



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Module number BMSW4001

ACE Term 1 G 1

Assignment Part 1

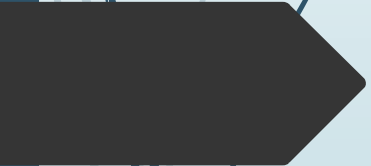
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The presentation contains the basic methods that I need to follow to reach my desired goal of running a nursery ,with the help of SWOT analysis as well as personal development plan (PDP).

Academic & Employability Skills



My journey to running a childcare business

Introduction

I chose this career of a nursery managing because it considers as a noble work that seeks to embrace children and help them during their development stages

My motivation for doing nursery manager:

- ❖ Passionate about childcare
- ❖ Like helping children
- ❖ Children represent hope
- ❖ Improve my communication skills
- ❖ My own experience as a mum
- ❖ Work placement experience
- ❖ Allow me to explore my creativity
- ❖ Opportunity to learn new skills



Skills and qualifications do I need

In order to reach my goal I want to know what abilities and skills that I need to acquire in order to qualify me to gain my desire goal, so I did a research on what I need relative to the nursery managing field.

skills

- ❖ Managing individuals
- ❖ Communication
- ❖ Interpersonal skills
- ❖ Personal (awareness)
- ❖ Organisation
- ❖ Time management
- ❖ Responsibility
- ❖ Conflict resolution

Qualifications

- ❖ Obtain a DBS (disclosure and barring service)
- ❖ A university course (psychology ,childhood studies)
- ❖ A college course (level 3 Early Year Education)
- ❖ GCES (Maths and English) or equivalent.
- ❖ 2 years experience in childcare

Skills do I have

I have used various tools to analyse my own employability in reaching my desire job as a nursery manager, through my studied in this term I realized that SWOT Analysis will help me to recognize what skills do I have and what I need to improve to reach my goal.

- ❖ Communication shows understanding instructions and request.
- ❖ Patience shows capacity to accept problems
- ❖ Enthusiasm when working with children.
- ❖ Discipline makes more respect to others
- ❖ Problem solving help to identify problem and develop a solution.
- ❖ Teamwork skills to give more productivity on the work

SWOT Analysis

Strengths	Weaknesses
Opportunities	Threats

The source the author

Weaknesses and Strengths through SWOT analysis

have used SWOT analysis which I have learned in class to analyse my strengths and weaknesses , to be able to clarify the vision about what I need to develop in the short and long term to reach the desired goal in nursery managing

Strengths :

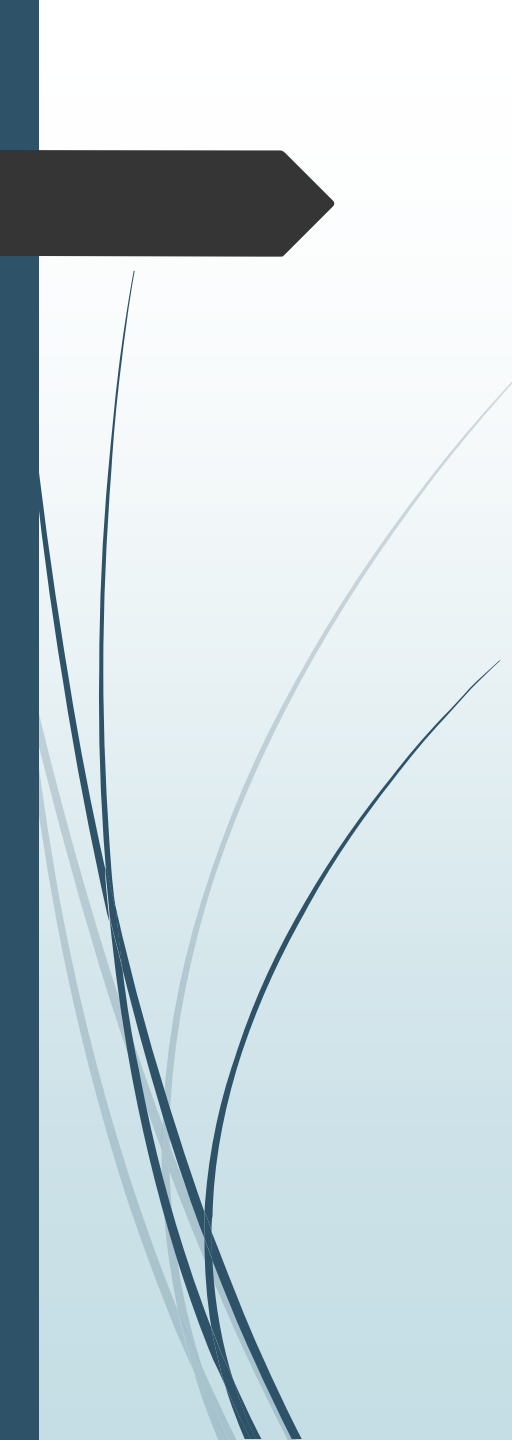
- ❖ Hard working in putting more efforts in doing tasks.
- ❖ Honest in supporting children development
- ❖ Caring in ensuring the wellbeing and safety to the children
- ❖ Ambitions to achieve more skills.
- ❖ Logical in making decisions



Weaknesses:

- ❖ Have trouble saying NO
- ❖ I feel stressed when I have something important to do
- ❖ Lack of knowledge
- ❖ I sometimes lack confidence
- ❖ I focus too much on details





A goal without a plan is just a desire

According to what I studied in the class about Personal Development Plan(PDP)I realised that To reach my goal as a nursery manager I need :

- ❖ Managing individuals ability to try to find other 's strengths and work to bring it out so that can use it and become more productive
- ❖ Communication by producing a link between children and nursery and also between staff and parents for successful outcome.
- ❖ Conflict resolution as a nursery manager you need tools to deal with problem in the nursery
- ❖ Analyse what I must need to improve and what I need to develop
- ❖ Honesty with staff and parents to build trust by sharing information and create an atmosphere full of credibility inside the setting.
- ❖ Organisation if you know how to manage the time effectively you will find more time to many things that matter .
- ❖ Responsibility it is important in childcare field to makes manager alert and respond to situations and ensure the staff understanding their role.



Developing skills for nursery manager

During this term I have learned about the ability to gather information and analyse them and how to develop skills that I need in my future career.

Communication skills

❖ **Listening skills**

1. give good impression to others
2. Ability to communicate accurately

❖ **Body language**(physical behaviour)

1. Face to face
2. On a meeting

❖ **Taking notes**

1. While you are talking
2. While someone talking

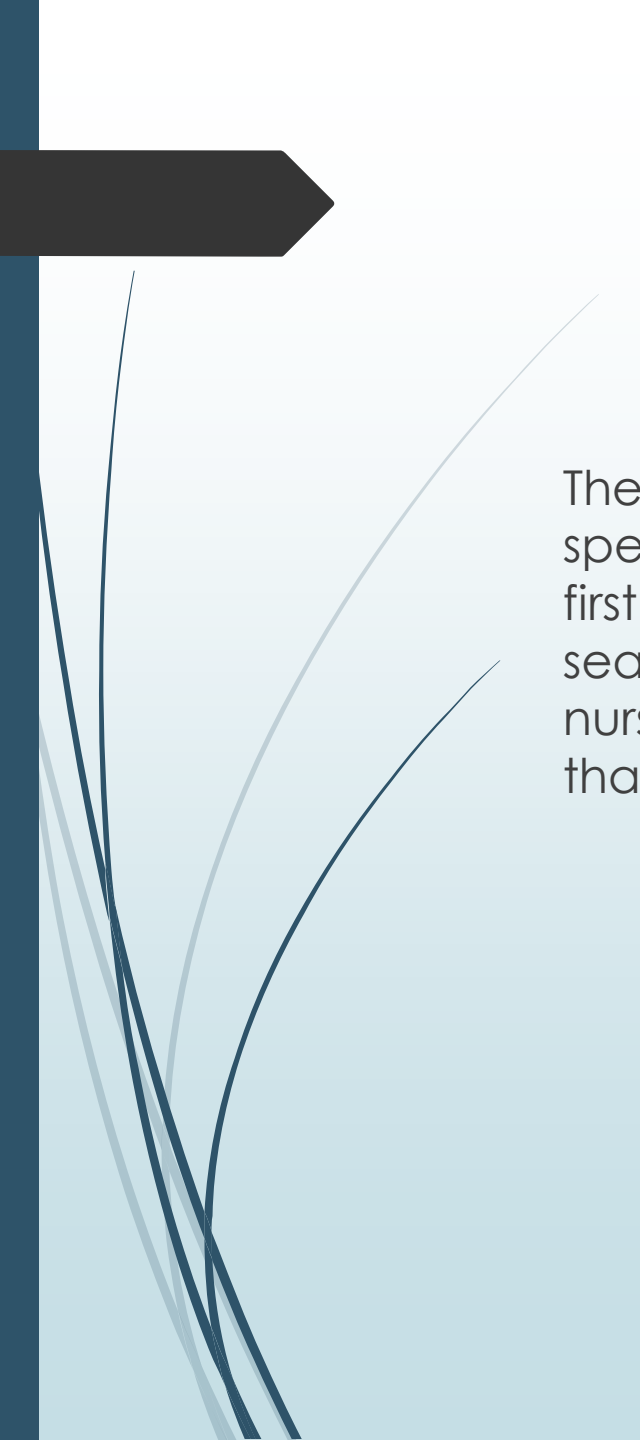
Research skills

❖ **Paraphrasing**

1. Reading and making notes
2. Finding key words
3. Putting the text into your own words

❖ **Summarizing**

1. Checking your understanding
2. Making notes
3. Writing your summary



conclusion

There can no doubt that the childcare field is not something easy and it needs specific employability skills to successful, but overall what I learned from this first term through the SWOT Analysis and Personal Development Plan also searching skills gave me a big push to reach my desire in the future as a nursery manager, and offered me opportunities to rise more employability skills that can help me in others domain relative to my specialist in the future

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