

ASSIGNMENT: PRESENTATION
TOPIC: ACADEMIC & EMPLOYABILITY
SKILLS

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Introduction

My name is Jean Doreen MacLennan, I am forty-one years of age. I am originally from Zimbabwe and I migrated to the United Kingdom in 2015. My passion is working in Health and Social care. I did voluntary work in a local hospital where I supported children with cancer. Presently, I am a support worker for individuals with physical and learning disabilities. My goal is to develop Academic and Employability skills to further my Career in Health and Social care.

This presentation is based on the Academic and Employability skills in Health and Social care that I will need to pursue a career as a manager. The topics of focus are : Time management, Personal development plan and SWOT analysis.

My presentation also outlines the : strengths , weaknesses ,opportunities and threats associated with this career path.

Key definitions

- An employability skill is a transferable skill or talent that makes one employable over others in a competitive job market. These employability skills could be; knowledge, proficiencies, skills and talents. (Aken and Berends, 2018).
- A personal development plan is a written plan that shows SMART goals and objectives to be achieved within a specific time. It also outlines any obstacles that would limit achievement of such goals. (Spruce, 2020)
- Time management is the ability to use available time effectively and finish tasks in time through planning. (Dimitrova and Mancheva-Ali, 2018)
- SWOT Analysis is the evaluation of strengths and opportunities that help in the achieve of SMART goals. On the other hand, weaknesses and threats are factors that limit the achievement of SMART goals. (Gurel, 2017)

Personal Development Plan

SMART Goals	Action Plan	Possible Obstacles
1. Academic Goals □ Attain Certificate of Higher Education skills for the workplace (Health and Social Care). □ To upgrade to a degree program upon finishing a Certificate of Higher Education □ To advance my learning to a management course	-I have already enrolled for the course and fully interested in the course. -Attending all online classes and completing all assignments in time. -Doing enough research and reading to pass assignments	- Difficulty to balance tasks between work, family and school - Limited time to attend classes
2. Career Goals □ To become a manager in a care home/ residence home □ To establish a business of my own in future.	-To do my work in a care home with love and dedication -obtain a managerial certificate -I am doing a supervisory role at a care home	-Competition in the job market -Racism -language barrier

Employability skills

Employability skills	Description
Problem solving skills	I have a good tracking record of solving problems between my colleagues, and also with my patients
Communications skills	I am a good communicator through verbal and non-verbal communication. Some of my patients are not able to speak but I communicate with them without difficulty. I am a good listener and I give all my patients a chance to put forward their views.
Resilience	My work is sometimes very tiresome but I have managed to do it without getting stressed I am able to work under pressure even amidst the outbreak of Covid 19 Pandemic
Interpersonal skills and Team working	I am able to work with people from different countries with different backgrounds without conflicts
Time management	Despite my busy schedule, I am able to keep time for work yet I have to take care of children and study

Time management techniques

1. ABCD ANALYSIS

- A- I usually consider tasks that are very important and urgent first e.g. making breakfast for children and taking them to school.
- B- Next, I consider tasks that important but not urgent. e.g. doing morning exercise, and cleaning the house. If I have less time, I delegate this tasks.
- C-I have a habit of reading WhatsApp messages in the morning because I consider urgent even if they may not be important
- D- I always ignore the tasks that are not important nor urgent because they waste my time like watching movies.

(Aithal, Shailashree & Kumar, 2018).

(Aithal, 2017)

Other time management skills

- Having a time table for work, school and family
- Taking regular breaks at work eg by reading emails, making calls at home to delegate tasks at home
- Prioritizing tasks
- Staying focused to avoid distractions

(Covey, 2015), (Rarr, 2011)

Personal Skills (SWOT ANALYSIS)

A strength is a set of tasks or things that an individual can do well. ()

An opportunity is anything that makes it possible to achieve a certain goal. (Hammond, 1992)

Strengths

- ✓ Quick learner
- ✓ Good listener
- ✓ Resilience
- ✓ Problem solver
- ✓ Team working
- ✓ Time management
- ✓ Empathy and Respect for others
- ✓ Leadership skills

Opportunities

- ✓ Working Experience with patient care
- ✓ Education enhancement in Health care
- ✓ Moving to the UK (It got me a job in a care Home)
- ✓ Support from family and Friends
- ✓ Ability to afford tuition

Weaknesses

- ✓ Limited education
- ✓ I am too emotional
- ✓ Shy to speak to large crowds
- ✓ Poor technology skills

Threats

- ✓ Competition in the job market
- ✓ Limited time

Solutions

To continue doing more studies related to health care.

Understanding that people are different and no need to get too emotional

Will do more practice in public speaking through presentations

I am doing computer practice at home and at work

References

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