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**Module: Academic and Employability Skills
(Health and Social Care)**

Module code: BMSW4001

Lecturer: Anita Nan



Overview

1. Presentation

2. Overview

3. Intended career:

- Healthcare Assistant

4. SWOT Analysis

5. Analysis skills:

- Communication
- Teamwork

6. Analysis skills:



- Time management

- Problem-solving

7. Analysis skills

- Academy writing
- Work Ethic.

8. PDP

9. Conclusion

10. References

HEALTHCARE ASSISTANT

Responsibilities

1. Care and assistance to patients in all their requirements.
2. Provide support in times of distress and confusion.
3. Report any accidents and any kind of abuse.
4. Write all patient's records in the care plan.



Skills

1. Communication
2. Problem-solving
3. Teamwork
4. Positive Attitude
5. Work Ethic
6. Time management
7. Academy writing
8. Empathy

SWOT Analysis

A. Strengths

- ☐ Communication
- ☐ Writing
- ☐ Teamworking
- ☐ Problem Solving

B. Opportunities

- ☐ Interact with colleagues
- ☐ Open my own company
- ☐ To be a leadership



C. Weaknesses

- ☐ Unpunctual
- ☐ Try to do all the work at the same time.
- ☐ Not finish the job a time

D. Threats

- ☐ Stress
- ☐ Lost my job
- ☐ Spent time and money

Communication

- To understand myself, and my colleagues to build positive relationships.
- To Increase productivity, and efficiency of tasks.
- To create a work nice environment.

- To Avoid conflicts and Misunderstandings.

Teamwork

- To solve problems by choosing the best decisions.
- To remove the obstacles.
- Coordinate the care plan and medication.



Time management

- Organizing my environment will improve my ability to concentrate.
- I will make a list of difficult tasks that I will do first that will improve my work faster and efficiently.
- I will write all my activities in my diary to not forget to do which will reduce stress.
- I will distribute my time on priority things and not-lose too much time which reducing costs in the workplace

- Having some knowledge and applying it in my time will give me 20% effort and 80% results, which will make me Professional growth.

Problem solving

- Felt more confident, and more independent person.
- Learning to find solutions will increase the team's best performance.
- Understand the other with empathy and assertiveness.

Academic writing

- Improves our understanding of the information we write and our ideas.
- Better communication in our work environment through writing.
- More efficiency in writing care plans.
- Increase in knowledge and confidence
- To write texts quickly and avoid errors.

Work Ethic



- Be responsible and value honesty and behaviour.
- United with the team with Motivation and Collaboration.
- Makes everyday interactions more successful.
- To avoid difficulties with other staff and be more friendly.

Personal Development Plan

Time management

I will use the 80/20 rule;

- ☐ I will watch videos, read books, and search online articles.
- ☐ I will write in my diaries some activities.
- ☐ I will organize my paperwork and my environment.
- ☐ I will focus on completing a task until it is done.
- ☐ I will make a list of things and start with the most difficult tasks as a priority.
- ☐ I will use filing systems to keep my work plans.
- ☐ I will start my routine every morning by getting up at 6 am.
- ☐ I will not use a lot of time on each performing task and will not leave them for later.

Conclusion

- I choose the career of Health Assistant because I am a passionate, compassionate person and I have some skills but I need to improve others.
- I learned how I can improve my employability skills through SWOT analysis and used it to write my PDP focusing on my weaknesses.



References

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