Skills Development Scotland

Developing meta-skills

1. Why are meta-skills important?

We can’t predict what the future holds, so it’s important that people can adapt their skills and experience to take on new jobs with new challenges.

Understanding your own skills better can help you think more effectively about learning and work.

Let’s remind ourselves about meta-skills?

Self-management

Self-Management is all about organising and managing ourselves; **knowing what’s important**, being able to **focus** and using our **initiative**, and being able to **adapt** to new ideas.

Social Intelligence

Social Intelligence is about building and maintaining relationships; **communicating** effectively and **relating** to others with **empathy,** being able to **collaborate** and knowing when and how to take the **lead**.

Innovation

Innovation is about creating positive change; being **curious** and excited about new ideas and challenges, able to **make sense** of information, to be **creative** and **think critically** in a range of circumstances.

Meta-skills

Self-management

Focusing
You can maintain interest and concentrate on a task for a period of time, and not be distracted.

Integrity
You are guided by your own principles and Values and are considered trustworthy, open and honest by others.

Adapting
You can respond confidently and constructively To new ideas and experiences and unexpected challenges.

Initiative
You are confident in your own abilities and judgement. You can take decisions and have responsibility for your own actions.

Social intelligence

Communicating
You have the ability to openly share information in the best way that helps everyone understand your thoughts and ideas.

Feeling
You can see things from other people's point of view and this helps you understand their feelings and motivations.

Collaborating
You are good at building and maintaining relationships with other people so everyone can work together to achieve shared goals.

Leading
By having a sense of direction and purpose, You can encourage and motivate others to work towards agreed tasks and goals.

Innovation

Curiosity
Being curious is the desire to learn or know something in order to increase your Understanding of an opportunity or problem.

Sense-making
You can determine the deeper meaning of what is being expressed and organise information into an understandable form which is easier to use.

Creativity
Using your imagination, you are able to think of new ways of addressing problems and this enables you to visualise solutions.

Critical thinking
You are able to process, analyse and evaluate information to solve complex problems and form an opinion after careful thought.

Activity

2. Why do we need to develop meta-skills?

Developing meta-skills

Focusing

Being able to maintain interest and concentrate on a task for a period of time and not be distracted.

Developing meta-skills

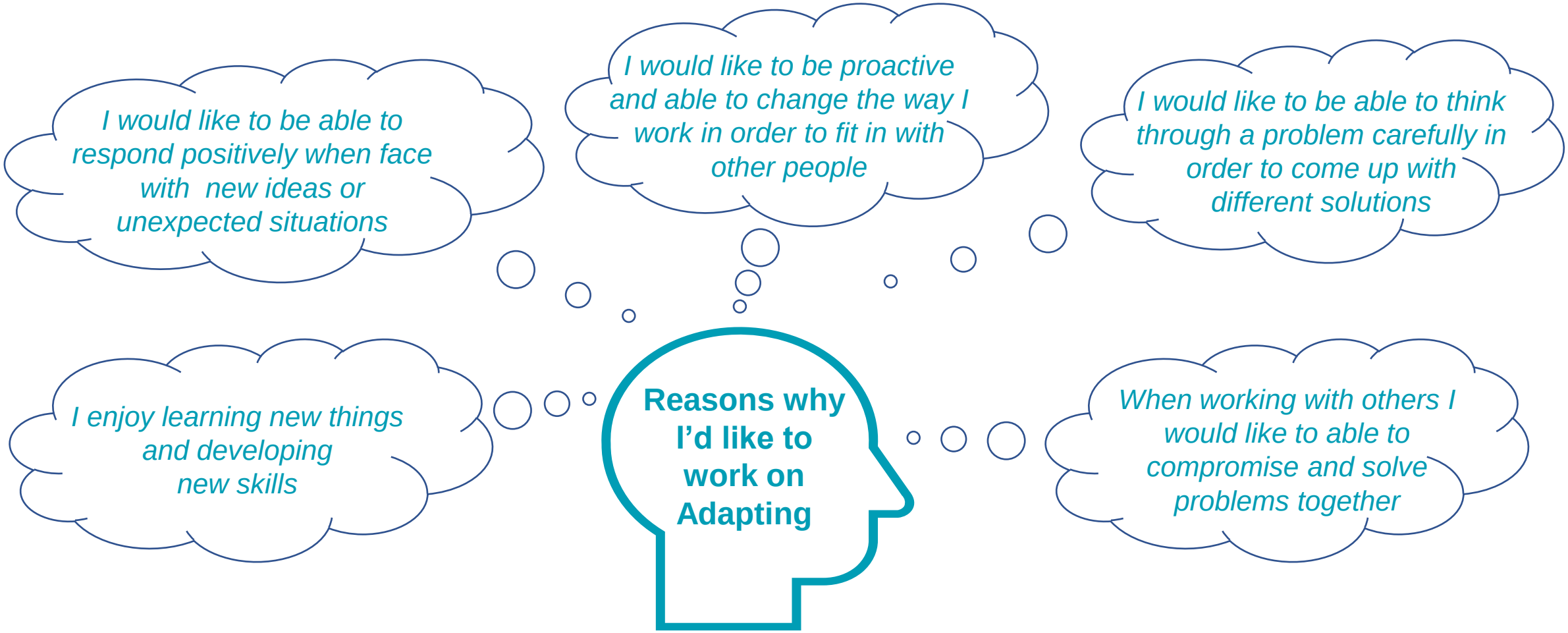
Initiative

Being confident in your own abilities and judgment. You can take decisions and have responsibility for your own actions.

Developing meta-skills

Adapting

Responding confidently and constructively to new ideas and experiences and unexpected challenges.



Developing meta-skills

Integrity

Being guided by your own principles and values and are considered trustworthy, open and honest by others.

Developing meta-skills

Collaborating

Building and maintaining relationships with other people so everyone can work together to achieve shared goals.

Developing meta-skills

Leading

Having a sense of direction and purpose as well as being able to encourage and motivate others to work towards agreed tasks and goals.

Helping and encouraging others to take part in group activities in your class

Taking the lead in group work or play by listening and talking to people to reach agreements

I would like to be able to bring out the best in others and motivate and build confidence.

Being able to identify problems, think of ideas and then share them with the group I am working with

Reasons why I'd like to work on Leading

I can recognise and respect other people's feelings and ideas

Developing meta-skills

Communicating

Responding confidently and constructively to new ideas and experiences and unexpected challenges.

Developing meta-skills

Feeling

Seeing things from other people's point of view which leads to a better understand of other people's feelings and motivations.

I would like to be able to really listen to others' points of view before I speak my mind

I would like to be able to show empathy and deal with difficult situations with friends better

I would like to develop better ways to help with other people's difficult situations

Reasons why I'd like to work on Feeling

I understand that how I behave can have an impact on other people in a positive or negative way

I respect other people's views and ideas even when they are different to my own

Developing meta-skills

Curiosity

Being curious is the desire to learn or know something in order to increase your understanding of an opportunity or problem.

I look forward to and enjoy starting new activities and projects

I enjoy asking questions like 'why' and 'how' to understand subjects I am studying

I like to listen to other people's ideas and combine with my own to make something new

Reasons why I'd like to work on Curiosity

I would like be more confident when asking questions as I like to know more about how things work

I would like to actively seek out new ideas and be able to ask unexpected questions

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Creativity

Using your imagination, you are able to think of new ways of addressing problems and this enables you to visualise solutions.

I would like to be able to approach a task in different ways

I would like to become more confident in sharing my ideas and new approaches with others

I enjoy experimenting and trying different approaches to creating solutions

Reasons why I'd like to work on Creativity

I understand that learning from my mistakes can lead to new ways of doing things

I would like to be better at turning my creative ideas into reality

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Sense-making

You can determine the deeper meaning of what is being expressed and organise information into an understandable form which is easier to use.

Developing meta-skills

Critical thinking

You have the ability to process, analyse and evaluate information to solve complex problems and form an opinion after careful thought.

3. Questions

- Which meta-skills would you like to develop further?
- Why would you like to develop these meta-skills?

Activity

4. How do we develop meta-skills?

Developing meta-skills

Lewis

Lewis is 14yrs old he is really shy especially when he is working in a group. He has lots of good ideas but never shares them with the group, he is not confident, he doesn't speak up because he is afraid of saying the wrong thing.

He would really like to be able to share his ideas and contribute to the group work and he feels left out and frustrated as he is not contributing to the group work at all.

1. Which meta- skills do you think Lewis should work on?
2. How can Lewis start to develop these meta-skills?

Developing meta-skills

Lewis has a really good idea that he hasn't felt able to share with the group so far. He decides that he wants to definitely share his idea in the next lesson, but he needs to feel more confident.

He prepares himself by thinking through his idea - working out the best way to explain it, the different steps etc. He makes sure to write down the important points as a reminder.

He practices speaking out loud at home which helps to put his thoughts in order. He now feels a little more confident that he will be able to share his thoughts in a logical and clear way, which will make it easier to speak up.

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During the lesson while Lewis is working in the group, he takes a breath and finds himself speaking up to share his idea with the group. Once he starts speaking, he finds he is able to explain his idea properly and the other members of the group are listening and interested. They start a discussion about how they can take this idea forward and Lewis's idea becomes part of the overall group task. Lewis's increasing confidence make it easier to contribute to the ongoing discussion and planning.

Eventually the group ask Lewis to take the lead on the part of work that relates to his idea. He feels a little uncertain at first, but he finds he is enjoying supporting the other members of the group and his confidence is starting to increase.

As well a Communication and Collaboration which other meta-skills has Lewis been developing?

5. On your worksheets answer the following questions:

- Which meta-skills would you like to develop further?
- Why would you like to develop these meta-skills?
- How will you start to develop these meta-skills?

Summary

Remember:

- You are using your meta-skills every day in different ways and your meta-skills are unique to you depending on your own experiences.
- You develop meta-skills by taking part in activities and experiencing different situations.
- You should continually reflect and think about the meta-skills you are developing or wish to develop.
- You will continue to develop your meta-skills throughout your life.