

Employability Skills

For Deputy Nursery Manager

BMSW4001

Academic and Employability Skills (ACE)

SID: 2123031

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Introduction

To get a desired job, it is important to have a development plan that supports the goals and the path to reach them.

Current position: Room leader

Desired position: Deputy nursery manager

Skills required: Time management, Organising, Leading

Current level of skill: Standard

Target: Fluency in required skills

SWOT Analysis

Strengths

- Fluent communication skill
- Disciplined approach towards responsibilities
- Efficient task management

Weaknesses

- Lack of confidence in leading
- Always following the same approach while dealing with people
- Ineffective in following time management tools

Opportunities

- Can afford enough time to develop the required skills
- Experience in the same workplace will value for the employment in the new post

Threats

- The environment in competitive
- Growing cost of employment benefits creates an environment where upgraded job position might not add value

Time Management

An effective approach towards time management is required for better outcome.

The Pomodoro Technique

Divide the working hour into 25-minutes segments

Each segment is called a pomodoro

Take a 5-minutes break after each pomodoro

Take a 15-minutes break after 4 pomodoros

Dividing the time in smaller segments help to work for time rather than working against it.

Personal Development Plan

Intent Statement

To develop necessary skills for a desired employability.

Skills	Actions	Implications	Timeframe
Time management	- Use digital time management tools. - Apply pomodoro technique for the work hours. - Prioritise tasks based on urgency and importance	- Increases efficiency in work. - Increases the focus of the work - Very effective in developing the practice of maintaining deadlines.	- Distribute major tasks only for 8-10 weeks. - Distribute times at a micro level for 8-10 weeks. - Develop a productive mixture of both, 2 weeks

Personal Development Plan

Skills	Actions	Implications	Timeframe
Organising	- Use digital task management tools - Keep track of the works that will be submitted by someone else - Allocate sufficient time for tasks	- Makes the target easy to accomplish - Helps in the process of monitoring a task - Allows to get real time insights	- Organise only academic tasks for 4 weeks - Add work related tasks for 4 weeks - Take everything else in the process
Leadership	- Practice diversity in communication - Practice decision making - Take control with confidence	- A must-have for the desired job role - Increases adaptation power for next career path	- Talk to new people everyday for 8 weeks - Contribute in the decision making for 8 weeks

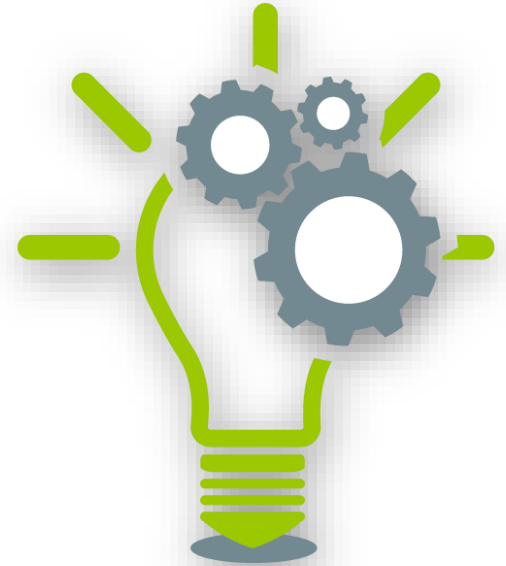
Conclusion

Skills are highly dependent on practice and dedication.

It is important to set SMART goals to make effective use of the skill development.

For any particular job or any desired category of jobs, there are certain requirements. Understanding these requirements is the first step to achieve success in the development of employability skills.

Focusing on transferable skills can provide a competitive edge on the job environment.



References

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