**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 | For effective engagement |  |
| Self-discipline | For study and reading, work on own initiative |  |
| Team Work | Negotiation, flexibility, make a contribution |  |
| Act as a Leader | Responsibility/teamwork |  |
| Listen to others | Build social networks |  |
| Computing Skills | Use technology |  |
| Be Creative | Take (calculated!) risks |  |
| Problem solving | Thinking critically, being creative, collaboration |  |

|  |  |  |
| --- | --- | --- |
| **Recognition** | **Reflection** | **Action** |
| *Skills to be developed* | *How I will develop these* | *How do I know (evidence) \*\** |
| Write for academic purposes | Practice!! & utilising various resources ie Cite Them Right |  |
| Organise and plan | Maintain a diary, set goals, standard time management stuff |  |
| Debate formally and informally | Through learning to think critically and present a case |  |
| Build social networks | Linked to self confidence & engagement with the digital realm, professionalism |  |
| Think critically | Engaging with learning |  |
| Generate new ideas | Through reflection and imagination/creativity |  |

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