



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Moodle
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Myrna Morales

1917110

Academic and employability skills

BMSW4001

ALFREDO

MENSAH

PERSONAL DEVELOPMENT PLAN

My academic skills are just starting now, for I did not have the chance to go to university. This is report is about my Personal Development Plan. How to build my academic knowledge, to have this opportunity to learn the innovative technology, using computer and internet, having digital IT skills, how to be researched and applied for my employability skills. Applying Strength, Weakness, and Threats (SWOT) Analysis, how to develop and plan the proximately career in Health and Social Care. Skills that is useful even in everyday life. I planned to pursue in my HEALTH and SOCIAL CARE. So, this module is a big guidance to my future and personal plan. It is about the Time Management Plan that is important in workplace. Especially, skills how to collaborate and work in team. To learn all the personal perspective considerable knowledge, skills, and concept of personal development management capability to succeed in my career. And learning the SMART goal technique.

STRENGTH -Time management -Planning and decision making -Determination -Professionalism	WEAKNESS -Communication-I need to improve my communication skills. -How to express the right and proper way -My emotions the feelings that I am really a shy type person -Time keeping, should be punctual in any kind of appointment.
OPPORTUNITIES -Gaining academic knowledge -Learning the advance Information Technology (IT) -Progressing in career	THREATS -English not mother language -Collecting Data in Advance Computer Skills

This are my personal skills STRENGTH, always punctual coming at work a15 minutes before the starting time. Patience to others, capability to stay calm, especially at workplace. Whatever job I am doing I always have the determination skills to help me and improved whatever is my task.

Collaborating to the supervisor or to the line manager what is the urgent task to do. **WEAKNESS** - I need to communicate properly in **ENGLISH**, holding my emotions that is always my weakness. **OPPORTUNITIES**- as now I am studying could learn better to my digital skills? Use the digital tools in the University app. And my **THREATS**-still in progress for my digital skills, using modern gadget like laptop and desktop.

TIME MANAGEMENT TOOLS-It is useful to use this method, so you distinguish which is more important to do in your daily basic tasks. Organizing, making the time slot in which your daily routine, do first the necessary task. Organise which is the daily basic task, the priority or urgent to do, the weekly, and the monthly task. Even in the workplace it is especially important to have the time management plan. To ease and be punctually in the time limit of your task. It is an immense help to save your time, less stress, more quality time, more productive work.

TO DO LIST CHART:

IMPORTANT TO DO URGENT.	
Finishing the assignment	Submission due,
must be submitted 3 days before	IMPORTANT BUT NOT
URGENT	Christmas shopping and gifts to be wrap,
sending Christmas cards abroad and friends here	
-Taking appointment to the GP for monthly check-up	
-Checking library around my area	NOT
IMPORTANT BUT URGENT	-Meeting friend ,doing
some phone calls	-Take membership in the gym
-Outdoor activities	NOT
IMPORTANT NOT URGENT	-Answering email,
sending greetings through social media,	-Do laundry ,haircut and salon
appointment	

-**PLANNING**-to be good in time management should be organizing every day daily basics. We should organize how to be subdivided from morning till night, which applicable in workplace situations to reach the proper due time. Collaboration with your colleague will be good also in planning. The objective goals to make satisfied the client.

-**DETERMINATION**-we choose to prioritise our goals, to achieves our aim, to be achiever. It says that having strong focus and determination is also elevated risk, especially using technology that not even have time to enjoy the presence of good thing around. Concentrated in front of computer is not my necessary things that I love to do but now, is really required for my assessment. The one of the ways to figure out to improve my employability and academic skills. The student

"must spent 27% of their time, study related activities. Paynes (2006) suggested this.

DECISIONS MAKING-Learning how to understand applying creative decision making can improve the quality of our daily lives. Businesspeople are rational in decision making, simplifying strategies or rules to be quick in their decision. Evaluating alternative implements defining the problem, works very well in anywhere, if can have the time, increase the possibility to value and progress of the results. A good businessperson analyses how to improve the marketing human resources, strategies, the finance situations, or economic capital of the company. Successful companies have a good decision-making manager. A range of responsibilities associated with people, processes, and high standard. Should have of good knowledge of the needs of the department and of the business, the best managers adopt leadership styles proper to the situation, to put forward ideas and develops plans. Many internal factors that influenced our decision, a person founded biological, emotional, and psychological process that affect the elements alter and complicate our thinking ability. Everybody wants to make a good decision but limited by certain circumstances, sometimes we do not have enough time, enough information to develop and conclude to arrive the best solutions, therefore having a good decision-making should evaluate the problem that exist to apply in employability skills.

In employability skills, should be aware, how you applied the technique as a good employee and how the employer needs. Examples as I am front liner in the hospital, I should have the proper training of infection control. Be aware and preventing the Corona Virus not to spread, by following the right way, especially have the personal protection equipment (PPE) can save my life and others. Using FIT test, it is attesting if you can wear face mask 3 layers. This semester is hard for me, like everyone as a student. This my first term that even not yet trained properly to the usage of the computer. Attended only for 3 weeks and started the government rules of nationwide lockdown. And as student not yet good enough for digital skills. However, even I struggled a lot to do my assessments, I am still eager to learn. I am always watching you tube for the manual in the computer usage. And as a health worker makes my psychologically down to see the actual scenario in hospital with Covid-19 virus patients. I do not yet the ability of self-care this first month of the pandemic, it affects me a lot, seeing dying people just instantly. Every day during my break I was in canteen just cried and let my tears fall, cannot hold it. Even nurses are also affected too, just as I am, nobody can even have a smile on their faces. However, I am trying still to comfort myself because onwards will be always my everyday life as a health and social care.

CONCLUSION

My overall goals are to finish and having a degree as **HEALTH and SOCIAL WORKER** which needed 3 years of University, need to priorities as my academic skills that I miss at my young ages.

References:

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Morgan P. (2017) *The Student Study Guide to Employability Skills*, SAGE Publication London LTD

Paynes (2006) London, SAGE Publication

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