



Academic And Employability Skills

TASK 1

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Introduction

Academic and employability skills includes writing, reading, learning habits, creativity, responsibility, adaptability, professionalism, ethics, technological knowledge and communication skills. This PPT is prepared to analyse academic and employability skills on choosing physiotherapist as a career option.

Main Body

Academic skills: These skills refer to time management, reading and writing habits, way of learning and other skills of an individual, which help in post-secondary education or career making. Academic skills make an student career ready or help in making decision for



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Employability skills: This is a set of skills which is required to achieve desired career or designation. Every employer provides a list of required skills or a criteria for specific post. These skills help in working at workplace with efficiency and in a effective way without getting pressurised.



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SWOT Analysis

This is a framework which is used for evaluation of an individual, industry or business. SWOT is an acronym that stands for Strength, Weakness, Opportunity and threat. This analysis helps you evaluate where you exactly stand at so that you can know what is best career option for you.

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Time Management Tools

Time management tools refers to instruments which can be helpful in good time management of available time for achievement of career or goal. Learner can use numerous tools of time management. Few of them are explained here.

Calendar Address Book

To-do list Other Apps

Notebook



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Personal Development Planning

This is a process which helps an individual to evaluate their performance, learning, and actions which are taken for achievement of objectives. This process helps in framing action plan to achieve desired level. Student of physiotherapy can use personal development planning for self assessment and improve various skills that are required for this profession. Given below is Personal development plan for physiotherapist.

Objectives	Desired proficiency (out of 10)	Actual proficiency (out of 10)	Resources required	Actions for achievement	Time
To improve communication skills	10	6	Books to read, peers and friends, regular exercises, internet and phone.	Student can read books on improvement of communication skills which is also helpful in improving vocabulary also one can interact with friends and peers, it helps in improving communication skills. For self ~~example~~ student can solve exercises on communication skills together with studying online with help of internet or phone.	3 months
To increase tolerance and patience	9	5	Personality development courses	For a physiotherapist being tolerant and patience is very important. Online and offline numerous personality development courses are available that are helpful in increasing tolerant and patience level of an individual.	1 month

Conclusion

This PPT includes various models and plans to achieve intended career of a physiotherapist. Swot model explained what can be strength, weaknesses, opportunities, or threat to a student who wants physiotherapist as career in future. Time management tools are described for a student to achieve objective or goal.

References

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