

ACADEMIC AND
EMPLOIABILITY
SKILLS

BMSW4001_LONDON

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OVERVIEW

I. My intended career

II. Swot analysis

III. Time management

IV. Academic writing

V. Report writing

VI. Reflective writing

VII. PDP

VIII. Conclusion

IX. Referencing

I. My intended career

Health care visitor

Responsibilities:

- Visiting the newborn/children and the parents at their house.
- To provide the best health, educational, and well-being informations to the parents regard them and their little babies/children.
- Make sure baby/children are living in safe condition.
- To check and fill the baby/children red book.

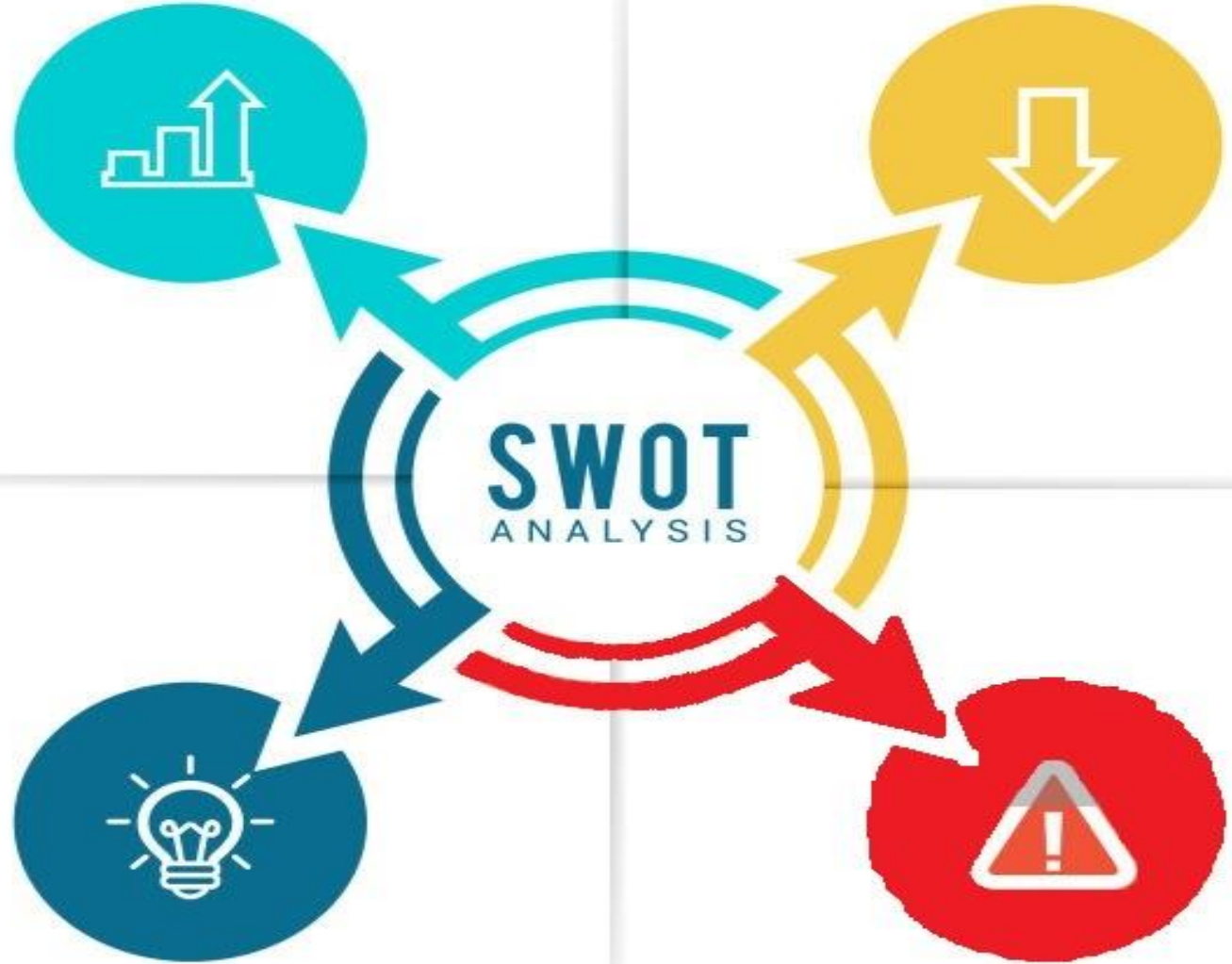
STRENGTHS

- ✓ Communication
- ✓ Time management
- ✓ Reflective writing
- ✓ Leadership

WEAKNESSES

- Management skill
- Strategic thinking
- Self-confident
- Referencing

SWOT ANALYSIS



OPPORTUNITIES

- ✓ Obtain the job I wish as a health care visitor

THREATS

- Being accused of plagiarism.
- Never obtain a higher position.
- No self-confident, not good decisions.

10 Benefits Of A Personal SWOT Analysis(Okoroafor 2021)

III. Time management

Time management is a way of keeping your day and duties in order.

Why is good to have time management?

- Having a plan already it's easier rather than searching in my head what I need to do first.
- I can be in time at the patients house.
- Doing the important tasks first.
- There will be no time for wasting.
- By planning everything ahead, it will race me to finish everything by the end of the day.
- It will help me planning from morning with houses I have to visit

IV. Academic writing

Academic writing is a simple and specific type of writing which needs to be used when creating reports, essays or other types of summary.

Why is good to have academic writing?

- Write reports.
- Write properly a letter for the patients, avoiding unnecessary details
- Fill the patients notes correctly.

V. Report writing

The purpose of report writing is to describe clearly and briefly some certain events or certain actions that have taken place in a certain time.

In my job, I must:

- Write reports regard my activity at the end of the shift.

VI. Reflective writing

Reflective writing is a mode to reflect the personal feelings and thoughts after some actions, lessons or events.

As a health care visitor, I would have to:

- Reflect on the patients situations.

VII. Personal development plan(PDP)

A personal development plan is a scheme that contains the purpose, manner and duration that a particular person uses to improve some personal skills. The personal development plan results in a person with more knowledge and devotion.

My personal development plan:

Goals	How to achieve	How long
Improve management skill	Practice voluntary work	1 year
Improve self-confident	Read books	3 months
Improve strategic thinking	Watch videos	1 month
Improve referencing	Do referencing exercises	1 week

VIII. Conclusion

During this module I had learned a lot of useful things, which will definitely help me during the academic year. I had understood the skills I have, and the ones which needs to be improved through swot analysis. Also, I had learned how to manage my time and how to write a report correctly using academic writing.

IX. Referencing

Okoroafor C,(2021) "10 Benefits Of A Personal SWOT Analysis (What, Why, How And When)" Available at

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**THANK
YOU**
for
**LISTENING TO
MY PRESENTATION**