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

|  |  |  |
| --- | --- | --- |
| **Recognition** | **Reflection** | **Action** |
| *Skills to be developed* | *How I will develop these* | *How do I know (evidence) \*\** |
| Act as a leader | Going onto placements, I will observe teachers in a leading role and how they successfully manage to be assertive in a classroom. | When I worked as a Playworker at COSMOS Children’s Holiday and After School Club, I had to undertake the role of leader and be responsible for children’s safety. |
| Organise and plan | Organizing and planning is a fundamental element of university life. Being diligent and staying on top of work is the best way to develop this. | I had great practice with this when I was studying for my qualifications at high school. I enjoy doing this and continue to develop this skill in university and beyond. |
| Debate formally and informally | I will develop this when working as part of a group and conveying my opinions. Also, I will be able to debate formally in my ePortfolio detailing my progress and points of view. | In my studies I am well experienced with being objective and conveying an opinion supported by evidence in my essays and assignments. |
| Build social networks | Developing my ePortfolio and communicating with my other cohorts will help me to develop positive relationships both online and offline. | The experience of writing an ePortfolio has been very interesting to me so far. I have been able to see the power of communication online and how important it is to be able to maintain this online profile. |
| Think critically | This is a skill that I am developing in my course, particularly in the Working Together module. In this we must evaluate how best to be interdisciplinary to achieve the best outcome. | I have done this throughout my school career and also in real life situations, for example when working as a Playworker I have had to be professional and evaluate what actions to take. |
| Generate new ideas | This is a skill that is continuously present in group tasks. By being a part of a group discussion on an issue, I will develop this skill which will be useful later in life. | I have been doing this throughout my academic career and particularly when discussing how to improve the COSMOS Club with my colleagues. |

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