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BMSW4001 Academic and Employability Skills

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Academic and Employability skills

Academic skills are very important when we are talking about success. If there is a need for better position, better job, more opportunities, conclusion is that working and improving skills must be constantly done in order to keep up with innovations.

Academic skills such as academic writing, communication, time management etc. are skills that can help us reaching goal. Employability skills are some personal qualities which involves ability to perform in the workplace.

Imagine a world where every individual does the work they love and enjoy.

Job will be easily done, more effective, better results would be archieved, people would be more satisfied.

In every business we have certain activities and tasks that we like or prefer less, but It is all on us how we will manage with them.

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OT

Time management skills

Managements tools that I am using at the moment:

- Organize a week ahead

- Prioritize

- Calender, TO – DO list

GOAL	OBJECTIVE	RESOURCES	MEASUREMENT	DATE TARGET
Certificate of Higher Education	Find a university with subjects that I like	Certificate Application	Pass the Assessments	2022
Find a better job	Work on my skills and improving them	Finish education	Feeling good about new job	2022-2023

Personal Development Planning

- The Personal Development Plan is a tool that help us safely archieve individual success.

Future career plan

- When I finish this course, it will be much easier for me to decide what is my next step about getting more education.
- The job that I am interested in is a nursing manager, and for that position I need more qualifications in health and social care, and I will continue to work on myself and my education to reach the desired goal using everything learned on this course.
- For five years from now I see myself with finished education that is necessary for nursing manager, and during schooling I also worked on gaining experience.
- For ten years I see myself working in hospital like nursing manager.

Thank You for Your attention and Your time!