

OVERVIEW

- My career
- Swot analysis
- Teamwork skills
- Communication
- Problem solving skill
- Personal development plan
- Conclusion
- References

CAREER

Healthcare assistant

Responsibilities:

- Administering medication and treatment.
- Recording medical history and symptoms.
- Monitoring patients health.

Skills:

- Communication skills
- Teamworking skills
- Problem solving skill.

SWOT ANALYSIS

STRENGTH ANALYSIS

- Communication skills
- Problem solving skills
- Teamwork skills
- Time management

WEAKNESS

- Self management skills
- Lack of confidence
- OPPORTUNITIES
- Wiliness to learn
- Get testers for new ideas

THREATS

- Inadequate political skills
- Thinking skills

COMMUNICATION SKILL

- Communication skills enable individual to understand others and to be understood themselves.
- Communication skill help you to communicate with your patients and colleague .
- Communication skills help us to avoid conflict and compromise.
- communication skills help you build relationship with patients

PROBLEM SOLVING

- Problem solving skills help you to determine why an issue is happening and how to resolve that issue.
- Problem solving skills are better equipment to serve their patients
- Problem solving skills helps you to be more effectively and critical thinker.
- Problem solving skills makes you to be creatively ask the right question and considering multiple option.

TEAMWORK SKILL

- Teamwork skill consists of interrelated abilities that allow you to work effectively in organized teams.
- Teamworking skills enable you to collaborate with team members and share ideas to support each other to enhance cooperative .
- Teamwork skill enable you to communicate with other
- Problem solving: the very idea behind organizing a team is to solve problem.

PERSONAL DEVELOPMENT PLAN

- Self management skills
- I have to know my strength : if I know my strength and weakness ,I will know which task will suit me for and which be a challenge.
- Focus on one task at a time to minimize stress ,organise my workday to do list in order of priority and importance.
- Develop an organization system by using physical date book ,apps on your phone ,or paper to do list to make sure your task are written down and organized.
- Set short and long term goals for yourself to know what you want to accomplish with the work you are doing.
- Lack of confidence:

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- Build positive relationship :I have to spend less time with those who bring me down with their negative words.
- Be kind to myself : I have to be gentle to myself at times when I fell like being self critical.
- Recognise what you are good at :we all good at something ,weather its singing ,cooking, doing puzzles or being a friend.

Conclusion

- I want to be a nurse and this class has helped me improve my:
- Communication skills
- Teamwork skills
- Problem solving and more, and it has also helped me in my real life when it comes to solving issues with people.

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