



ACADEMIC AND EMPLOYABILITY SKILLS

BMSW4001_LONDON

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OVERVIEW

- *My intended career*
- *SWOT Analysis*
- *Time management*
- *Academic Writing*
- *PDP*
- *Conclusion*

My Intended Career

My job is Health care assistant /support worker/. Part of My responsibilities are:

- *Keeping patient records up to date and taking their medical histories*
- *Physical and psychical help.*
- *Taking the patient's vital signs such as blood pressure/temperature*
- *Attending meetings with other healthcare professionals.*
- *Assisting nurses and other staff when needed.*

SWOT ANALYSIS

Strengths :*Positive*

*person,organised. Personal skills.
Sensitive,responsive. Experience.
Considere and very dedicated to my
work.*

Opportunities: *Lot of
trainings.Growing professionally.
Potentiality for higher education.*

Weaknesses: *Too*

*sensitive.Impatient due to the
paperwork. Missing experience in
some areas.*

Threats: *I would not be able to
help to all of the patients,when they
need me. Someone could lose they
life because of my mistake.*

Time Management

Description:

The process of organising and planning how to split your time between various activities is known as "time management." When time is short and pressures are great, good time management allows you to work smarter, not harder, to get more done in less time. Failure to manage your time has a negative impact on your effectiveness and can lead to stress (MindTools,2021).

Time Management

Advantages:

- *Greater productivity and efficiency.*
- *A better professional reputation*
- *Greater opportunities to achieve important life and career goals.*

Disadvantages:

- *Missed deadlines.*
- *Poor work quality.*
- *A poor professional reputation and a stalled career.*
- *Higher stress levels.*

Academic Writing

Description:

Academic writing has a reputation for being meticulous, cautious, lengthy, and even pedantic. The pendulum has swung back in favour of a more concise, "simple English" approach. This is particularly true when the number of persons learning English as a second language increases. As a result, precision is essential. Into my work i can use the academic writing at assessment ,reports ,analysis and claims (Your Dictionary, 2021).

PDP

Description :

- *A personal development plan, usually referred to as a PDP, is an action plan that can be used to identify:*
- *My personal objectives and what I wish to accomplish.*
- *My advantages and disadvantages.*
- *To achieve my goals, I must to enhance and develop the following areas.*
- *What I must to do in order to reach my target.*
- *Anything that might get in the way of my success (Your Dictionary, 2021).*

More trainings in my job, more knowledge in my working area will improve my skills and will decrease my weaknesses.

Conclusion

Today, we spoke about how this course can help me in my future. Everything that I have learnt in the university of Wales was really helpful and beneficial to me. Now I know how I can write academically, how to improve my skills at work, and how I can achieve time management and to be a good leader.

Although English is my second language, with the help from lecturers and classmates I have able to excel in leaps and bounds in terms of confidence and listening skills, and being able to ask questions to make learning a more enjoyable experience.

Referencing

1. CPD Online College (2021) *What Is A Personal Development Plan?*. Available at: [What is a personal development plan? | SWOT Analysis, How To Write \(cpdonline.co.uk\)](https://cpdonline.co.uk/what-is-a-personal-development-plan-swot-analysis-how-to-write/) (Accessed: 05 December 2021)
2. MindTools (2021) *What is Time Management*. Available at: [What Is Time Management? - Time Management Skills From MindTools.com](https://www.mindtools.com/time-management-skills/) (Accessed: 04 December 2021)
3. Your Dictionary (2021) *Definition of Academic Writing With Examples*. Available at: [Definition of Academic Writing With Examples \(yourdictionary.com\)](https://www.yourdictionary.com/academic-writing/) (Accessed: 05 December 2021)

Thank you! Any questions?

