**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 | When making decisions and presenting in front of a crowd | I will feel less scared public speaking |
| Self-discipline | When managing my time responsibly, organising and planning  | Stick to my deadlines and have set studying times |
| Team Work  | To help generate new ideas and include everyone in discussions | We cooperate well and everyone contributes |
| Act as a Leader | To negotiate and listen to others | Take charge but include all and take all ideas on board |
| Listen to others | So everyone is included, teamwork and social networks | All contribute confidently and it is acknowledged  |
| Write for academic purposes  | Essay writing | Essay skills may be improved |
| Computing Skills  | Take notes, make presentations and using technology | Skills more advanced |
| Be Creative  | To problem solve and generate new ideas | I am coming up with ideas I wouldn’t have before |
| Problem solving  | Work on own initiative | I come up with different solutions  |

|  |  |  |
| --- | --- | --- |
| **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.