**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 |  |  | 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 | Self-confidence will be used when working alongside others in order to deliver my opinion on the topic. Self-confidence will also be useful when I am having experiences for the first time at University. |  |
| Self-discipline | Self-discipline will be useful for planning and setting my own deadlines to make sure that my work does not get on top of me. |  |
| Team Work | Team work will be used while working with others, it will also be used to build professional relationships which will be useful in my future adult life. |  |
| Act as a Leader | I will act as leader when I am working as part of a team and I am needed to make sure that the team is motivated and on-task. |  |
| Listen to others | Listening to others will be used when working as part of team in order to make sure that everyone’s opinions are heard and everyone is happy and feels respected. |  |
| Write for academic purposes | I will be writing for academic purposes when completing literary tasks such as assignments and presentations. |  |
| Computing Skills | Computing skills will be useful when I am using technology to further my own education, such as using the internet for research. |  |
| Be Creative | Creativity will be useful while I am making my work more pleasing to the eye. It will also be useful when I am trying to think of new and interesting ideas. |  |
| Problem solving | Problem solving will be used when I am coming with new ideas and I come across an issue with my idea and I need to think of a solution. |  |

|  |  |  |
| --- | --- | --- |
| **Recognition** | **Reflection** | **Action** |
| *Skills to be developed* | *How I will develop these* | *How do I know (evidence) \*\** |
| Act as a leader | To act as a leader, I will need to further develop my team working skills as a whole in order to work alongside my teammates. |  |
| Organise and plan | I will need to work on my self-discipline and try harder to stick to my own deadlines. |  |
| Debate formally and informally | In order to do this, I need to continue to work on developing my confidence in regards to sharing my opinions. |  |
| Build social networks | I need to continue to work on my confidence in order to connect with my fellow students. |  |
| Think critically | I need to work on my analysis skills in order to do this, I also need to make sure that my thought is fully developed before I share it. |  |
| Generate new ideas | I will need to be able to generate new ideas in order to keep the young people I am teaching engaged with what is being taught. |  |

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