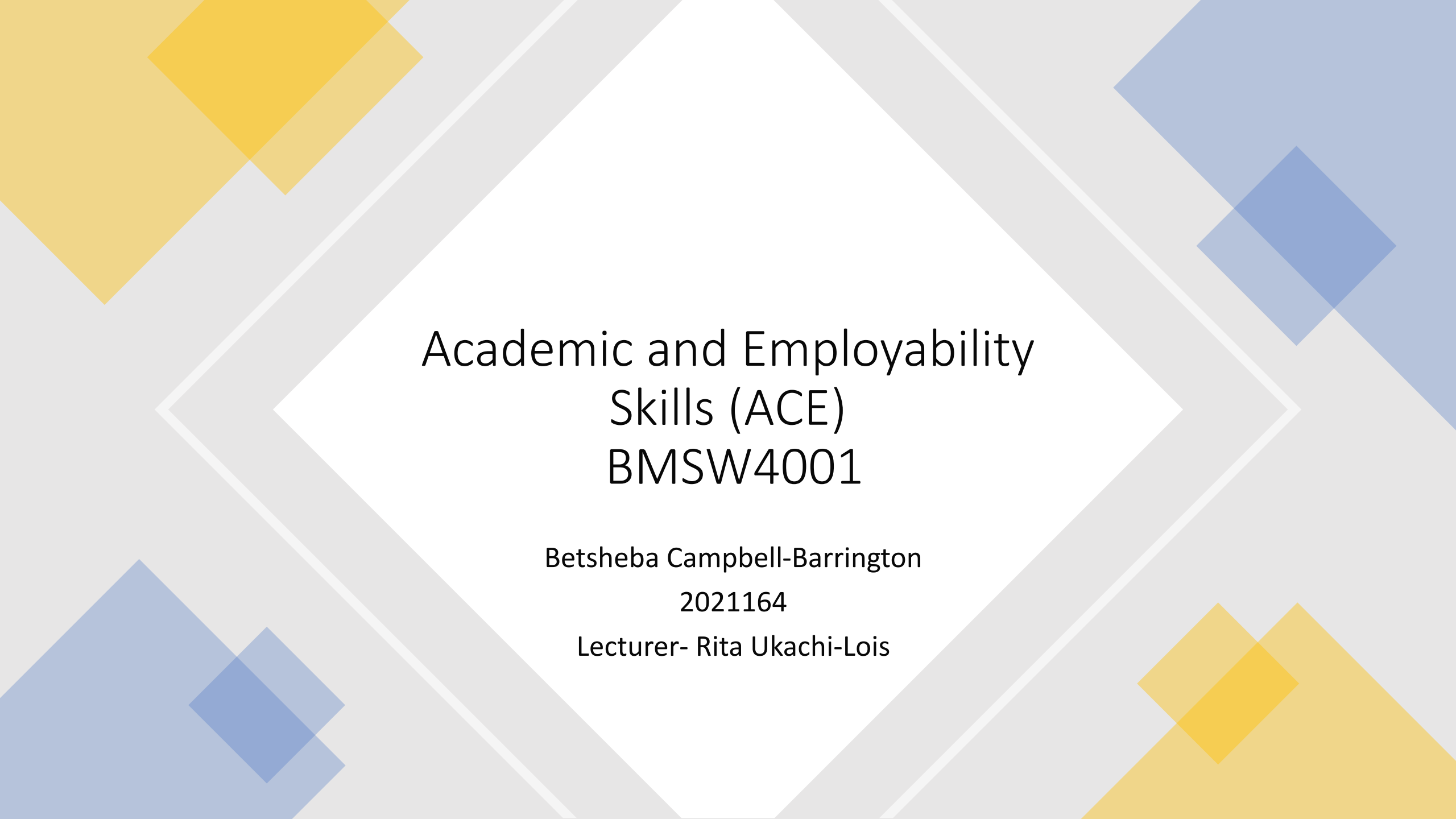




Academic and Employability Skills (ACE) BMSW4001

Betsheba Campbell-Barrington

2021164

Lecturer- Rita Ukachi-Lois

Content Page

- Slide 1 - Introduction
- Slide 2 - Get to know me and my dream career
- Slide 3 - What are employers looking for?
- Slide 4 - SWOT ANALYSIS
- Slide 5 - Time Management Tools
- Slide 6 - PDP
- Slide 7 - Conclusion
- Slide 8 - Reference list
- slide 9 - Question& Feedback

Welcome



GET TO KNOW ME !

Do I have the right skills to be employed?

So there are a few tools that we must look at when considering our future job roles, they are the following; SWOT ANALYSIS, Time Management Tools and PDP these are crucial tools that will help you assess your employability skills for the chosen field of work that you wish to enter.

- **What is SWOT ANALYSIS ?** – “A SWOT Analysis is possibly the best known and most widely used planning tool in social care services. (1) SWOT stands for Strengths, Weaknesses, Opportunities and Threats, and is particularly helpful in generating ideas and issues with a group of people”. (2)
- **SWOT ANALYSIS relating to Social Work**
- **S-strengths** - What strengths do I have that will allow me to deliver great services to families ?
- **W-weaknesses** - What are the skills that I lack that can limit my ability to provide great service to families I will be working on and how can I improve that?
- **O-opportunities** - What are some of the advantages that I can gain from being a social worker and how will I use it to benefit me in duration of my career as a social worker?
- **T-threats** – The fear of not graduating and getting the qualifications needed to become a social worker

PDP

- **SWOT ANALYSIS** work's hand in hand with PDP
- PDP stands for Personal Development plan
- **What is PDP?** - PDP is a tool used to pinpoint areas that you need to develop on whether that's developing the skills that you already have or obtaining new ones.
- When completing a Personal development plan you must follow these three key steps; **know the goals you would like to achieve, evaluate and plan.** A SWOT ANALYSIS will help you to create your personal goals.
- “Personal development planning enables individuals to take charge of their own learning. Learning becomes a proactive as well as reactive process, designed and prioritised to support immediate development needs as well as longer term ambitions” (3)

Time management Tools

- Time management Tools is a range of accessible tools available to help you become more organised.

There are various time management tools that we can use such as;

Diaries, calendar's, filing system, to-do list sheet, tidy workplace, apps such as a smart sheet.

- Time management is all about being organised as well as managing your time correctly. There is a range of different time management tools that are not listed that help you have a clearer understanding of the tasks you have to complete during the day, week or month.

SMART

What is smart?

Smart stands for **Specific , Measurable , Achievable, Realistic and Time related**

WHAT IS EXPECTED IN SOCIAL WORK?

- What are employers looking for when an individual applies for a role in social work?
- Employers are looking to employ people who have “Empathy combined with a genuine desire to improve the quality of the lives of service users”.(4)
- The skills required for this particular role are the following;
 - **Empathy**
 - **Active listener**
 - **Communication skills both verbal and non-verbal**
 - **Organized**

MY CONCLUSION

Reference List

- (1,2) (Jason.k, 2021)<https://elevatetraininganddevelopment.co.uk>
- (3) (AUA Postgraduate Certificate in Professional Practice (Higher Education Administration and Management (OUVA)
- (4) (Jisca,2021)<https://www.prospects.ac.uk>

ANY QUESTIONS