

Academic and Employability Skills

UNIVERSITY OF WALES : TRINITY SAINT DAVID

ASSIGNMENT 1

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Introduction



A person's academic and professional skills are important for accepting positions in any professional field. It is important to determine the skills of this person so that they can analyze the job that suits them.

CQC Registered Manager

Manager Skills

- Team Player
- Training and development.
- Accountable and good governance
- Reliable leadership and management skills
- Concerned about quality and equality



Evaluation

Time Management

	URGENT	NOT URGENT
I M P O R T A N T	Completing deadline projects	Attend Lectures Attend group meetings Attend workshops
N O T I M P O R T A N T	Social Media Responding to calls Sorting Emails	Watching Tv Browsing the Internet

Evaluation

Organizational skills and Critical Thinking

	URGENT	NOT URGENT
I M P O R T A N T	Keep a schedule Keep a timetable Consider other opinions	Reviewing aims and objectives Reading Instructions Consider individual value and preferences
N O T I M P O R T A N T	Reviewing emails Unnecessary meetings	Watching Tv Browsing the Internet

Personal Development Plan

Aim	Skills to develop	Resources	Timeline
To be competent in organising plan and manage employees	Organization and planning skills	Workshops and training programmes to improve my planning and control strategies.	6months
To improve critical thinking competence	Making informed decisions and thinking critically	Volunteering more and journals and texts to learn methods to build thus skill	12months
Improve problem solving abilities	Problem Management	Taking into consideration colleagues and tutors help to learn strategies of solving problems	6 months

Conclusion

The presentation did a Personal Development Skills which helped me realize that I lack planning, Time Management, Organisational and Critical Thinking Skills. Leadership skills that enable me to be a good manager. The PDP has given me steps that can help me develop my skills and apply for the managerial position.

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