

ASSIGNMENT TITLE: Intended Career Presentation

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MODULE CODE: BMSW 4001

MODULE NAME: Academic and Employability
Skills

LEVEL 4: Certificate in Higher Education

HEALTH AND SOCIAL CARE

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INTENDED CAREER: SOCIAL WORKER

ACADEMIC AND EMPLOYABILITY SKILLS

ACADEMIC SKILLS I HAVE: written communication, note-making, ethics, team collaboration and academic integrity

ACADEMIC SKILLS I WOULD LIKE TO DEVELOP: verbal communication and time management

EMPLOYABILITY SKILLS I HAVE: emotional intelligence, planning and organizing, active listening skills.

EMPLOYABILITY SKILLS I WOULD LIKE TO DEVELOP: critical thinking skills, and technical knowledge.

CURRENT PROFESSION:
HEALTH CARE ASSISTANT

PERSONAL DEVELOPMENT PLAN

A. SWOT ANALYSIS

B. GOAL SETTING

C. PERSONAL OBJECTIVES

SWOT ANALYSIS

Strengths	Weaknesses
• Written communication • Ethics • Academic integrity and note-making • Emotional intelligence • Active listening skills • Team collaboration	• Problem-solving skills • Verbal communication • Technical skills • Time management
Opportunities	Threats
• Online programs • Seminars and conferences • Internships	• Busy schedule • Lack of networks

GOAL SETTING

SKILLS	ACTIONS REQUIRED	SOURCES REQUIRED	TIME FRAME
PROBLEM- SOLVING SKILLS	Research projects Case studies	Relevant projects and case studies Support from the tutor	4 weeks
VERBAL COMMUNICATION	Public speaking clubs	Internet	6 weeks
TECHNICAL SKILLS	Online courses	Internet and laptop/PC	6 weeks

PERSONAL OBJECTIVES

SHORT TERM GOAL (WITHIN SIX MONTHS OR 1 YEAR)	• Achieve good grades • Submit assignments before deadlines • Enrol in a public speaking club and in technology classes. • Solve case studies and undertake research projects.
MEDIUM-TERM GOAL (2-3 YEARS)	• Complete my education with good grades. • Volunteer in an organisation. • Become competent in verbal communication, problem-solving and technical skills.
LONG TERM GOALS (MORE THAN 5 YEARS)	• To get a leadership position in an NGO. • To lead a team of volunteers.

TIME MANAGEMENT TOOLS

- To-do lists
- Eisenhower Matrix

FUTURE CAREER AND EXPECTATIONS

CONCLUSION

REFERENCE

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Prospects.ac.uk. 2021. *Social worker*. [online] Available at: <<https://www.prospects.ac.uk/job-profiles/social-worker>> [Accessed 6 April 2021].

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