**Activities for unit 1 Personal and Interpersonal Skills and Abilities**

1. **Identifying Skills and Abilities**

**Activity 1**

1. **Below are a list of skills and abilities. Complete an audit of where you are now. Record this in your learning journal/portfolio.**

Rate yourself (1=Not very well developed; 3=very well developed)

|  |  |  |  |
| --- | --- | --- | --- |
| *Skills and Abilities* | *1* | *2* | *3* |
| Self confidence |  | **---** |  |
| Self-discipline |  | --- |  |
| Team Work  |  |  | --- |
| Act as a Leader |  | --- |  |
| Listen to others |  | --- |  |
| Write for academic purposes  |  | --- |  |
| Computing Skills  | --- |  |  |
| Be Creative  |  |  | --- |
| Problem solving  |  | --- |  |

**Activity 2**

1. **Complete the audit below, using the information from the table above.**

|  |  |  |
| --- | --- | --- |
| **Recognition** | **Reflection** | **Action** |
| *Skills already developed* | *How I will use these*  | *How do I know (evidence)\*\** |
| Self confidence | In group work and talking to students and lecturers.  |  |
| Self-discipline | Study more effectively without distraction. |  |
| Team Work  | Listen to others and take criticism.  |  |
| Act as a Leader | Be authoritive but listen. |  |
| Listen to others | Take advice from the group. |  |
| Write for academic purposes  | Have more practice in relevance. |  |
| Computing Skills  | More exploring of laptop. |  |
| Be Creative  | Continue reading and learning knew information.  |  |
| Problem solving  | More practice and regular exercises. |  |

|  |  |  |
| --- | --- | --- |
| **Recognition** | **Reflection** | **Action** |
| *Skills to be developed* | *How I will develop these*  | *How do I know (evidence) \*\** |
| Act as a leader | Being assertive |  |
| Organise and plan  | Continue notes after each lecture. |  |
| Debate formally and informally  | Practice with peers and roommates. |  |
| Build social networks | Connect with resources and meet new people. |  |
| Think critically  | Read books and analyse.  |  |
| Generate new ideas  | Talk to lecturers about questions etc. |  |

\*\* This section should be completed as you identify when/where/how you have used/developed these skills.