

personal development portfolio

by Zainab Shazad

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Personal Development Portfolio

Zainab Shazad

2215958

LCHS4009

Robert Nartowski

Zainab Shazad's CV

Professional Summary

I am an enthusiastic, hardworking student, currently studying Health and Social ⁶care at the University of Wales Trinity Saint David. I am experienced in working in team environments, as I am able to contribute towards a team and present ideas well.

My Personal Skills

- Communication skills
- Team working skills
- Problem solving
- Leadership skills
- Self-motivated
- Patient

Education

Currently in my first Year at University, Studying ⁷Certificate of Higher Education Skills for the Workplace- Health and Social Care.

My Modules:

- ³Academic and employability skills
- Digital skills and research methods
- Introduction to Health and Social care
- Introduction to Public Health
- ⁸Professional Development within Health and Social care
- Psychology within Health and Social care

My Interests and Hobbies

⁵I enjoy spending time with my family. I also enjoy to read in my spare time, and help my children with their school work and activities. I also enjoy watching news, and the different changes in the world.

References

References and contact information can be given upon request.

Task 2

Job Advertisement.

¹ With nearly 20 years' experience in education recruitment and a team of highly motivated, friendly, and knowledgeable recruitment consultants, First for Education is one of the best teaching agencies for Birmingham teaching jobs. Whether you're looking for TA jobs in Birmingham, Supply teacher jobs in Birmingham or teacher jobs then First for Education is here to help. We can offer a wide range of Birmingham teaching vacancies on a permanent or temporary basis, so if you're looking for a new challenge and want to further your career in the teaching profession then we can support you.

Cover Letter

I am applying for the position of an assistant teacher. Currently, ³ I am a first year student at University of Wales, Trinity Saint David, studying Health and Social Care. I have experience working in a team environment, as a lot of my work at university, consisted of team work. This has given me the opportunity to improve my communication and listening skills, when interacting with others. The skills I have gained overtime, make me a good candidate for this position.

From my education, I have shown great skills and experience, which I would be able to bring to this role of being an assistant teacher. I have shown I am able to work on my own and use my own skills to adapt to each task in a unique way, as well as being able to complete and submit all my coursework at a given deadline, this allowed me to work towards a submission date, whilst under time constraint. The most important element in a well organised team is communication. I have developed my communication skills, from interacting with other students on my course, and to ensure my communication skills are good, I ensure that I listen and speak with clarity when communicating ideas, especially in a team.

My course at the University of Wales, has allowed me to develop and better my skills, as I was able to focus on each skill individually. I am now able to set and prioritise my goals, especially after having to working under time constraint conditions, as this has allowed me to set and organise my time effectively and understand what needs to be done at what time. This also has helped to me motivated and organised at the same time.

My interest for this position, comes from the course I am currently studying, as I have learnt the importance of children's wellbeing and how their brain is adapted, and changed throughout the years. This has taught me to understand how important a child's develop really is, and through this position I would be able to part of bettering a child's development.

Task 3

Personal Development Plan

Over the next two years I hope to achieve a degree in what I am currently studying, as well as a career which links to the degree I am doing. I hope to get a career in health and social care, because it is very rewarding, especially learning about the different aspects in health and social care, it helps you understand the importance of the roles associated within the health and social care community. I also hope to help the people around me with this career choice of mine, because in two years I will hopefully be at that stage, where I can show what I have learnt in the last few years, in a professional and physical way. This would help me support the people who need it most, as I would be a professional who is educated enough to help everyone. Therefore, my first goal is to get a degree in health and social care, and the second goal is applying my knowledge from the degree, into a future career.

Task 4- The Reflective model

I made a PowerPoint presentation about my personal strengths and weaknesses, and what I can do to improve any weaknesses, and how my strengths have now become my strengths. I also presented my assessment to everyone and spoke about what I could improve on in the future.

During my presentation, I did feel slightly nervous presenting in front of everyone, however when I was half way through I did start to feel more confident presenting. Also, when making my presentation, it was hard to be self-critical and think of strengths for myself, as sometimes you don't completely know what your strengths and weaknesses are, however after putting some thought into my strengths and weaknesses, I did find out my best strengths and any weaknesses I can improve on.

Overall, I think my presentation went well, I understand at the start I did feel a bit nervous, however I feel like I could have adding a bit more slides to my presentation, and mention maybe one more weakness and one more strengths, and also give more practical reasons of how I've used my strengths in real life, or how ⁴ I am able to work on my weaknesses, and how I can use them in my practical day to day life. I also did mention an opportunity, which was me being able to learn more about my current subject, and how It has improved some of my skills, which have now become my strengths, and I am grateful for this opportunity, as my current strengths may not have been a strength without coming to University, as it has helped me to focus on each individual skill, that will help me in the future. In my presentation, I did also mention one threat I have faced, which was me spending too much time on a single task, which can cause me to feel a bit anxious, however recently I have been keeping myself organised, which allows me to organise my time effectively, and work on the tasks that need to be done first and then move on to another task. I think this has really help minimise this threat, because now I am more aware of my time, and try not to spend too much time on a single task and get all my tasks done before the deadline.

In conclusion, I think my presentation did go well, but I do have some areas in which I could better for next time. I have learned that when presenting, it is ideal to take deep breaths and to present to a group of friends before the actual presentation, as this helps you to feel more confident and to help take away any nerves, as you have practised the presentation whilst there are people watching.

For next time, I would try to add more slides in my presentation and talk more about my opportunities and any more threats, and how I would be able to use any weaknesses in my day to day life, to improve on my weaknesses. I would try to talk a bit more about my strengths, so other students can understand how a strength is a strength, also giving a few more practical reasons, so everyone is aware that a strength can be used in multiple occasions, and not just at one certain point.

Task 5

In the module, professional development within health and social, there are key skills which are needed when working in a health and social care environment, which I have learnt through this module, and the importance of each individual skill, which helps someone to work effectively within the health and social care environment.

The main skill, which I have improved and worked on through this module, was my communication and listening skills. I think communication skills are extremely important, because you should be able to communicate effectively with the people around you, whether that is patients or your colleagues. When you are working within a health and social care community, you do come across some patients who are unable to communicate as effectively as other patients, this is when your communication skills come in, and helps you to offer the right support needed for that individual. Good communication and listening skills, also helps us to understand people a bit more, and in this way, we can understand the situation a bit more, and offer the right support.

The way I have improved my communication and listening skills, was through my presentation, this is because when everyone else was presenting I had to sit and listen to their presentation, and when it came to me presenting, I had to speak in a clearly and loud tone, so everyone could hear what I was saying, also I had to practise in advance, and this therefore helped to improve my speaking skills, which therefore improved my communication skills altogether. Another way this module has helped me to develop on my communication skills, was in lessons when I learnt about each individual skill on its own, and this helped me to understand why good communication skills are required in a health and social care career, and it also helped me to understand the importance of communication skills, when it comes to interacting with other people, and how communicating effectively can have a different impact on the situation as a whole.

To conclude, this module has really helped me to develop on my skills, also understand the importance of each skill, and it has also helped me to understand why communication skills

are required within health and social care. It also helped me to understand and learn more about the different ways you are able to communicate effectively with others around you. From my presentation, I was able to focus on my verbal communication skills, also my written communication skills, as I had to produce a power point presentation, as well as good listening skills.

References

https://www.firstforeducation.co.uk/areas-covered/teaching-jobs-in-birmingham/?gclid=EAlalQobChMIhqjtsuGngAMVFsXtCh1yoQy5EAAAYASAAEgLuz_D_BwE- - job advertisement

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