:</b><br>Find the appropriate provider to carry out my Maths and English and necessary funds             | I will be applying for funds to pay for my course if not viable, I will attempt to pay for this myself to achieve my courses | Completions of courses at intended provider                                                                                                   | Completion of course at intended provider                        |

# SUMMARY

**I believe that the skills I portray are essential for the world of work as well as becoming a care home manager.**

**6 years work experience in healthcare** – My experience identifies enhanced knowledge and skills, when tasks are being carried out with confidence, it shows competency, and this is down to the amount of experience I have.

**Level 2 medication trained** – Additional knowledge in the sector shows willingness to expand career options.

**Written and verbal Communication** – This helps to deliver information effectively and accurately

**Hard worker** – Shows determination and gets the job done.

**Responsible** – Helps you manage good and bad outcomes in different situations

**Supportive** – Demonstrates leadership and teamwork

**Motivator** – This gains and improves performance and personal growth, it helps to change the way employees think, feel, and behave positively.

**Problem solver** – Helps to determine the best course of action in situations that need fixing

**Approachable** – Helps to build relationships with colleagues and clients, it helps to break down barriers and helps to build trust

# CONCLUSION

Overall, with what I have learnt with my academic and employability skills, it has prepared me to think about how I need to use my personal development plan and my SWOT Analysis effectively with set aims to achieve my goals.

- ❖ I will work towards achieving my overall goals within the timeframe that I have set myself.
- ❖ I will use the skills that I currently have and work on the ones that I lack so that my goals can be met accordingly.

# REFERENCES

- ▶ Skills you need (2017), Interpersonal skills, 28<sup>th</sup> November 2020, <https://www.skillsyouneed.com/interpersonal-skills.html>
- ▶ Skills you need (2017), Leadership skills, 28<sup>th</sup> November 2020, <https://www.skillsyouneed.com/leadership-skills.html>