

Academic and Employability Skill: ACE Practical Portfolio

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Introduction

The importance of the health care sector has rapidly been observed in recent years (Pretiet al., 2020). Being the senior support worker in the healthcare sector needs to have the potential to develop the perspective of employability that improves the workplace and the social work aspect as well (Findlay et al., 2017).The classes that help to improve my interpersonal skill and this skill is helping me to justify the given job role.The employability includes several skills that are required to improve the workplace culture and the social aspect that developed through the portfolio of this certain position.In the classes, the topics that covered all the development skills of an employee are time management, paraphrasing, public speaking and giving a presentation and also an online learning experience. These modules are helping to improve the quality of the deliverable at the workplace. This study focuses on this topic and evaluates to implement within the current job role.

Time Management

Time management is considered the most crucial approach for the healthcare sector and this helps to improve the work quality of a person (Mohamed et al., 2018). The senior support worker in the healthcare sector has various responsibilities that are considered through managing the proper time for particular areas. These time management courses developed the skills that increase interpersonal skill for performing in the future.Time management with effectiveness has helped to develop the certain areas that are required to perform the operations and it also helpsme to provide good quality work to the senior level management. This also helps to improve the self-image that is used to reduce work pressure and stress. Time management is always developed by the senior manager or senior executive for handling their junior by guiding them in the right direction. This includes some

aspects and as the senior support worker, I need to develop this aspect to improve the quality of the deliverable,

Establish Goal: To provide the right direction to the team, I need to develop an action plan that is depending on the situation and this can take 30 or 60 days to develop this plan (Madani, 2019). This action plan needs to discuss with the team members and also take their suggestions for further implementation in the system. After given the proper action plan, the scheduling of the plan is important as according to the scheduling everyone perform the given task to complete within the time. this I have learned in the classroom session.

Prioritizing Work Day: Each day is crucial for every sector and in the healthcare sector it is more important to deliver the work within the proper time to reduce the delay of the work. For this reason, at the starting of the day need to write down all the work schedule that is being performed by me to achieve the day to day goal. This strategy I learned from the learning and development session at my college and in the healthcare sector I used to implement this aspect of my learning that help to improve my job responsibilities.

Take Technological Advantage: The healthcare sectors have improved with the help of technology and staffs also take the active part to communicate with each other within the organisation (Gunasekaran, Subramanian and Papadopoulos, 2017). This technological aspect helps to develop the internal process that enhances the workflow within the organisation. This technology implementation within the healthcare sector also saves a lot of time on the processes that are required to perform the several tasks that record patients' details or other supportive documents. To store this kind of file, I used the cloud platform for security reasons and this also helps me to provide the appropriate time management concept within the organisation. This strategy that is being taught at the time of academic sessions and help me to improve several areas within the workplace.

Paraphrasing

Paraphrasing is also required at the time of the operation in the healthcare sector (Maphumulo and Bhengu, 2019). This helps to improve the several untold factors that are being used for describing some situation that has arrived at the time of the operating. This reduces the confusion and conflict within the health organisation. I am holding the senior support worker in the health care sector that required understanding every single factor that helps to supervise the entire team. These techniques were also learned by me at the time of the academic session and this help to improve through practical demonstration of the segregated work. This technique works as the verbal engagement that is used to understand through the changing perspective of the essentials and this is also handled through using the special objective of the communication. This also includes the monitor of my style for developing the factors that are required to perform the tasks along with the benefit of the workplace. This perspective is also included at the time of the academic session and this helps to increase the scope for self-development in the future.

This paraphrasing also affected the leadership skill required in every sector for improving the several factors that affected employability within the organisation. This paraphrasing shares the important ideas to improve the strategy that helps to improve the healthcare sector and social aspect. These ideas need to be unique and helpful for improving the social health of the sectors that also develop the infrastructure of the health organisations. This paraphrasing used when there is a need to summarise the different aspects of the system that helps to understand the perspective of the opponent party. This also allows finding the proper source of the communication that the words are being taken for further use and this also helps to evaluate the situation for developing the aspect more appropriately. The facts and the statistics are being confirmed at the time of the communication is being conveyed to

me and this also improves the factors that influence the healthcare and social aspect within the healthcare organisation. This also helps to improve the health of the healthcare sector along with the way of communication within the sectors. This was also learned at the time of the academic session as this was implemented in the live workforce environment to deliver the proper outcome to the senior level management and it also helps to understand the social perspective. This social perspective needs to develop by me through implementing some standard policies and this helps people to fight with the situation and help to recover quickly through that situation.

Public Speaking and Giving Presentation

Public speaking is considered a strong way to improve communication skills along with personal skills (Raja, 2017). This module includes for developing the interpersonal skill that is required for delivering the appropriate outcome. Public speaking ability increase the scope for achieving the project goal and also meet the final objective of the desired assessment.

The public speaking ability provide several benefits that are,

Career Advancement: These skills help to achieve the career advancement and this help to achieve all the targeted goal of the organisation (Balozi, Othman and Isa, 2018). To develop public speaking ability, this includes several modules like critical thinking, leadership management, time management and professionalism. These all criteria need to develop to improve public speaking and deal with several public figures.

Confidence Booster: Public speaking also boosts the internal confidence required for assessing the tasks and helps to perform the job responsibilities (Terpstra et al., 2018).

These skills are also required in the healthcare sector to connect with the patients and the hospital authority for further improvement of the system. This help to boost the confidence level that helps the internal development and I felt so proud at the moment when I perform the entire responsibilities through applying these skills within the organisation.

Critical Thinking: Public speaking also enhances the critical thinking process for delivering the proper ideology of the segment and this helps to develop the potentiality to deliver the quality outcome (Hussain et al., 2019). This skill helps to analyse the opponent's perspective and analysis of the several factors that help to understand the ideology of the segment. This also help to improve the communication style for developing the factors. This helps me to develop my perspective towards improving the communication process required to deliver the outcome.

Personal Development: Public speaking also develop the interpersonal skill that is required to take an active part within the operation (Collyer, Willis and Lewis, 2017). Communication skills are required to perform the operational work that improves the workplace to deliver the proper quality of the product. The speech is the crucial aspect for developing a self-personality for developing the aspect for the global value.

Social Connections: Public speaking also helps the social connection with the several aspects that enhance connections with the organisations that help to deliver the quality to the selected areas. This connection helps to create the image for developing a strong connection between the health sectors that enhance the workforce.

This module helps to evaluate the situation and improve the quality of my own that I could perform within the workplace and deliver the proper work to the organisation.

Online Learning Experience

The online learning experience has developed several factors that enhance the perspective of employee management (Adnan and Anwar, 2020). The job responsibilities of mine are to providing the proper solution to the subordinates that they easily perform the work within the organisation and this also increases the perspective towards health and social care. Online

learning or e-learning also added the extra advantage for train the employees of the workplace that enhance the work experience. This also enhances the employee skill through online training and this increases to perform the job role required for providing the right perspective towards society. The development of the mental and societal along with the factors that affected the opportunities which are created at the time of the operation take place (Aldowahet al., 2017). In my academic session, they used to provide the various concept that used to implemented to balance the workforce and related studies. This helps me to understand the perspective of the e-learning that is required to understand for deliver the appropriate delivery to the organisation. In this pandemic situation where all people used the online platform for sharing the opportunity that enhances the perspective of the learning module for increasing the skills. This new aspect of the system has improved the concept of online learning during the process as it improved several aspects of the online learning techniques. The entire healthcare sector is experiencing the benefit of the e-learning techniques as mine and helped themselves to improve their skills that are required to operate.

Conclusion

In recent years, the importance of the healthcare industry has grown dramatically. As a senior support worker in the healthcare industry, this must be compulsory to grow employability prospects in a way that benefits both the employer and the social work element. This study focuses on the various modules that learned at the time of the academic session of mine and this helps me to understand the better perspective towards the organisation. The job responsibility that included the supervisor of the social and healthcare sector has improved several thoughts towards the healthcare operation. To perform that operation first required time management to deliver the outcome with maintain the proper time and this also increases the scope for valuable information passes. This concept was also evaluated in this study along with how paraphrasing influences the health sectors that also increase the scope for better understanding of the concept within the work culture. Public speaking and presentation are also evaluated in this study for developing the concept of the appropriate skill required for public speaking. The last module is the online learning experience also evaluated in this study to idealise the concept of e-learning within the workplace.

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