

ACADEMIC AND EMPLOYABILITY SKILLS

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Introduction

- ▶ This Powerpoint will cover definitions and insights into skills; both academically and employability
- ▶ I will also assess my progress and my goals through a SWOT and a PDP diagram in order to come closer to my goal of being a healthcare assistant and analyse my challenges.

Healthcare Assistant Skills in Employability and Academic

- ▶ The main employability skills that I feel I have mastered are
 - Effective communication skills
 - Ability to work under pressure
 - Good decision making/ thinking skills
- ▶ The academic skills that I have obtained through my education are
 - Research and note taking skills
 - Presentation skills

Healthcare Assistant Requirements

- ▶ The desire to work with all people, ignoring the background
- ▶ Good communication skills
- ▶ Good listening skills
- ▶ A tactful and approachable personality



SWOT Analysis

STRENGTHS

- Communication skills, due to prior work in health and social care
- Empathy and patience that I have gained from being a mother
- Ability to follow instructions, although I am also able to take on leadership when needed

OPPORTUNITIES

- Being a student at UWTSD
- Achieving my degree, as this will equip me with the skills I need and make me more employable

WEAKNESSES

- Writing skills, which will help me become more employable. I will improve these through my course at UWTSD and research
- Time management, as I feel that although I have good skills in this, they could be improved in preparation for my job

THREATS

- Having a busy life, and learning to manage my time between being an employee, a student and a mother
- The uncertainty of employability due to the coronavirus pandemic and its risks to the elderly

PERSONAL DEVELOPMENT PLAN

JOB ASPIRATION	HOW I WILL ACHIEVE THIS	HOW LONG THIS WILL TAKE ME	OBSTACLES I MAY FACE
Healthcare assistant	Developing my skills further, such as my time management skills, communication skills, writing skills, etc Finding a job/job experience in healthcare	4 years	Finding employment Doing work experience whilst still doing my regular job

Summary of Skills

- ▶ **SKILLS:** an ability to do an activity or job well, especially because you have practised it (*Cambridge Dictionary*)
- ▶ I understand that skills play an important role in the career world. They help determine what makes a good employee, and tailor people to their desired jobs.
- ▶ Certain skills make up different jobs, as I have shown from my PowerPoint that all jobs require different skills and characteristics
- ▶ Skills are important as without achieving them we would not be able to improve our careers

Conclusion

- ▶ As a Healthcare Assistant, you will be at the very heart of what health professionals do, changing life for better, every single day. This inspires me as I find helping others and making an impact rewarding
- ▶ I know that achieving a degree at UWTSD will not only give me the skills I need to accomplish my dreams, but will also give me the information I need to better my other skills and improve myself

REFERENCES

- ▶ <https://dictionary.cambridge.org/dictionary/english/skill>
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