

# 70+ Activities

# Student WORKBOOKS

**ALL VCAA Key Knowledge and Key Skills covered in a structured and easy to read way.**

## Planning and organising

Planning and organisation relates to your ability to identify and set objectives and goals for yourself and then prioritise your workload and other resources to achieve them. It is your ability to put together a schedule and monitor your progress towards these objectives and goals and where required anticipate problems and make adjustments.

An employee who is well planned and organised is someone who is efficient, effective and productive, hence why employers want them. Someone who has the ability to plan and organise their own workload will not require micromanaging. Instead they will carry out their work and complete it on time without any hassle.

To improve your planning and organisational skills practice them. Use a diary or online scheduling app to organise your time and plan what needs to be completed and when. Planning your studies by simply writing down all of your homework tasks, projects and assessments and scheduling time to work on each one around your activities, work shifts and social events is a great start. Also look for opportunities to plan and organise things like a dinner or movie night with friends, a travel itinerary for a family holiday, a birthday party or even the cooking three courses for your family where you have to organise all ingredients, preparation and the various cooking times of each course. You could also plan a budget item you are wanting to buy. The experience that you gain from each of these tasks will further develop your planning and organising skills.

To demonstrate your planning and organisational skills on your resume or during an interview highlight experiences where you have:

- Set goals and achieved them
- Established priorities by identifying critical tasks and set deadlines
- Had to make decisions and estimate the time, effort and resources need to complete a task
- Used a planning or organisational tool such as a google calendar or a scheduling app like 'When I work'

## TASK 12 PLAN THE WEEKLY SHOP!

Plan and organise a weekly meal plan!

Through this activity you are going to practice your planning and organisational skills. You are going to create a weekly meal plan for your family. You will plan meals for 7 days, three meals a day: breakfast, lunch and dinner.

Using the internet to assist you, you need to come up with 7 days' worth of different and unique meals. You cannot use the same meal twice. You have a total budget of \$300 to spend. When planning your meals, you will need to keep this in mind and track your spending.

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**Practical, applied tasks related to the curriculum designed to create a little fun. Try our Personal capabilities Bingo or Non-verbal taboo**

## Key knowledge

- Sources of reliable and credible employment information, such as government websites, careers specialists, industry publications, tertiary institutions and employment agencies

## Key skills

- Identify and explain key ideas and concepts relating to sources of information about employment
- Research, compare and evaluate concepts and strategies relating to sources of information about employment

## TASK 7 THE STORY OF AN ACTIVE LISTENER

Active listening is where you focus on the speaker and what they are saying, understand it, retain it and respond appropriately. When you are being an active listener the person who is talking to you should feel heard, that you understand and care about them and what they are saying. Pictured below are a range of things you should and shouldn't do when active listening. Read each one and colour the ones you think would make you a good active listener.

Interrupting	Being distracted	Clarifying information
Looking away	Standing too far away	Walking away while they are speaking
Retaining what they have said	Smiling	Nodding
Being engaged	Bored facial expression	Eye Contact
Letting them finish before talking	Saying "uh uh", "I see" and "Go on"	Encouraging them to continue speaking
Looking interested	Listening	Fidgeting
Asking questions	Looking around the room	Rolling your eyes
Observing their body language	Concentrate	Summarise what they have said
		Paying attention
		Yawning
		Ending the conversation before they are finished

## Vocal tone

This is your pitch, speed, volume and timbre. Changing your vocal tone when communicating is important to engage your receiver and help them to better understand your message. The pitch of your voice should vary from low to high when you speak, these are called inflections. Varying your pitch on certain words when you are speaking helps you to highlight them and allow your receiver to better understand and remember your message. The speed at which you speak is important. If you speak too fast your receiver can miss the message and if you speak too slowly you will appear demeaning or unsure of what you are saying. Volume this is how quietly to loudly you speak.

The volume needed when speaking will depend on the situation. If you are speaking to a group you may need to speak louder. Volume is a great way to emphasise certain words or points that are important for better understanding. Lastly the timbre is the emotional quality in your voice. It tells a person how you are feeling and your attitude towards the situation. A person, often without consciously doing it, can make their timbre sound frustrated, upset, happy or excited.

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## JEOPARDY

### AUSTRALIAN JOBS EDITION

State by State	By Industry	Job Snapshot	Future skills	Growth Outlook	Shortages & Demand
100	100	100	100	100	100
200	200	200	200	200	200
300	300	300	300	300	300
400	400	400	400	400	400
500	500	500	500	500	500

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31

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## NON-VERBAL TABOO!

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## Discussion spot 2.5

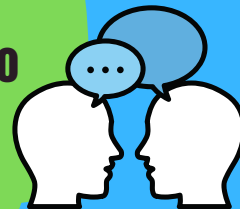
Using the QR Code provided watch the Seinfeld clip titled – Seinfeld Personal Space.

After watching the clip think about how you would handle a situation like this? What could you do or say?



SCAN ME

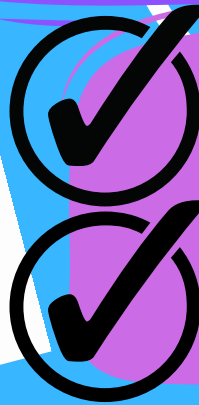
**Discussion spots: Quick, engaging tasks to peak student interest**



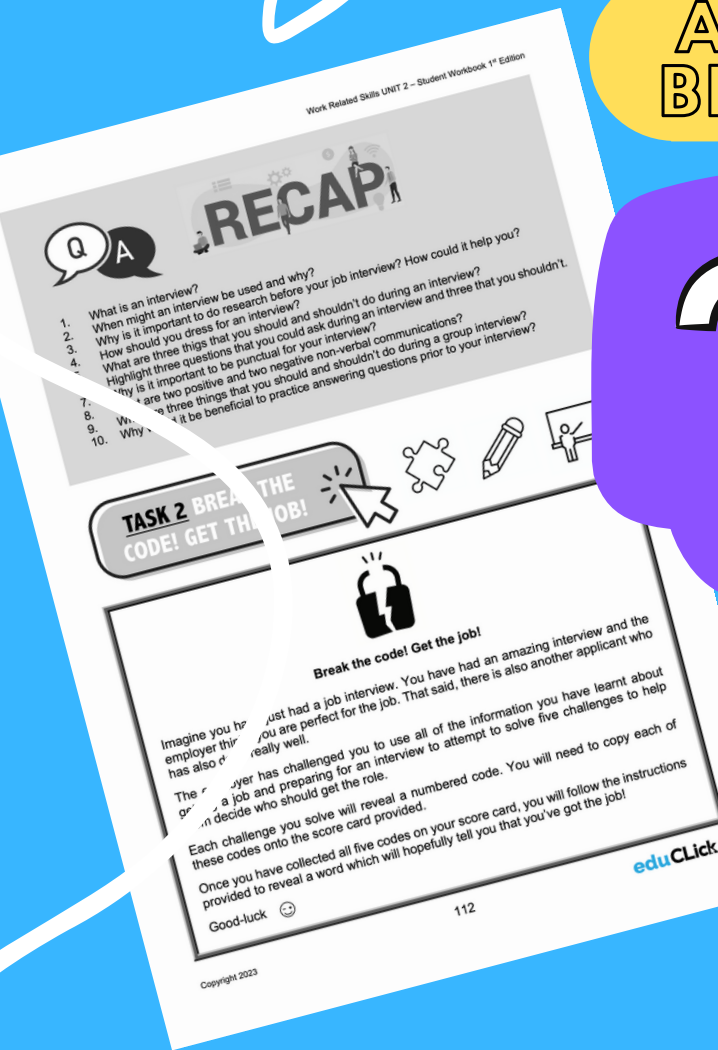
# ALL THE WORK HAS BEEN DONE FOR YOU



Recap questions to review previously learned content



Keep track of the activities you have completed with our Area of Study Activity Tracker

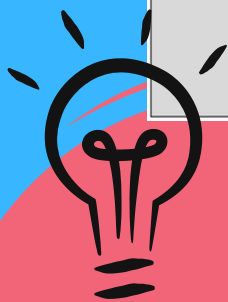


## REAL LIFE

Let's have a look at a real-life example where a person's verbal communication does not match their non-verbal communication.

Imagine a friend arrives at your house at for sleepover. They walk in the door, don't speak as they walk up the stairs to your bedroom, throw their bag down on the floor, plop themselves down on your bed and stare out the window.

You ask 'Are you ok?' They snap back in an angry tone, 'I'm fine!' Which form of communication do you believe? Their non-verbal communication (gestures, body language and tone) or their verbal communication (spoken words)?



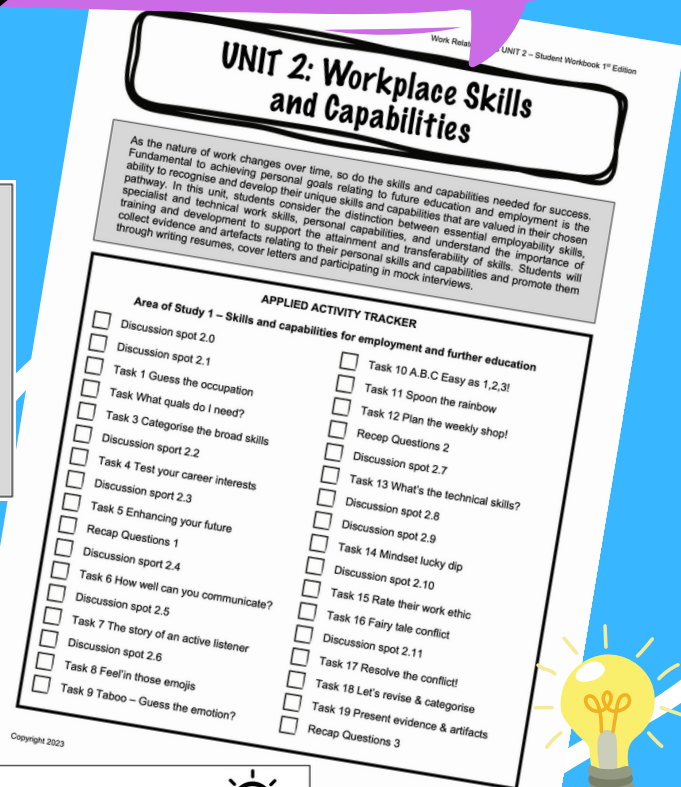
Isn't that interesting and Real life boxes to create applied examples that relate to the real world

## Isn't that interesting!

### Sustainable salons

The hairdressing industry is doing their bit to reuse and recycle with up to 95% of their waste now recyclable.

- Plastics from shampoo, conditioner and other hair products can be recycled into outdoor furniture and specified underground sheeting to protect the NBN.
- Leftover bleach and hair colour are collected, stored in bulk tanks and then neutralised into recycled water that can be used in construction and other road works.
- Hair waste from client haircuts is being used as compost and to create Hair Booms. Hair filled sacks that can be used to clean up oil spills. Hair is hydrophobic and biosorbent, meaning that it can repel water, attract and collect heavy metals and other contaminants such as oil.



Interested in finding out more?



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