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

**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 | On my placement to show I am interested and eager. |  |
| Self-discipline | To meet my deadlines and keep on top of homework and studying. |  |
| Team Work | Making sure I do my part in group activities and let everyone have a say. |  |
| Act as a Leader | Creating conversation in group work and coming up with plans for working together. |  |
| Listen to others | To have respect for others views and opinions. |  |
| Write for academic purposes | To further develop my knowledge and be able to look back on these. |  |
| Computing Skills | To further develop on my work learned in the classroom and studying. |  |
| Be Creative | Take with me to placement to help with the planning of fun original lessons |  |
| Problem solving | To deal with issues in a professional and calm manner and use my initiative. |  |

|  |  |  |
| --- | --- | --- |
| **Recognition** | **Reflection** | **Action** |
| *Skills to be developed* | *How I will develop these* | *How do I know (evidence) \*\** |
| Act as a leader | Creating conversation in group work and coming up with plans for working together. |  |
| Organise and plan | Highlighting and keeping my notes organised and easy to access. Doing the required reading before classes. |  |
| Debate formally and informally | Getting involved in class debates and having the confidence to have my opinion heard. |  |
| Build social networks | Creates spaces where I can share my opinion to others professionally and access a range of related information. |  |
| Think critically | Making judgments that are well thought out and developed. |  |
| Generate new ideas | By widening my knowledge in appropriate areas by doing extra reading online/in books. |  |

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