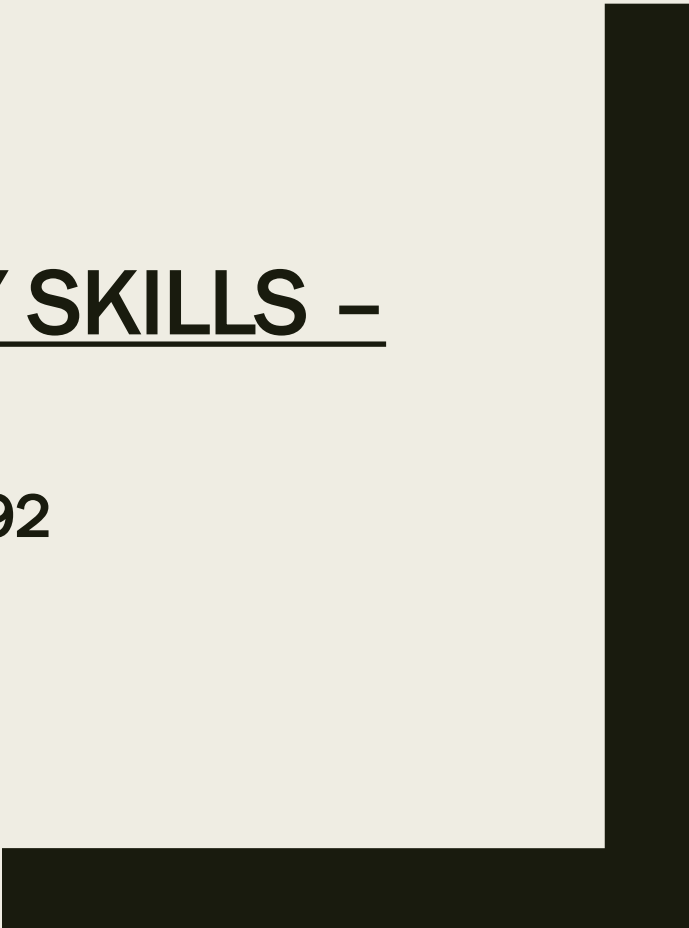


ACADEMIC AND EMPLOYABILITY SKILLS –
BMSW4001 - LON

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Introduction

Today I'll be talking about the variety of employment skills you need and the employment skills required for my intended work career. Furthermore I'll be highlighting my strength , weaknesses , opportunities and threats along with my personal development plan to prepare me for my future career . My intended work career is a Youth Worker.

Job Description- Youth Workers support young people facing welfare, behavioural, developmental, social and protection issues. They may offer practical and emotional support and work with individuals or groups.



Employment Skills

Employability skills are the essential skills, personal qualities and values that enable you to be successful in any workplace you work in.

Communication skills has been and will always be the most important employment skill you can have . Communication skills is broken into three parts , Listening, Verbal and non- verbal communication . These are the skills required to transmit or receive messages accurately to and from other people accurately.

Having a strong work ethic means to have a set of values based on discipline and hard work. Being punctual would fall under strong work ethics In order to make a good impression, you should always be punctual for work. Adding on to that , another set of values is being professional. Being professional is more than just wearing a tie and blazer , it includes having a good demeanour , attitude, and values. People who want to develop a good work ethic should practice being sincere and positive at all times . It is all about forming good habits .

Adaptability and flexibility is another good employment skill to have . Adaptability and flexibility is Adapting and working around any unexpected changes of circumstances or workload or even undertaking long hours, to stay longer if the job requires it, and picking extra hours .

Employment skills are a range of different skills that anyone can develop and improve anywhere

Skills required for a Youth Worker

- As a Youth Worker you are expected to have good interpersonal skills . Interpersonal skills is all about managing and controlling your emotions, building a strong and professional relationship between you and your client and having interpersonal communication . You are required to pay full attention to what is being said and truly understand what is being said to you . If you're not paying attention to what is being said your client will most likely pick up on that and realise that you are not there to help or listen .
- Critical thinking is the ability to evaluate any information that you have gathered from anyone just by communicating with them and observing the person you have been assigned to help . After you have evaluated and analysed the information/ Situation you , with the help of your colleagues is expected to come up with the best reliable support to help them overcome the situation they are in .
- As a Youth Worker you are required to have a strong time-management practices. Youth workers work with many youth workers at once so they must effectively manage their time to ensure all every single one of those youths are receiving the right help , time and attention they really need . Furthermore as a youth worker you are expected to fill out paper work and do different day to day tasks so time management is a must .
- Even though youth workers are taught to control their emotions they are expected to have empathy . Empathy enables people to put themselves in someone else's position to feel what that person may be experiencing. This ability to identify with someone's situation, including the person's mental and emotional state, is important in Youth workers to develop an understanding of that person and to help solve the problem they are facing . Further more it allows them to build and maintain a strong relationship with the person allowing them to feel safe and comfortable .

- The ability to treat young peoples concerns with respect and sensitivity while being aware of the limits that are required by confidentiality and the boundaries that govern the youth and the youth workers relationship
- Resilience is being able to manage being under pressure and then bouncing back from difficulties. Why do you need to recover ? Because people are relying on you to continue to deliver high quality support and help those in need . Being resilient will also protect you and improve your health and well being which will be beneficial.
- As a youth worker you can not be judgmental at all . You must respect your clients without judgment and understand that they are there to become a better and the best version of themselves . Adding on to that you should avoid imposing your own wants or beliefs on them – even if you dislike or disapprove of their actions or behaviour .
- Persuasiveness is needed to help influence the youth to make the best decisions in life that is right for them in life . Influencing and motivating the youth to improve and build their life is something that they will hear every conversation you have with them . Doing so with the right approach is a skill that you will have and be able to develop.



SWOT analysis and PDP

SWOT – Strength , weaknesses, opportunities and threats

PDP – Personal development plan

Strength	Weaknesses	Opportunities	Threats
Team work Determined	Verbal communication	I can do one year voluntary work	Competition
Written communication	Time management	Career management	My personal health
Empathy	Non-verbal communication	I can improve and develop on my weaknesses	Stress by seeking perfectionism
Planning	Impatience	Training centres	
Three languages	Controlling my emotions	Meeting people that come from different back grounds and cultures	Lack of experience



Personal development plan

Listen Actively. I'm going to learn to pay attention and demonstrate to others that you truly value their opinions and what they have to say.why ? Because Being a good listener is as important as being a good speaker, and it will improve the quality of your verbal interactions. It shows the people you are speaking with that you genuinely care about their ideas, and it helps ensure you understand their needs. To improve my listening I'm going to focus on facial expressions, tone of voice, and body language because most of the times you can pick up more from their gestures etc then what they are saying. Furthermore I'm going to avoid day dreaming and getting distracted from what's going on around me .

Time management- Time management is a must in every single workplace so it's a skill I'm going to be focusing on the most . To improve and develop my time management I'm going to be using the Eisenhower method . The Eisenhower method will help me priorities tasks by urgency and importance, sorting out less urgent and important tasks which you should either delegate or not do at all.

To improve my patience I'm going to be mindful of the things that make me impatient.

I'm going to be asking for constructive feedback , assessing my progress and identifying areas where I have improved and areas that I still need to work on

From what I understand , I have a small percentage of the skills required in my chosen career . For example I work well in a team since I was studying public service in college and I was able to pick up on this skill at a very young age . When it comes to being apart of the Youth worker team it's all about team work because everyone wants to see everyone thrive and meet their criteria and to do that you are going to need the support and help of those around you . Even though I have this skill , it doesn't mean I'm going to not improve on it . Everyday you meet and work with different people from different backgrounds and cultures and you're then going to have to work together and sometimes you're going to have to work together differently then you would work with one of your colleagues. Expanding on to that even though I don't have all the skills required I will come across different opportunities that will make me fit the criteria and give me the skills and experience I need .

In the world of work different skills are needed in different work places .

In conclusion , even if you do master these skills there's always going to be something that you're going to have to improve or different skills that you will need to pick up on and develop . For example you might have to learn a different language or learn to communicate in a way you're not use to , to meet the criteria of your work place or to meet the needs of others .

REFERENCE

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