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Module:ACCA4025-

Learning in a Digital Era

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Essentials: Academic and employment skills for future employment

As I continue my placement as a trainee counsellor, I'm also developing IT skills for my future workplace. Both counselling and IT are important for my studies and future employment. Alongside this, I'm also a qualified Security Officer, and these study experiences are helping me combine various techniques to build a unique set of skills.

The most important thing I've developed over my years of study as a counsellor is my ability to communicate with others. Working as a counsellor requires strong listening skills, empathy, and the ability to build a trusting, professional relationship with clients. Through working with people from different backgrounds, I have improved my ability to communicate professionally and respond appropriately to individual needs. [1]All of these skills are transferable and can be applied in both counselling and security roles.

Learning IT skills is very valuable and important in today's workplace. I gain experience using various computer systems, emails, Microsoft Office applications, and online learning platforms. All these skills are improving my efficiency and helping me manage all information accurately. These days, we find technology everywhere, and it is used across many industries, including counselling and security, making these skills valuable for any future employment. [2]

As a Qualified Security officer, I've developed skills in observation, problem-solving, professionalism, and dealing calmly and appropriately with any given and sometimes challenging situation. These skills integrate well with each other as both require good communication skills, confidentiality, and the ability to support people professionally.

Time management as an organisation is one of the vital essentials we all should have if we choose the professions in our working life. Balancing university studies, counselling placements, IT training, and security work demands careful planning and commitment. Having developed these skills was a help with keeping on top of deadlines and maintaining professional standards.[3]

I hope that after graduation, the combination of these skills, IT knowledge and security experience will increase my employment opportunities. All of these skills will help me work effectively with people and use my skills professionally.

References

[1] G.Egan, *The Skilled Helper: A Problem-Management and opportunity-development Approach to helping*, 11th Ed. Boston, USA: Cengage learning, 2023.

[2] Confederation of British industry, "Employment trends and skills needs in the UK workplace," uk. 2023.