

Workplace skills: Useful for University

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what skills are useful for university



Time Management

Independent working

Team working

Confidence

Writing skills

Communication

Problem-solving

Lets learn...Workplace skills!

- Be more confident
- Work better in teams (don't be terrible to each other)
- Make a diary of the skills you have learned
- Be better at problem solving by solving more problems

- Detention for anyone who isn't confident
- 'Who has the best diary competition – next week'

How do we really get these skills?

- Work experience/volunteer work
- Clubs & Teams
- Societies (Debating society)
- Community activities (National Citizenship Service)
- Performing Arts
- Competitions

...authentic tasks

An authentic task to build workplace skills...

You have access to the following resources – one computer, a dry wipe board & pens, paper. In small groups create a short presentation on one of the following subjects:

- Writing for different audiences
- Developing your research Skills
- Presenting with confidence
- Time management & planning

You have two hours, and at the end of the session we will all give our presentations to... **whoever scares you the most!**

Pointers...

- What do you already know?
- Where can you find out more?
- Who is going to do what?
- What needs to happen next?
- What will you do if you are nervous?

Reflect...

- Did you use your time wisely?
- What do you wish you had done?
- What won't you do next time?
- What needs to happen next?
- What advice would you give the next group?

Two hours!!? In a classroom!!?

- Authentic tasks happen every day, all the time:
 - Presentations
 - Portfolios/Projects
 - Performances
- Create time to reflect, and use this time to help students identify strengths and weaknesses
- A job application, or a personal statement is a reflection exercise – don't let these be the first time this happens

Questions?

Come and visit our stand!

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