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

**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 feel like I am a very confident person and can participate well within group situations. This enables me to be able to give my opinions and take others point of view into consideration. |  |
| Self-discipline | I have a moderate level of self-discipline which allows me to be able to ensure all course work is completed on time and at a reasonable standard. However, this is not my strongest trait, and I therefore recognise that I will need to work on this to make sure that I am able to prioritise efficiently.  |  |
| Team Work  | I am confident at working in a team and feel I am able to give my opinions fairly, whilst listening and considering the opinions of others. |  |
| Act as a Leader | I can effectively lead a group with confidence and assurance of my leadership skills whilst also listening and considering the thoughts of every member of the group. |  |
| Listen to others | I can listen well to others and also consider their views and beliefs. This is extremely important whilst working in groups, and eventually, a class room. |  |
| Write for academic purposes  | I feel somewhat confident writing for academic purposes as I was confident within my school life writing critical essays at a high standard. However, referencing has always been a struggle for me and therefore, it is an area I feel I need to develop further. |  |
| Computing Skills  | I am fairly confident with my computing skills and feel I am able to perform tasks well. However, initially Blackboard posed quite a big challenge for me to navigate my way through, however this has been becoming easier over time. |  |
| Be Creative  | I believe I am reasonable creative which will be important for teaching young children. However, I feel like I need to learn new methods and develop my existing skills. |  |
| Problem solving  | I feel like I am okay with dealing with certain problems, however, I feel like sometimes I need support to be able to tackle certain obstacles. This is an area that I need to work on to be able to develop my abilities. |  |

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| **Recognition** | **Reflection** | **Action** |
| *Skills to be developed* | *How I will develop these*  | *How do I know (evidence) \*\** |
| Act as a leader | Take lead in group discussions confidently whilst ensuring everyone in the group feels their opinion is valued. |  |
| Organise and plan  | Keep a more detailed diary of upcoming deadlines and events to ensure I am completing tasks with enough time to review before the next lesson. |  |
| Debate formally and informally  | Contribute more to debate styled discussions and take on board other opinions and ideas. |  |
| Build social networks | Create links between people on my course, but also within the School of Education and Social Work to ensure links are set in place for after graduating. |  |
| Think critically  | Think more critically about certain topics and discussions to deepen my knowledge of the subject. |  |
| Generate new ideas  | Take on board the ideas of others and use these to develop my own ideas and opinions. |  |

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