

ACE Practical Portfolio

Student: Joscelina Soares

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Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Introduction

On this presentation I will talk about employability skills, and I will give examples of them. I will give examples of my future career and the skills needed. Also, will talk about time management in the work place.

Employability skills are the important skills, qualities and values needed for a workplace. Employability skills are important for the workplace so they will know your abilities to undertake a variety of tasks in different environments. they will know if you are eligible for the work.

Employability skills are important in the world we live in because without those skills we weren't be able to know where we are good and where we are not. With those skills help us to choose the right job. The most important skills and needed in the workplace are:

- Communication
- Teamwork
- Reliability
- Problem-solving
- Organisation and planning
- Technology

Communication is one of the most important in workplace. For everyone to be in the same page everyone must give on the right information. Communication in the workplace involves five elements.

- The sender
- Receiver
- Message
- Medium
- Feedback

When all those elements are used together to pass on the information you will be able to understand the message. Having a really good communication skills can help you more employable because they can enhance a company's productivity and efficiency and instead of ignoring it you will help to build more. They were to improve your communication could be by communicate on social media, practicing face expressions and body language.

Teamwork skills are those that enable you to work around people and be able to share and take ideas from other. Also, to understand and try to understand different point of views and ideas from others. To become a great team player is needed to be comfortable working with around people. These skills can also contribute for a positive and better work environment. To help you to gain more courage to help you sharing ideas with others you could:

- Volunteering
- Join sports teams

Reliability

- Reliability skills are about to building trust with the client. Is about to get the client to trust you and sell the product to him. Also, to deliver quality works and make minimal mistakes.
- To become more reliable by doing:
- Creating meetings during the day and be able to attend them on time
- Acknowledge your mistakes and making a conscious effort to avoid them in the future
- Those tasks would help you to improve your reliabilities.



Problem solving

Problem solving skills are those skills that helps you to solve the problem quickly and efficiently. It is also one of the key skills that employers are most looking for. When you can solve a problem within the time you are more likely to have more jobs offers.

To become a better solving problem you could:

Solving puzzles and playing mental games

Participating in brainstorming sessions

➤ Organisation and planning

Organisation and planning skills is the ability to manage time self and others and resources including time and surroundings circumstances to reach specific goal. Employees will want you to prove if you are capable of reach your goals before a task.

To become a better organiser and planner you could rate yourself on each behaviour, you should be able to identify tasks, prioritise them and schedule and complete them on time.

Rating yourself on each behaviour could help you to know:

- Create a timetable for your daily tasks
- Write down all the tasks for the day

➤ **Individual skills**

- Individuals are those skills that you are born with and find out when you start growing up. Those skills are difficult to teach but not impossible.

For example:

My **strength**- are good listening skills and team working. I like to listen to people before I make any conclusion. Also, like to share ideas and to know ideas from others. Helps me to develop my knowledge and get to learn different ideas.

My **weakness** is laziness to get things done on time. I always delay for the next day and never get it done in time.

My **opportunities** are to get things done on time and do not need to stress about it later.

My **threats** could be not do anything at all and fail.

- Individual skills could be bad and good skills. Those examples of myself shows that I individual skill could be a strength, weakness, opportunities or even threats.



■ Time management

Is the of planning your time between your activities. It helps you to know to delay lateness and helps you to reduce the stress of things. To manage the time you must plan, prioritise, and write down the plan.

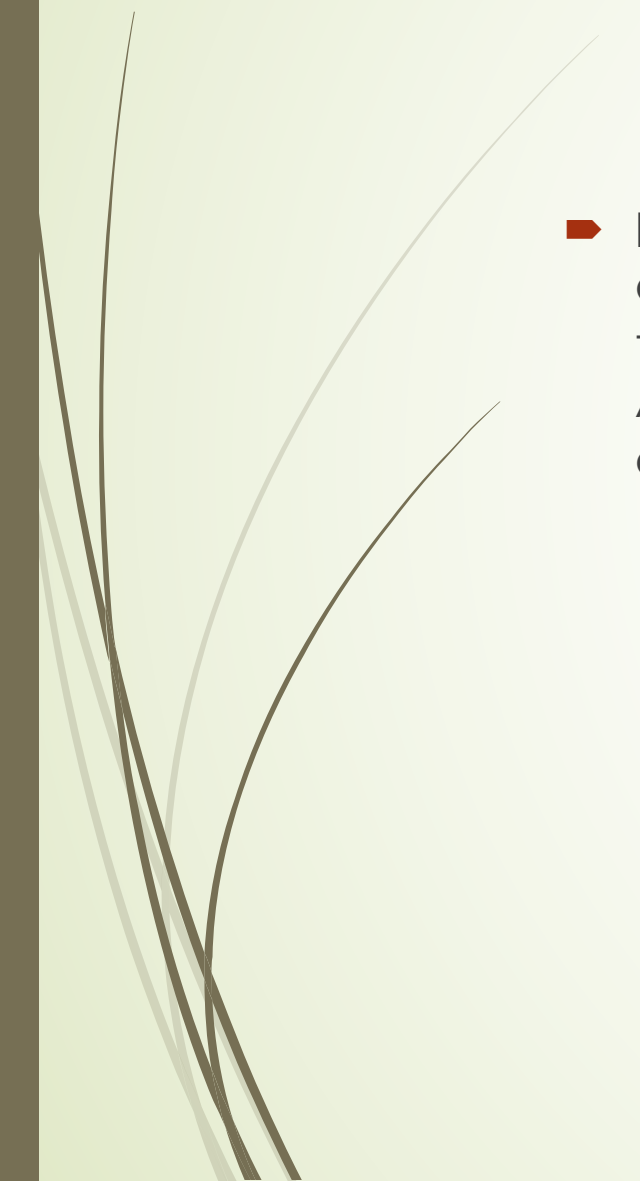
Having a good time management as a nurse it helps you to organise and priorities patients care. If a nurse is late for the shift became did not plan her journey ahead it could delay others work and patients would have to wait longer.

So, this show us that time management is important in the workplace and anywhere. We must plan around journeys and plans before we start doing them, so we have everything planned and have everything in order. Time management could help reducing stress and by having a better lifestyle.

Time management as a nurse requires lots of responsibilities. The nurses must be aware of all the clients information and and the problems with them. managing the time helps to get more work done ,produces and higher work quality also provides fewer missed deadlines.



Conclusion

- In this presentation I have talked about the employability skills and I gave examples of it. Skills are important in our life and all the jobs. It is important to know your skills. Time management is also important for everyday life. Also talked about employability skills In the work place that I want to work on.
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