

ACADEMIC and EMPLOYABILITY SKILLS

ASSIGNMENT 1

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Table of Contents

- ▶ Slide 3: Introduction
- ▶ Slide 4: What are Skills
- ▶ Slide 5: Academic Skills
- ▶ Skills 6: Employability Skills
- ▶ Slide 7: SWOT
- ▶ Slide 8: Looking back at the process
- ▶ Slide 9: My Career Plan
- ▶ Slide 10: PDP(Personal Development Plan)
- ▶ Slide 11: Conclusion
- ▶ Slide 12: THANK YOU!
ANY QUESTIONS?
- Slide 13: Referencing

INTRODUCTION

- ▶ Hello. My name is Diana. I came to London four years ago and worked as a waiter ,dental nurse and then I decided I needed to get a qualification to find a better job, so I decided to start this course.
- ▶ Throughout this presentation, I will be analysing my academic and employability skills, based on my career choice.
- ▶ This course will give me the opportunity to make a significant difference to people's lives as I have the possibility to work with different persons every day.

What are Skills?

- ▶ Skills are talents or the expertise of a human that are required in order to get a task or work done.
- ▶ Skills can be many types. Academic skills, employability skills, life skills, soft and hard skills.
- ▶ Academic skills help to excel in academic life. Employability skills helps the students to get hired faster and into bigger organizations(Suleman,2016). Life skills help humans to get through life every day.

Academic Skills

- ▶ Academic skills include study habits, learning strategies and effective ways of time management.
- ▶ Example of academic skills are lesson planning, effective reading, note taking, solving problem (Morgan,2020).
- ▶ In terms of academic skills, I think I have quite good writing skills and reading skills and along with that, I have a good level of time management capability. The reason behind thinking so are my class task and teachers comment.

Employability Skills

- ▶ Employability skills are skills that refers to a highly needed skills that turns a human into an attractive employee.(Soner and Milner,2010)
- ▶ I think I have a few good level of employability skills such as communication skills, interpersonal skills, motivational and good academic skills. The reasons behind thinking so are comments from my teachers, peer groups and result from different assessment model.
- ▶ In the light of industry expectations, I believe that social care worker expects to have good communication skills, presentation skills, active listening skills and at the least basic technological skills(The balance careers,2021). Keeping that in mind, I would say that I need to improve my presentation skills and technological skills.

SWOT Analysis

STRENGTHS

COMMUNICATION
ACTIVE LISTENING
ORGANIZATION
PATIENCE

WEAKNESSES

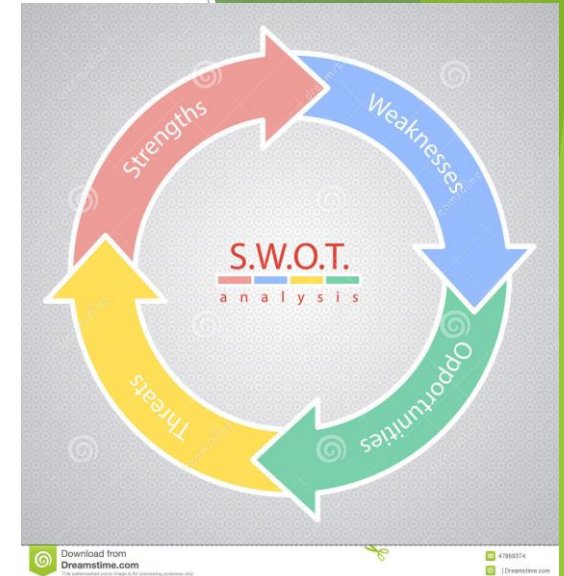
FOCUS TOO MUCH ON
DETAIL
WRITTEN COMMUNICATION
BEING OVER-FRIENDLY TO
PATIENT
SPELLING

OPPORTUNITIES

ADVANCE DEGREE
I CAN MAKE A DIFFERENCE
I HAVE OPPORTUNITY TO
ADVANCE
I EXPERIENCE NEW
THINGS EVERY DAY

THREATS

STAFF COMPETITION
DIFFICULT PATIENTS
HIGH LEVEL OF MODERN
TECHNOLOGY
Presentation and public
skills can be a threat in to serve the
community and convince
them (Keiper et al., 2019)



Looking back: was process of learning easy/difficult. Why?

- ▶ As being a mum it's difficult to find time for myself to study, perseverance is the key towards achieving what I want for my future.
- ▶ At this moment I can say I am making good progress and gain a lot a valuable knowledge.

➤ My Career Plan

- ▶ Step 01: Personal exploration: I like social work and community development and that type of work .
- ▶ Step 02: Exploring my professional interest: I believe my communication, team working, and problem-solving capability can be great assets in the Social work field.
- ▶ Step 03: Visualizing myself in the professional context: The lesson taken from this course and my skills will make to fit for the position of a social worker.
- ▶ Step 04: Assessing the feasibility of the plan: The carer plan of becoming a social worker will be further analysed based on the reality of the job market and discussing with my teacher and other professional.

PDP(Personal Development Plan)

SKILLS	Action needed to improve the skills	Time required
Presentation skills	Reading books to learn about different techniques. Attending seminars to learn from the best. Practicing in front of peer group and in class presentation	4months(May 2021-August 2021)
Technological Skills	Reading books based on computer skills. Practicing the information gained from the readings.	6 months(May 2021-October 2021)

Conclusion

- ▶ In conclusion ,it can be said that I have acquired some academic skills and employability skills that can be helpful for my choice of career plan.
- ▶ However ,I need to follow my PDP (Personal Development Plan)in order to furnish skills and excel in area where I lack.
- ▶ At the same time ,I will be working on the skills that I already have so that I can further improve them.

THANK YOU!

ANY QUESTIONS?

References

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