

Professional and Social Skills Set

Skill	Outcome
Communication Skills	<ul style="list-style-type: none"> ▪ Receive and respond appropriately to a variety of information ▪ Present information in a variety of visual forms e.g. presentation software, poster presentation ▪ Demonstrate professional written communication skills e.g. email, formal report ▪ Demonstrate oral and non-verbal communication e.g. presentation ▪ Actively listen to what people have to say ▪ Participate constructively in meetings
Information Skills	<ul style="list-style-type: none"> ▪ Demonstrate information retrieval, analysis, synthesis, referencing and citation skills. ▪ Use information sources ▪ Work with data/information ▪ Present information/data in an appropriate form
Initiative	<ul style="list-style-type: none"> ▪ Think and act effectively and independently. ▪ Progressively require less supervision. ▪ Contribute creative ideas and proposals to improve task management and the success of a project
Managing and Developing Yourself	<ul style="list-style-type: none"> ▪ Undertake personal and career development including PDP ▪ Demonstrate a commitment to self-development ▪ Demonstrate a willingness to learn
Motivation	<ul style="list-style-type: none"> ▪ Demonstrate application to tasks, however routine or long-term. ▪ Carry through a task from beginning to end. ▪ Demonstrate self-motivation and enthusiasm. ▪ Complete tasks in an accurate and thorough manner
Problem Solving	<ul style="list-style-type: none"> ▪ Deal with a combination of routine and non-routine tasks ▪ Identify and solve routine and non-routine problems ▪ Cope with changing circumstances ▪ Apply a logical and analytical approach to solving problems.
Professional Conduct	<ul style="list-style-type: none"> ▪ Adopt the standard practices of a school in terms of , hours of work, punctuality, and school policies and procedures (including health, safety and security standards). ▪ Conduct him/herself in a professional manner in all dealings
Self awareness	<ul style="list-style-type: none"> ▪ Conduct regular skills audits to analyse and evaluate your skills ▪ Identify your strengths ▪ Identify your weaknesses ▪ Identify any gaps
Technical Knowledge	<ul style="list-style-type: none"> ▪ Demonstrate technical knowledge and skills from the course in the accomplishment of tasks involved in assignments and tutorials ▪ Keep up-to-date with the latest developments in the field ▪ Deal with problems of appropriate technical complexity
Time Management and Self Organisation	<ul style="list-style-type: none"> ▪ Demonstrate project/assignment planning and management ▪ Consistently meet deadlines ▪ Manage home, work and study commitments ▪ Hold formal group meetings to manage assignments and meet deadlines ▪ Set objectives & priorities, make a plan and follow it
Working with and Relating to Others	<ul style="list-style-type: none"> ▪ Treat others' values, beliefs and opinions with respect ▪ Relate to and interact effectively with individuals and groups ▪ Take responsibility, and display some leadership qualities, within a group or team ▪ Be assertive and persuasive, yet diplomatic.