



Academic and Employability Skills TASK 1 BMSW4001_LON

Ana-Maria Neagu

2009930

Barbara Chinyani

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Introduction

The focus of this presentation is the analysis of my skills and the process to develop them. I will use as tools SWOT and PDP to analyse my academic and employability skills based on my career as a children social worker.

SKILLS REQUIRED FOR EMPLOYMENT

- In general employers are very specific with the skills required. To be successful in most roles but in my path to a future career I must improve my knowledges and abilities .The social working field involves strong developed skills and deep dedication.

The skills I need for a potential successful employment are:

Using
technology;

Communication;

Project and time
management;

Problem solving
data analysis;

Team work;

Leadership;

Strong work
values;

Skills required for a social worker career

In my intended career as a child social worker I consider skills play an important role in delivering the services. I will aspire to further develop my qualities and put into practice the knowledge acquired during the study.

Being a social worker and especially working for children involves special attention and other specific skills like :emotional intelligence, intervention and experience in the field.

Skills that are involved in my social worker career are:

Flexibility with your
work schedule;

Effective
communication and
active listening;

Social
perceptiveness;

Documentation and
organization skills;

Self-awareness;

Questioning skills;

Critical analysis;

Negotiation and
persuasion skills;

Competence;

Computer skills ;

SWOT Analysis

S STRENGTHS	W WEAKNESSES	O OPPORTUNITIES	T THREATS
• USING TECHNOLOGY • PERSUASION • ACTIVE LISTENING • INTERPERSONAL SKILLS • ORGANISATION SKILLS • CRITICAL ANALYSIS • COMMUNICATION	• COMPETENCE • DOCUMENTATION SKILLS • WRITING SKILLS • TIME MANAGEMENT • NEGOTIATION	• GREAT OPPORTUNITIES FOR CAREER DEVELOPMENT • LOT OF JOB OPPORTUNITIES • UPGRADE THE SKILLS NEEDED TO BE IMPROVED	• JOB MARKET LEAD TO COMPETITIVE VACANCIES • SOME COURSES AND WORKSHOPS COST • LACK OF EXPERIENCE OF WORKING IN THE FIELD • NEED MORE SPECIFIC DEVELOPMENT IN THE FIELD

PDP Analysis

TARGET	ACTION TO ACHIEVE	EVIDENCE OF COMPLETION	TARGET DATE
Knowledge more information	• Research and read more information in free time • Practice exercises and activities • Listen and observe	My knowledges about the field/course would be improved and it will help me understand much better the criteria.	Ongoing throughout study 2020-2023
Improve my skills and gain experience in the social care field	• Practice volunteering • Join professional and student organisation • Freelancing jobs practice and proof the skills you have	Involves better chances in a successful intended career. Helps achieving good studying credits .	Outgoing throughout all years of study
To acquire good credits at the course i am studying	• Research more about modules • Get involved in as many class activities • Submit the work on time meeting the asked criteria	Achieve high credits on work submitted . Improving of grades of the course studying .	Ongoing throughout study 2020-2023
Keep up well with university courses and assessments	• Encourage myself to complete the tasks on good time • Involve the skills I am good at • Complete the tasks in an organised way allowing enough time	The submission of tasks will be done on time according to the tasks and the required level.	Ongoing throughout years of study 2020-2023

CONCLUSION

- To improve my skills, I need to invest time and effort.
 - I need to consider every opportunity to put your knowledge into practice.
 - All skills presented have an important role in my studies, but also in my future career as a social worker and in my daily life.
 - Knowing the skills is not enough, I need to give proper advice and put it into practice in the best way.
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