

5 All Your Skills

How Adults learn Best

- ⌘ In comfortable and relaxed surroundings.
- ⌘ By being with like-minded people.
- ⌘ When the information is relevant to your needs.
- ⌘ When you are treated with respect and dignity.
- ⌘ By having an awareness of the benefits to you.
- ⌘ When your Ideas and opinions are listened to.
- ⌘ Giving you the big picture first.
- ⌘ **Watching writing reading listening talking doing.**
- ⌘ By understanding fully how and where to use the information.
- ⌘ Using the information (role plays - group discussions -work experience-
telling/teaching friends and family what you have learned).
- ⌘ Reviewing the information regularly.

What skills do you have?

Here is how you can find out!

Skill = professional way of doing something well, eg typing,

Time management, customer service,

- ❖ Tick any of the following skills that you have.
- ❖ Remember it does not matter where you learnt these skills.

YOUR SKILLS	TICK	YOUR SKILLS	TICK
Meeting people		Giving out information	
Helping people		Distributing products	
Teaching or coaching		Typing	
Explaining ideas		Answering phones	
Supervising people		Public speaking	
Negotiating for people		Planning/coordinating	
Organising work loads		Using computers	
Selling or marketing		Factory work	
Promoting events		Customer service	
Managing money		Book-keeping	
Managing people		Caring for people	
Resolving Conflict		Cleaning	
Administration		Creating-new ideas	
Making decisions		Running meetings	
Clerical work		Motivating others	
Budgeting		Resolving conflict	
Handling money		Fund raising	
Banking		Cooking	
Writing letters/reports		Managing your time	

What Attributes do you have?

Attribute = a personal quality or characteristic, eg honesty, friendly, well presented.

- ❖ Tick any of the following Attributes that you have.
- ❖ Tick also those attributes that people you respect say you have.

YOUR ATTRIBUTES	TICK	YOUR ATTRIBUTES	TICK
Good communicator		Punctual	
Honest		Self-motivated	
Fast learner		Common sense	
Calm		Sensitive	
Understanding		Compassionate	
Helpful		Thorough	
Dedicated		Flexible	
Efficient		Healthy	
Energetic		Positive thinker	
Trustworthy		Well presented	
Hardworking		Practical	
Neat & tidy		Enjoy challenges	
Open-minded		Strong work ethic	
Patient		Professional	
Problem solver		Competent	
Reliable		People-orientated	
Perfectionist		Discrete	
Good eye for detail		Stable	
Friendly		Sense of humour	

Your Skills and Attributes Reference

[illegible]

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[illegible]

Reflecting

FOUR COLUMN ACTIVITY

This activity will assist you to recall all the positions you have previously been successful doing. The skills and attributes you used and further developed.

You can include **any** previous position, for example:

- ❖ Paid/unpaid work.
- ❖ Home duties.
- ❖ Sporting/social club activities.
- ❖ Participation on committees.
- ❖ Helping out at the local school/hospital canteen, etc.

Here is an example of how to complete this activity.

Once you have finished reflect on and add to your skills and attributes list:

FOUR COLUMN ACTIVITY

PREVIOUS POSITION	DUTIES	SKILLS	ATTRIBUTES
After hours School cleaner	Open and close Buildings. Vacuum carpets. Clean toilets. Polish floors. Empty bins. Reporting to principle.	Time management. Organising workloads. Use chemicals. Use of cleaning equipment. Workplace health and safety. Communication.	Honest. Integrity. Reliable. Hard working. Eye for detail. Common sense. Flexible. Punctual.

Your four column activity

PREVIOUS POSITION	DUTIES	SKILLS	ATTRIBUTES

