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Academic And Employability
Skills

Module Code:BMSW4001

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Overview

My intended career

SWOT analysis

Problem solving

Decision Making

Communication Skills

Time Management

Team Working

PDP

Conclusion

References

My intended career **Police officer**

Responsibilities

- protect people
- keep the peace in the community
- act with sensitivity in emotional situations(*PROSPECTS, 2022*)

Skills required

- communication skills
- problem-solving skills
- decision making
- time management
- teamwork skills (*PROSPECTS, 2022*)

SWOT Analysis

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Strengths

- Problem solving
- Listening
- Decision making
- Understanding

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Weaknesses

- Leadership
- Time management
- Team working

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Opportunities

- I can come up with many ideas and solutions to problems
- I can have a close conversation with people by listening to them
- Can make a quik decisions
- People trust you when you show them that you understand their situation

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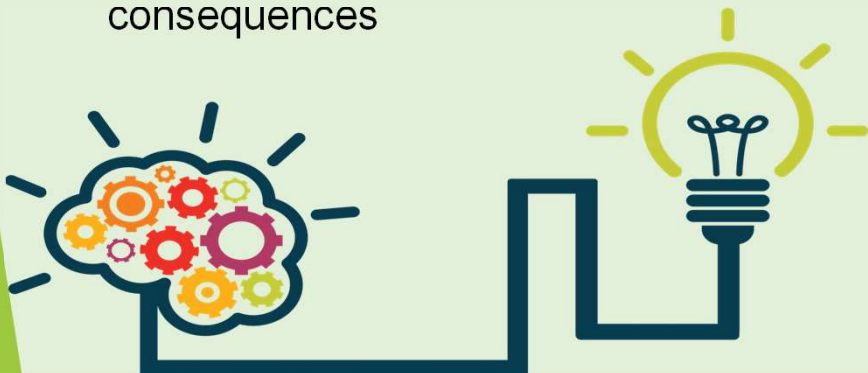
Threats

- Can't speak in front of people
- Can't work in a team
- Can't trust people

Problem solving and decision making

Problem solving – represents finding the problem, analyzing and selecting the solutions, then implementing them.

- I need to know how to identify a problem, examine the facts and details of a crime to find the first step
- To evaluate the severity and to determine the best solution without serious consequences



Decision making- represents the ability to think objectively about a certain situation and to find the most correct one from a few solutions

- I need this ability to approach the problem with objectivity and a clean head.
- I need to know which decision will be the best
- I must already have good decisions in mind, already processed for any situation.

Communication skills and time management

Communication skill-is the ability to share your ideas in the correct way ,and to know how to choose your words in emotional situations.

- A police officer must remain a man in any situation and show respect even to that man who does not respect him.(*University Of San Diego|Online,2022*)
- In unpredictable conditions when people are scared or angry and do not know what to do you have to show empathy, tell them you understand them.



Time management-is the ability to use your time successfully without wasting on less important things.

- Not to stay over time at work
- To develop myself and be better in my career.



Team working

Team work-when a group of people work together to accomplish a common goal.

- I need to cooperate, to participate and contribute, to be reliable and honest, also motivate others.
- Teams members need to be able to depend and rely on each other. Teams are built on trust.



PDP-Personal Development Plan

To improve my Leadership I need:

- To speak with another leaders
- To watch more videos about leadership
- Speak more in front of people
- Be positive and Motivate, and motivate others

To improve my team working I need:

- To work more in a team
- To participate and contribute in a team to build my trust in people

To improve my time management I need:

- Prioritize my tasks
- Focus on one task at a time
- Start my tasks early(*Indeed,2022*)



Conclusion

- My intended career is police officer
- I have Problem solving skill, Listening, Decision making and Understanding
- I need to improve Leadership skill, Time management and Team working

References

- PROSPECTS(2022) *Police officers protect the public from crime, as well as supporting victims and witnesses of crime, providing reassurance to local people in the community* [Online] Available from: <https://www.prospects.ac.uk/job-profiles/police-officer> (Accessed: 24 March 2022).
- University Of San Diego | Online(2022) *Police Communication Skills Matter More Than Ever: Here's Why*[Online] Available from: <https://onlinedegrees.sandiego.edu/police-communication-important-today/> (Accessed: 29 March 2022)
- Indeed(2022) *10 Ways To Improve Your Time-Management Skills*[Online] Available from: <https://www.indeed.com/career-advice/career-development/improve-time-management-skills> (Accessed: 7 April 2022)