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Module Academic and employability skills

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| Section                                              | Response                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Research</b>                                   | During my researched I used (google) for search job vacancies, and click on NHS Career website, then type keyword Care Home Manager and they showed me 11527 job vacancies all over UK. I put filter London it reduced to 2000 jobs and by adding my postcode the showed me the job with no qualification needed in my area.                                         |
| <b>2. Presenting</b>                                 | When I started presenting, I was very nervous I do not know what part of my topic should be discuss, I faced the audience talked slowly and clearly so they understand. Firstly, I then learned that Care home manager responsible for organising and managing staff, the most important skills include leadership, communication, organisation and decision making. |
| <b>3. Challenges you faced</b>                       | There was a lot of information online which made it difficult to choose. And healthcare terms very difficult to understand. I make sure the sources were reliable and trustworthy. It can be time consuming and require strong critical thinking skills.                                                                                                             |
| <b>4. Actions to improve</b>                         | To improve the quality of my research, I will focus more on trusted websites such as (NHS) and I will apply CRAAP test to validate any sources.                                                                                                                                                                                                                      |
| <b>5. Further steps needed to Prepare for Task 3</b> | To prepare for the next steps of my assignment I will Summarize my research clearly, I will write using the assessment brief to check what should I do for Task 3                                                                                                                                                                                                    |