**2Activities 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 |  | X |  |
| Self-discipline |  | X |  |
| Team Work |  |  | X |
| Act as a Leader |  | X |  |
| Listen to others |  |  | X |
| Write for academic purposes |  |  | X |
| Computing Skills |  |  | X |
| Be Creative |  |  | X |
| Problem solving |  | X |  |

**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 | I will use self-confidence when making presentations, debating formally and informally, contributing to discussions, and confidently having conversations. |  |
| Self-discipline | I will use self-discipline when setting personal goals, writing for academic purposes, organising and planning. |  |
| Team Work | I will use team work when I am building social networks, acting as a leader, making presentations, listening to others, debating formally and informally, and contributing to discussions. |  |
| Act as a Leader | I will act as a leader when I set personal goals, share opinions confidently, and when I am working as part of a team. |  |
| Listen to others | I will listen to others when I am working as part of a team, building social networks, negotiating, making presentations, debating formally and informally, contributing to discussions, conversing confidently, and taking notes. |  |
| Write for academic purposes | I will write for academic purposes when making presentations, taking notes, organising and planning, thinking critically, and evaluating information. |  |
| Computing Skills | I will use computing skills when making presentations and using technology. |  |
| Be Creative | I will be creative when making presentations, using technology, generating new ideas, thinking critically and evaluating information. |  |
| Problem solving | I will use problem solving skills when generating new ideas, thinking critically and evaluating information. |  |

|  |  |  |
| --- | --- | --- |
| **Recognition** | **Reflection** | **Action** |
| *Skills to be developed* | *How I will develop these* | *How do I know (evidence) \*\** |
| Act as a leader | I will act as a leader when presenting to a class. I will need to build on my self-confidence. |  |
| Organise and plan | I will organise and plan when making a lesson plan on work experience. I need to work on managing time, and organising and planning. |  |
| Debate formally and informally | I will need to debate in class discussions. I need to build on sharing my opinions confidently. |  |
| Build social networks | I will need to build social networks on my course with other students. I need to work on my self-confidence. |  |
| Think critically | I will need to think critically in class debates and discussions. I need to become better at working under pressure and sharing my opinions confidently. |  |
| Generate new ideas | I will need to generate ideas when creating a lesson plan that is factual and interesting, yet fun. I need to build on my creativity skills, organisation and planning. |  |

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