

**ACADEMIC AND EMPLOYABILITY
SKILLS**

BMSW4001_LON

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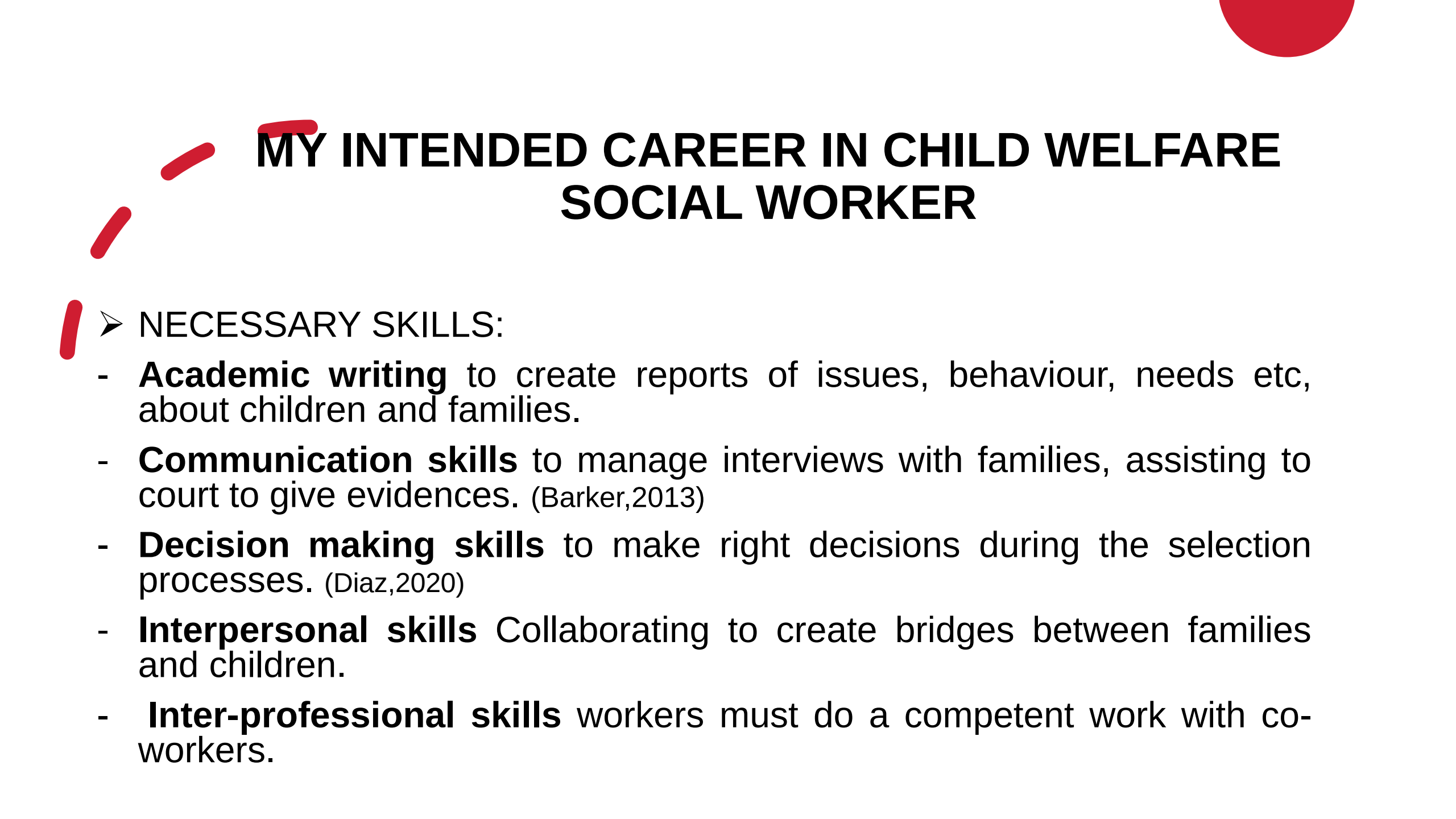
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OVERVIEW:

- My intended career in child welfare social worker.
- Time management.
- SWOT analysis.
- Personal development plan.
- Conclusion.
- References.



MY INTENDED CAREER IN CHILD WELFARE SOCIAL WORKER

➤ NECESSARY SKILLS:

- **Academic writing** to create reports of issues, behaviour, needs etc, about children and families.
- **Communication skills** to manage interviews with families, assisting to court to give evidences. (Barker,2013)
- **Decision making skills** to make right decisions during the selection processes. (Diaz,2020)
- **Interpersonal skills** Collaborating to create bridges between families and children.
- **Inter-professional skills** workers must do a competent work with co-workers.



-Time Management is the most important skill to use time efficiently in every job

1. Creating a daily routine (planning daily working hours to improve the results)
2. Prioritizing the most important things (It is better to do one thing well than many badly)
3. Organizing a schedule including daily tasks (creating a to do list to work more efficiently)
4. Avoiding to waste time in no important things (separating work tasks from personal duties)
5. Understanding what the objective is (focusing in the most important goal to reduce efforts)

(Van Fleet, D.2021)



SWOT ANALYSIS

Strengths:

- Inter-professional skills (capability to work in a team)
- Interpersonal skills (empathic and patient)
- Decision making skills (good determination)
- Time management skills (good organization)
- Ability to keep a healthy balance between professional & personal life

Weaknesses:

- Need to improve academic writing
- Fear of talking in public
- Need to improve digital skills

Opportunities:

- Possibility of working for the government and private companies
- Opportunity to work and help people at the same time

Threats:

- Risk of failing a public presentation
- Risk to present problems working with new technologies





PERSONAL DEVELOPMENT PLAN

- **Improve academic writing during this course**
 - Attending workshops, reading books and preparing reports.
 - **Improve public speaking during this term**
 - Watching videos, practicing public presentations, using languages exchange apps.
 - **Improve digital skills in a few weeks**
 - Attending workshops, collaborating with colleagues in groups presentations.
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CONCLUSION

Child welfare social worker requires physical and mental abilities

Identifying weaknesses and continuing learning every day

Communication, Writing and Time management are essential in a social worker career

REFERENCES:

Barker, A. (2013) *Improve your Communication Skills. 3th Ed.*[e-book version]. Available from: https://www.google.co.uk/books/edition/Improve_Your_Communication_Skills/vDBxvwEACAAJ?hl=en (Accessed: 13 November 2021)

Diaz, C. (2020) *Decision Making in Child and Family Social Work: Perspective on Children's Participation.* [online]. Available from: <https://ebookcentral.proquest.com/lib/trinity/detail.action?docID=6226189#> (Accessed: 26 November 2021)

Van Fleet, D. (2021) *Quality Time: Productivity Through Time Management.*[Online].available from: https://www.google.co.uk/books/edition/Quality_Time/KI3kzQEACAAJ?hl=en(Accessed:5 November2021)



QUESTIONS

