**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 | Group work, professional practice |  |
| Self-discipline | When studying, self motivation and making sure I get into good habits |  |
| Team Work | Working together module, ensuring delegation is carried out, being an active member |  |
| Act as a Leader | Professional practice, in situations where a group needs direction |  |
| Listen to others | Also group work, taking opinions on board, allowing each others expertise to take stage |  |
| Write for academic purposes | Essay writing in particular. Articulate blog posts |  |
| Computing Skills | General ability to complete online units. Also in classroom |  |
| Be Creative | Classroom, critical thinking, outside of the box etc. |  |
| Problem solving | Any real life problems that arise at university i.e. scheduling/meetings |  |

|  |  |  |
| --- | --- | --- |
| **Recognition** | **Reflection** | **Action** |
| *Skills to be developed* | *How I will develop these* | *How do I know (evidence) \*\** |
| Act as a leader |  |  |
| Organise and plan |  |  |
| Debate formally and informally |  |  |
| Build social networks |  |  |
| Think critically |  |  |
| Generate new ideas |  |  |

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