



OLLSCOIL NA GAILLIMHE  
UNIVERSITY OF GALWAY

Date:  
1/1/2023

Min. Time  
Commitment:  
23 Hours

Expiry Date:  
31/12/2025

Module Code:  
BI3103



## Breda O'Brien

### *Career Development and Employability Skills*

#### *Secondary description example*

This module helps the participant to take control of their career journey by building self-awareness, confidence, and essential employability skills. The student explores career options, develops a personal brand, and gains insights from employers to prepare for future job opportunities. The focus is on practical, real-world career planning, helping students to align strengths, interests, and values with their professional goals. By the end of the module, the student will have a clear career action plan and the skills to navigate into the world of work.

Students will gain a deeper understanding of their skills, strengths, and career motivations, practical experience in job searching, networking, and personal branding, confidence in making career decisions and handling job applications and a professional career plan tailored to personal goals. This module is all about helping the student take charge of their future and stand out in the job market!

#### **To earn this badge the student must:**

- Attend a weekly lecture over 2 semesters
- Complete an ePortfolio consisting of: A skills audit and values assessment, strengths and career interest profiles, reflections on career motivations, research on potential career paths, a professional CV and cover letter tailored to a specific job, and a LinkedIn profile, a mock interview, job search strategies, a group project presentation on employability and self-awareness, a career action plan with goals for continued professional development.

### *Skills*

**Communication | Critical Thinking | Lifelong Learning | Self-Awareness | Teamwork**

(DH) L

Ciarán Ó hOgartaigh  
President,  
University of Galway





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### *Skills \_\_\_\_\_*

**Communication:** Developed the skills to effectively communicate suitability for a job through a targeted CV, cover letter, a recorded and mock interview with an employer, and LinkedIn profile. Produced a written Career Action Plan outlining career goals and next steps. Participated in a team presentation on employability and self-awareness, delivering content clearly and articulately.

**Critical Thinking:** Cultivated critical thinking by linking the values of self-awareness and employability skills to one's own career planning and identifying career areas that align with one's skills, strengths, personality, interests and values.



**Lifelong Learning:** Managed own learning and developed awareness of learning needs based on the stage of Career Readiness. Created a Career Action Plan based on learning outcomes.

**Self-Awareness:** Completed and reflected on assessments exploring values, interests, skills, and personality to gain deeper insight into personal strengths and career motivations. Applied this self-knowledge while engaging with employers at workshops and events, building commercial awareness, strategic thinking, creative problem-solving, and the ability to see the bigger picture.

**Teamwork:** Completed a team-based oral presentation on the learnings and reflections acquired during the course regarding self-awareness and employability. Worked closely with team members, communicating effectively, to achieve a positive presentation outcome.

(Dh) JL

**Ciarán Ó hOgartaigh**  
President,  
University of Galway

