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ACADEMIC EMPLOYABILITY SKILLS

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Overview

- My intended career
- SWOT analysis
- Time management
- Academic writing
- Personal development plan (PDP)
- CV
- Conclusion
- reference



MY INTENDED CAREER

MENTAL HEALTH NURSE

SKILLS REQUIRED/RESPONSIBILITIES



- To be able to work part of a team.
- To be able to remain calm in difficult situations.
- To be able to understand one's body language.
- Assessing and planning nursing care requirements.
- To be able to analyse different individuals mental health needs.
- Having knowledge on different types of mental health issues and treatment options

SWOT ANALYSIS

STRENGTHS

- Good communication skills
- Kind and compassionate
- Reliable and trustworthy
- Patience



WEAKNESSES

- Time management
- Forgetfulness
- Laziness



OPPORTUNITIES

- Further reading around the subject
- Working alongside nurses to gain practical experience e.g., hospitals/residential care homes looking after people suffering with mental illness



THREATS

- Distracted easily
- Overthinking
- High levels of anxiety

TIME MANAGEMENT

- Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity.
- Time management is the idea of ensuring that specific activities are planned and organised with time spent accordingly to ensure that tasks are completed.

Why is it good to have time management at my workplace?

- Less stress and anxiety as it will prevent you from doing work last minute which is highly stressful
- Completing work on time and on deadlines such as documentation
- Providing better quality of work as time is spent on it
- More opportunities and career growth
- Equally looking after each patient, time is not spent looking after one patient more than another to ensure efficient quality of care.
- Less errors made such as giving medication to patients as this is important

ACADEMIC WRITING

- Academic writing is clear, concise, focussed, structured and backed up by evidence. Its purpose is to aid the reader's understanding. It has a formal tone and style, but it is not complex and does not require the use of long sentences and complicated vocabulary.
- I may have to write reports for each patient
- Documentation for patients
- I may have to write emails to family members of the patient and thus, need to practice academic writing

Personal Development Plan

- Finding opportunities to gain more confidence such as a new job – 3 months
- Developing my writing skills and grammatical knowledge by ensuring I read more and practice writing – 2 months
- Practicing mind meditation to reduce anxiety levels and to prevent negative thoughts and overthinking- 3 months
- To keep a diary or notepad to list everything I need to do or anything important to help me not forget – 1 month
- Trying to be more productive by managing my time – 3 months

CONCLUSION

- My intended career is to be a mental health nurse
- I have discovered my strengths, weaknesses, opportunities and threats as well as all the skills I acquire.
- I have discovered how time management is beneficial to my personal and work life.
- I have learnt why academic writing/formal writing is important especially within my intended career
- I have developed my personal plan to help ensure I improve my weaknesses and overcome my threats.

References

- American Psychiatric Nurses Association, 2021 [Online] Available from: [Psychiatric-Mental Health Nursing- Psychiatric Nursing | APNA](#)
- University of Leeds, 2021 [online] Available from: [What is academic writing? | Academic writing | Library | University of Leeds](#)

Thank you for listening!

