

ACE Practical Portfolio

▶ Name: Kary Montano

▶ Student Number: 2121660

▶ Module: Academic and Employability Skills

▶ Module code: BMSW4001_LON

▶ Lecturer: Anita Nan



Overview



Intended career



SWOT Analysis



Analysis Several Skills



Personal Development Plan



Conclusion



References

Intended Career Midwife



DUTIES

- Reproductive Health
- Obesity in Pregnancy
- Breastfeeding
- Immunization
- Postpartum Depression
- Early Childhood Development

(Stone, et al., 2021)

skills

- Communication
- Empathy
- Comfort
- Managing difficult situation
- Work in Team or in Groups

(Sully & Dallas, 2010)

SWOT Analysis

Strengths

- **Patient**
- **Team working**
- **High Energy Level**

Weaknesses

- **Time management**
- **Academic writing**
- **Poor Communication Skills**

Opportunities

- **Keep calm in emergency**
- **Get knowledge and meet with people**
- **Get a job where I can help people**

Threats

- **I do in the last minute my tasks**
- **it limits me to find a job.**
- **The language**

Analyses Several Skills

Time management

- some tasks are not finished
- leave tasks for the last minute

writing

- Write unnecessary information
- Not use structure

communication

- Blank mind when I speak for audience
- Not confidence

[This Photo](#) by Unknown Author is licensed under [CC BY-ND](#)



Personal Development Plan



Identify	Plan	Practice	Review
Time management	• Diary • Planner hours and day • Prioritise	• Do it • Avoid distraction • Deadlines	• Progress • How effective the plan is or update
writing	• C-R-E-A-M Strategy • Take note • Download helpful App	• Read • Participate in groups in your area • Write everything as history and re-edit	• Sharing with others. • Monitoring and evaluation
communication	• Assist speech class • Reading group • Management emotions	• voluntary to read • Ask questions • Active listening • Read non-verbal communication	• Analyses your progress • Ask collages or monitor



(Cottrell, 2019) ; (Indeed Editorial Team, 2021) (the MasterClass staff, 2020)

Conclusion

The skills I have to improve are :

- Time management
- Academic writing
- Communication

References

- Indeed Editorial Team, 2021. *8 Ways To Improve Your Writing Skills*. [Online]
Available at: <https://www.indeed.com/career-advice/career-development/writing-skills-how-to-improve>
[Accessed 11 April 2022].
- Cottrell, S., 2019. *The Study Skills*. Fifth ed. UK: Red Globe Press.
- Stone, N. I., Thomson, G. & Tegethoff, D., 2021. A Qualitative Study Protocol. *international Journal of Qualitative Methods*, Volume 20, pp. 1-7.
- Sully, P. & Dallas, J., 2010. *Essential communication Skills for Nursing and midwifery*. second ed. London : Elsevier .
- The MasterClass staff, 2020. *Effective Communication: 6 Ways to Improve Communication Skills*. [Online]
Available at: <https://www.masterclass.com/articles/how-to-improve-your-communication-skills#what-is-effective-communication>
[Accessed 12 April 2022].



Thank you