

Academic and Employability Skills

The background of the slide is a dark, textured surface. On the left, there is a laurel wreath. In the center, there is a graduation cap (mortarboard) with a tassel hanging from it. To the right of the cap, there is a stack of books with orange, green, blue, and red covers. The text is overlaid on this background.

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Overview

Title	Slide
Intended career	3
SWOT	4
The Skills	5
Comunication	6
Problem-Solving	7
Time Management	8
PDP	9
Conclusion	10
References	11

Intended career

- My intended career is police officer

Responsabilities

- Taking statements
- Writing crime reports
- Controlling trafic/crowds

Skills

- Effective communication
- Problem solving
- Time management

(Vonada, 2012)





SWOT

Strenghts

Hard worker

Empathic

organised

team work

Ambitious

open minded

leadership skills

Weaknsses

decision making

time management

Opportunities

good pay rates

progress oportunity

trainings

worldwide

creative

Threats

long hours

meet dedlines

traveling far from home

risk

meet high standards



The Skills

- Communication
- Problem-solving
- Time management

(Hassanbeigi et al., 2011)

COMMUNICATION

- Communication is very important because it is an essential part of almost any job.
- Communication allows officers the ability to better manage evidence by interrogating witnesses and suspects and gathering information.
- Communication in social environments is necessary because they have to make fast decision about interacting with people.





PROBLEM-SOLVING

- Problem-solving involves identifying key issues, having clear understanding of problems and find effective solutions.
- Researching is an essential skill related to problem-solving. As police officer you need to be able to identify the cause of the issue and understand it.
- Problem-solving involves the identification of a specific problem.



TIME MANAGEMENT

- Time management is very important because:
 - Improves the quality of work
 - It enhances your decision-making ability

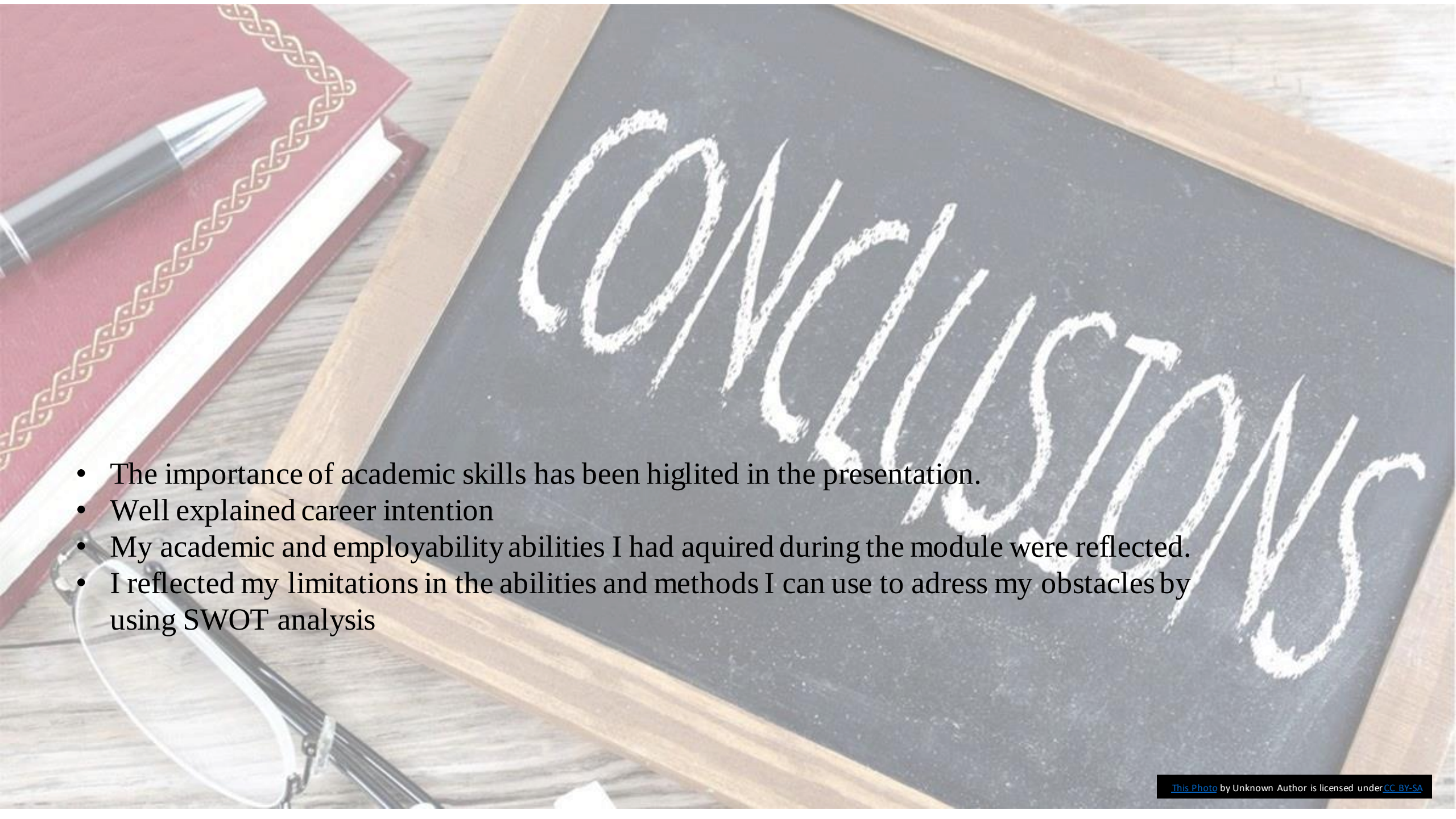
For police officers effective time management is important because time management techniques will be used to manage stress levels by increasing the effectiveness of the fight against crime

- Errors are minimized when time is managed effectively.

PDP

- I will improve my Time Management skills by
 - starting tasks early
 - give myself breaks
 - organize my workplace
 - set boundaries that work for me.
- The best way that I can improve my Decision-Making skills is to set limitations for myself on each decision I make, I will also take lessons from the past and use them to improve my Decision-Making skills.





conclusion

- The importance of academic skills has been highlighted in the presentation.
- Well explained career intention
- My academic and employability abilities I had acquired during the module were reflected.
- I reflected my limitations in the abilities and methods I can use to address my obstacles by using SWOT analysis

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