

PRESENTATION ON ACADEMIC AND EMPLOYABILITY SKILL

Course Code: LCHS4001_LON

Submitted By

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Submitted To

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Lecturer

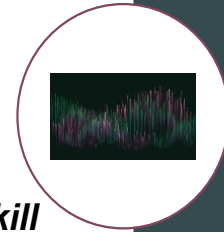
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Date of Submission

08.08.2022

Welcome To My Presentation

- **Name : Sangeda Taj Jabin**
- **Student ID: 2134003**
- **Modules Name: Academic And Employability Skill**
- **Modules Code: (LCHS4001_LON)**
- **Lecturer Name: Anita Nan**



Overview

MY intended Career

SWOT Analysis

Strong Communication Skills

Organization and time management skills

Leadership skills

Personal Development Plan

Conclusion

References

My intended career

Managerial position in Health and Social Care

• Essential Responsibilities for Care Manager:

- Delivery of high-quality care.
- Relationship building with patient and Resident.
- Recruiting and supervising staff.
- Administrative responsibilities.

Skills for Managerial position:

- Strong Communication skills.
- Organization and time management skills.
- Leadership and management skills.
- Planning Skills

(Martin,et al,2010)
(Nidirect(n.d))



Swot analysis

Personal swot analysis in terms of my intended career.

Strength

Good communication skills,
Possesses planning and organizing ability,
Ability to work independently and under Pressure, Time management,
Quick learning new things and overcoming challenges.

Opportunities

Networking
Regular customer
Receiving client through personal relationship
Recommendation by client

[Herman.M(n.d)]

Weakness

Emotional
Too much detail oriented,
Sometimes social anxiety and shyness.
Lack of leadership skills.

Threats

Rejection.
Limited advancement in the field.
Competition with super skill people.
Newcomers with more update technology

Organization and Time Management Skills

Organization Skill

- Organized and flexible to all my co workers, good to have maintaining record keeping in safe and calmly.
- Always keep an up-to-date calander,saving documents with a proper name or having a tidy workspace.
- Help maintain a clear picture of what need to complete and when

Time management skill

- Making a to-do list or routine with effective communications in understanding of patient or service need.
- Achieving the goal in an organization
- Improve their efficiency and performance with effective use of time
- Helps get more work done ,produce a higher work quality .



(Cesta.T,2020)

Communication Skills

- Good interpersonal skills which will help to clarity and accuracy in identifying and overcoming barriers in the more complex situation.
- Got active listening abilities, effective communicative capability with honest, open to all with more empathetically to provide safe and optimal care.
- Optimistic attitude will help to clarity in staff communication and team building and develop a good working relationship with all staffs or co-workers.

(Cesta.T,2020)

Leadership skills

- Leadership skill to effectively master the case management process .
- Function as problem solver ,resource manager ,and member of the interdisciplinary healthcare team.
- Adept at negotiating ,making sound decision and resolving conflict.
- Must use critical thinking and problem-solving skills.

(Armstrong.M,Stephens.T,2005)



Personal Development Plan

Overcome social anxiety and shyness

- Changing thinking pattern
- Doing things differently
- Reducing self consciousness
- Building up confidence

Improve Leadership skill

- Taking more initiative with listen effectively
- Method of coaching, Monitoring and action learning
- More formal education and training
- Clear ,meaningful content

(Butler.G,2009)

Conclusion

- Managerial position in health and social care
- Personal swot analysis
- Some skill and responsibilities for my intended carrier
- Development skill

References

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