

Week	Focus	Indicative Content
1	Careers in Health and Social Care	• Exploration of career paths, job roles and useful career websites, UWTSD careers tools and resources. • CV and Cover letter planning and writing
2	Key Skills in Health and Social Care	• Overview of key skills required in all job roles. • Career advisor visit/ Guest Speaker • Assignment brief introduced and discussed
3	Key skill – Working in Teams	• Identifying the importance of teams in HSC • Tuckman's Stages of Team Development • Belbin's team roles. • Discuss the concept of professionalism • Reflection on own strengths as a team member.
4	Key skill – Critical Thinking and Problem solving	• Define critical thinking and problem solving. • Discuss types of problems faced in HSC (Strategic, Operational, Administrative) • Describe and use the SWOT analysis tool. • Discuss causes of problems and consequences of decisions. (tools)
5	Key Skill – Communication	• Define communication. • Identify who we might communicate with in HSC. • Transactional model of communication. • Etiquette of communication – emails, telephone calls, letters. • Reflection on communication skills
6	Key Skill – Coaching and mentoring	• Define coaching and mentoring. • Identify when mentoring might occur. • Characteristics of an effective coach. Mentoring skills and building relationships • Johari Window discussion.
7	Key Skill – Reflection and progression	• Review the purpose of reflection in HSC • Reflect on key skills discussed so far on course. • Identify main areas of strength and development. • Identify main areas for future develop. Set goals and develop a PDP
8	Creating Personal Goals	• Principles to remember when goal setting • SMART goals, PDP drafting and refinement. • Presentation workshop
9	Presentation Week – Key Skills	• Individual Presentation of two key skills in HSC.
10	Workshop – Portfolio completion	• Supported session to complete: • Task 2 – personal SWOT analysis and PDP • Task 3 – Personal Statement, CV and Cover Letter