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INTRODUCTION

- THE PRESENTATION ANALYSED THE ACADEMIC AND EMPLOYABILITY SKILLS BASED ON THE INTENDED CAREER AS A NURSE.
- THE PRESENTATION USED THE SWOT ANALYSIS TOOL.
- IT MAINLY FOCUSES ON THE TIME MANAGEMENT SKILLS THAT ARE THE ESSENTIAL SKILLS IN THE NURSING CAREER.
- IT ALSO FOCUSES AND MENTIONS ON THE OTHER SKILLS LEARNED IN CLASS LIKE ACADEMIC WRITING, PARAPHRASING, SUMMARISING, REFERENCING, REFLECTION, CV AND COVER LETTER WRITING, PUBLIC SPEAKING AND GIVING PRESENTATION.



IMPORTANCE OF THE TIME MANAGEMENT SKILLS AND REFLECTION AS A NURSE

- HELPS THE NURSES TO ORGANISE AND PRIORITIZE THE PATIENT CARE EDUCATIONAL RESPONSIBILITIES, INTERNAL ADMINISTRATIVE TASKS AND PERSONAL OBLIGATIONS.
- TO LEARN THE APPROPRIATE TECHNIQUES TO BETTER MANAGE THE TIME TO KEEP THE BALANCE IN THE CRITICAL SITUATION OF TIME LIMITATIONS(ÖKSÜZ ET AL., 2018).
- IMPROVE MY EFFICIENCY TO MANAGE MULTIPLE TASKS AND INCREASES THE QUALITY AND STANDARD OF GIVING CARE TO PATIENTS IN FUTURE WORKPLACES.
- REFLECTION HELPS NURSES TO THINK BACK AT ALL THEIR ACTIONS,PROCEDURES FOR PATIENTS, WHAT WENT WRONG (IF THAT WAS THE CASE) AND IMPROVE MORE THEIR SKILLS; USE THEIR ATTRIBUTES IN A MORE CONFIDENT AND EFFICIENT WAY TO DELIVER BEST CARE FOR PATIENTS.



IMPORTANCE OF PARAPHRASING, SUMMARISING, PUBLIC SPEAKING, GIVING PRESENTATION SKILLS OF NURSES TO IMPROVE THEIR ACADEMIC EXPERIENCE

- IT IS IMPORTANT TO COLLECT THE RELEVANT DATA FROM RELIABLE SOURCES TO DEVELOP CONFIDENCE IN INTERPRETING AND ANALYSING FINDINGS FROM THE DATA.
- IT INCREASES THE CONFIDENCE LEVEL TO MAKE THE APPROPRIATE CLINICAL JUDGEMENTS THROUGH COLLECTING THE DATA FROM MULTIPLE CLINICAL EXPERIENCES (GOODWIN AND MCCARTHY, 2020).
- ENHANCES COMMUNICATION SKILLS WHILE WRITING AND SPEAKING AT THE SOCIAL AND PROFESSIONAL LEVELS.
- CLARIFYING THE IMPORTANT INFORMATION OF THE SOURCE AND THE ACTUAL MEANING OF THE SOURCE.

IMPORTANCE OF ONLINE LEARNING, ACADEMIC WRITING, CV AND COVER LETTER WRITING IN NURSING

- THE ONLINE LEARNING EXPERIENCE IS IMPORTANT FOR MAINTAINING FLEXIBILITY WHILE LEARNING AND CREATE THE SPACE OF SELF-PACED LEARNING ENVIRONMENT.
- IT ALLOWS ME TO KEEP THE BALANCE IN MY PERSONAL, PROFESSIONAL AND EDUCATIONAL LIFE.
- GIVES ME THE FLEXIBILITY TO CREATE MY OWN SCHEDULES TO COMPLETE THE TASKS.
- TO IMPROVE MY VIRTUAL COMMUNICATION SKILL AND COLLABORATION SKILLS
- ACADEMIC WRITING HELPS ME TO PREPARE SUCCESSFULLY MY ASSIGNMENTS FOR UNIVERSITY .
- CV AND COVER LETTER WRITING HELPS ME TO FIND A SUITABLE JOB IN NURSING.

SWOT ANALYSIS

Strengths: Good decision making skills and Problem Solving skills that is important part of the time management skill.	Weaknesses: Poor organising and prioritising skill. Communication skills.
Opportunities Critical thinking skill. Team working and Collaborating skill through online learning experience. Paraphrasing skill.	Threats Lack of knowledge regarding the time management tools. Lack of knowledge regarding the techniques to prioritise and organise the task. Lack of knowledge regarding clinical judgemental skills creates threats while paraphrasing the concept from journals to complete the research work.

FINDINGS FROM SWOT ANALYSIS



- The entire learning experience of my higher education study helps me to improve my paraphrasing skill.
- Paraphrasing, summarising skills will help me to express appropriate and important topics from a large set of data.
- It enhances my learning skills than memorising things. It enhances my academic skill (Meller, 2019).
- In addition, it will help me to improve my skill of patient care that will enhance my employability skill as a nurse.

- ONLINE LEARNING EXPERIENCES HELPED ME TO IMPROVE MY COMMUNICATION SKILLS AND TEAM WORKING SKILLS THROUGH THE VIRTUAL MEDIUM.
- COMMUNICATION SKILL PLAYS AN IMPORTANT ROLE IN THE NURSING PROFESSION.
- IT HELPS IN UNDERSTANDING THE UNIQUE CHALLENGES ASSOCIATED WITH THE PATIENT'S HEALTH.
- TEAM WORKING SKILL DECREASES THE LEVEL OF STRESS WHILE CARING THE PATIENTS AND ALSO INCREASES THE POSSIBILITY OF POSITIVE OUTCOMES (THEOBALD *ET AL.*, 2021).

CONCLUSION

- TIME MANAGEMENT SKILL IS NECESSARY FOR THE NURSING STUDENTS AND NURSING PROFESSION TO EASE THE WAY OF PRIORITIZING AND SCHEDULING THE TASKS TO REDUCE THE STRESS FACTOR.
- PARAPHRASING, REFLECTION SKILLS ARE ALSO IMPORTANT TO IMPROVE THE CRITICAL JUDGEMENTAL SKILL THAT WILL HELP ME TO UNDERSTAND THE ACTUAL NEEDS OF THE PATIENTS.
- ONLINE LEARNING EXPERIENCE HELPED ME TO OVERCOME STRESS AND DEPRESSIVE SITUATION AND IMPROVE MY COMMUNICATION SKILL AND THE TEAM WORKING SKILL THAT IS ESSENTIAL TO BE A NURSE.



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