



Academic and employability Skills

(BMSW4001_LON)

“Skill is the ability to do something well” The person capable of carrying out physical, mental or social activities effectively. (According to google)

- **Academic Skills** (learning, writing, research, memory and critical analysis skills)
- **Employability Skills** (leadership, problem solving, team management, communication, empathy skills)

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I'm looking for a
successful
career
change...

Social Worker
Management
field.

My Goals list!

Based on Profita (2020) was a useful source of information.

- Evaluate my current situation and job experience
- Researching, researching, researching...
- Identify core values and skills I have learned and others I need to improve
- Job searching on the Social Worker field
- Education and training
- Using tools as SWOT, PDP to self-evaluation shape my plan in order to overcome new challenges
- Try voluntary job in the field of Social Work
- Feedback from university and network.

MY PERSONAL SWOT ANALYSIS

STRENGTHS

- 20 years working in retail and customer service
- Multicultural work experience, Colombia, España, Uk.
- Motivation, positive attitude, empathy.
- Transferable skills (communication, team-work, problem solving)
- Leadership experience skills
- Self-awareness

WEAKNESSES

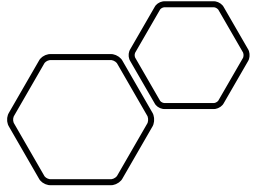
- Analytical- strong observation
- No experience working as a social worker
- No qualification (in course)
- Poor skills in effective learning (time management, organising and planning studies.
- intermediate english level, need to improve.
- Decision-making needs to improve.

OPPORTUNITIES

- Work in developed country or overseas.
- Master degree in UK economic benefits.
- Continuing professional development.
- Competitive income.
- Potential job opportunities in private and public sector.

THREATS

- Violence against social workers has increased
- Work under pressure and difficult situations.
- Risk of getting into a professional stress situation.



Social worker manager Principal skills needed... *according* *to* Prospects (2020)

- Resilience- self awareness
- Patience
- Flexibility
- Strong observation, analytical, listening skills.
- Memory
- Time management
- Communication skills
- Motivation
- Leadership





ACTION PLAN

Skills to improve

- Time management: According to Pareto principle (80:20), establish that in general and for a large number of situations with less you can do more. (Businessballs)
1. Prioritise my activities job/learning immediately action
 2. Mark deadlines and achieve it
 3. Invest 10% more time each week studying could save time in the future.
 4. Learn tips about delegation
 5. Organize and schedule my day by day activities.

Decision making

- Avoid to make bad decisions is key skill in the workplace!
1. Evaluate risks before
 2. Use the appropriate tools-template to support specific solutions
 3. Develop abilities to consider potential solutions
 4. Read about this specific topic and discus in class or with colleagues.
 5. Begin to reflect on the on the decisions I had make previously.
 6. Watch online tutorials about this specific topic and put un practice .



References

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- Profita, M (2020) 10 steps to a successful career change, available at www.thebalancecareers.com/ (accessed: 15 Julio 2021)
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