

Academic and Employability Skills

Module Code: BMSW4001

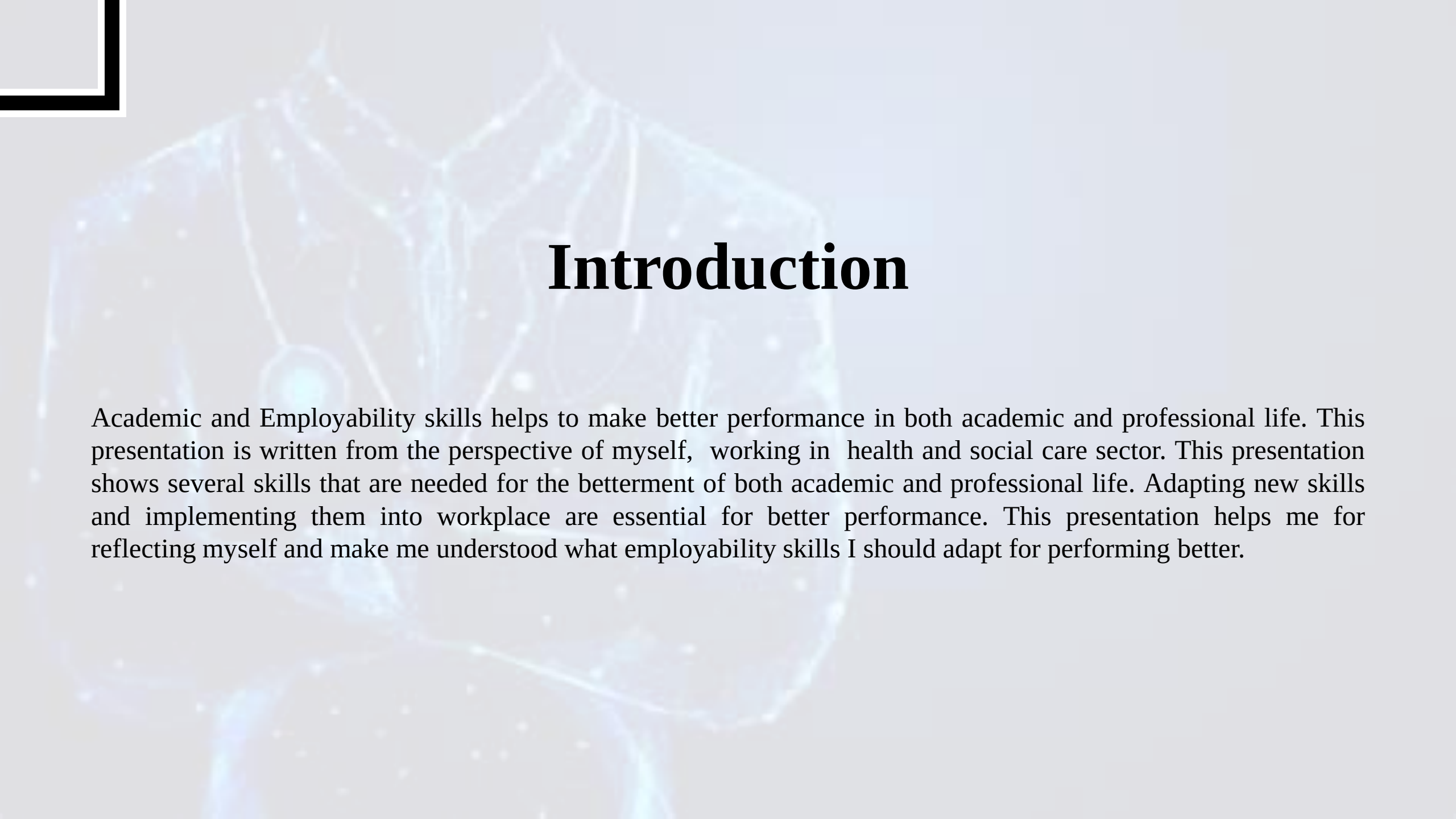
Student Name : Linda Dufie Gyamfi

Student ID : 2009287

Tutor's name: Lloyd Beharry

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Introduction

Academic and Employability skills helps to make better performance in both academic and professional life. This presentation is written from the perspective of myself, working in health and social care sector. This presentation shows several skills that are needed for the betterment of both academic and professional life. Adapting new skills and implementing them into workplace are essential for better performance. This presentation helps me for reflecting myself and make me understood what employability skills I should adapt for performing better.

Required Skills

Several skills are required for the betterment in both academic and professional fields that helps for succeed in the fields (Kim and Abner, 2015). The skills are crucial for developing myself in health and social care sector. The required skills are-

- Time Management
- Paraphrasing
- Public Speaking
- Online learning
- Referencing, etc.



Above-mentioned skills are essential for me as a worker of the health and social care sector. These skills help me to communicate with the potential audiences easily and engaged with them properly.

Academic Skills

There are several academic skills that are needed for me to do well in the academic sections. Academic and Employability Skills module helps me to understand the needed skills for the academic welfare. Academic skills are also needed in the professional life for the betterment in the workplace (Mott, 2017). This module has focused on several academic skills that are needed for the betterment in academic fields. The skills will help me to prepare myself better for the academic skills. The skills are-

- Organising Study
- Academic Writing
- Paraphrasing
- Referencing
- Presentation skills
- Reflections and others.

SWOT Analysis

SWOT analysis is the process of analysing the internal factors and the strengths, weaknesses, opportunities, and threats of an object which is needed to be analyzed (Suprina and Nathania, 2018). SWOT analysis for myself is-

Strengths	Weaknesses
• Hardworking • Good Listener • Punctual at works • Having good understanding skills	• Get stress quickly • More desirable features of the substitute services
Opportunities	Threats
• Experience about works • Available job market	• Competition in the sector

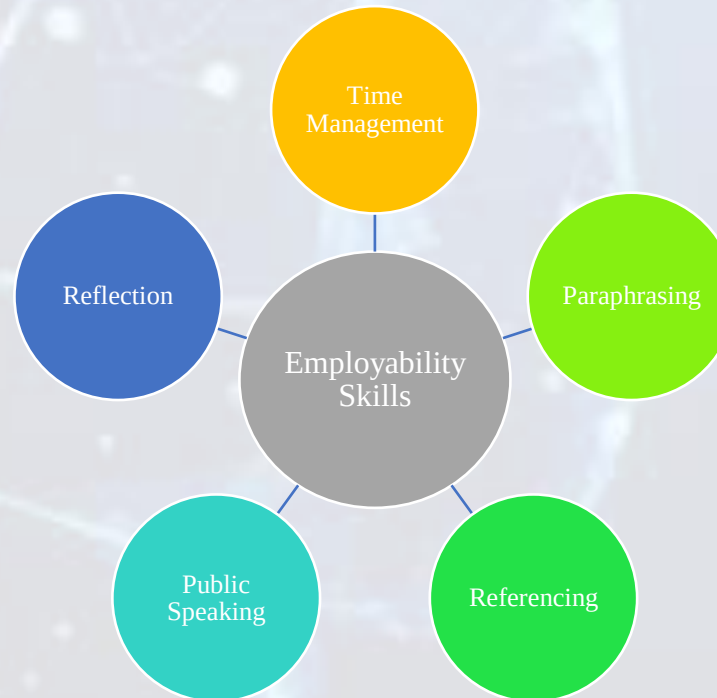
Career Planning

Personal development or career planning is a crucial part for a person. I have decided to join in health and social sector that helps me to connect with mass people and serving them (Routledge, 2019). For determining a career plan, I have to follow some steps. The steps that help me for making a better career plan are-



Employability Skills

There are several employability skills that help me for better performance in the workplace. As I wanted to work in the health and social care sector, I need to develop the employability skills relating to the sector so that I can show better performance in my professional field (Griffin and Annulis, 2013). Employability skills will help me to manage my tasks successfully and help me for developing my career in the health and social care. This module helps me to understand the required skills and develop the skills accordingly. The required employability skills for my sector are provided just below:



Personal Development Plan

Personal development plan is the process to develop the personal skills for the betterment of the career. This module focuses on personal development plan that helps me to understand how to develop the personal skills and how the skills are used in the professional life (Tasker, 2015). A good PDP consists of following criteria-

- Skills Identification
- Proper Planning
- Action and Record
- Review and Reflect

PERSONAL DEVELOPMENT PLAN

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Conclusion

The presentation shows how the module 'Academic and Employability Skills' helps me for the better performance in both academic and professional aspects. The presentation provides the required skills for me to work in the health and social care for the betterment in the professional life. The presentation also provides a SWOT analysis on myself that shows the internal and external factors of me while working in the health and social care. Then a career planning and employability skills are provided. Personal development plan for my career in the health and social care is also provided in this presentation.

References

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