

# INFO1111 2021 Sem 1 : Self-Assessment Instrument

## Individual Strengths and Needs + Planning

Student Name  
Unikey

Cooper Mills  
cmil2832

Enter the **three strengths** that you believe you have that are most significant to your ability to work in the computing field.

Teamwork  
Fast learner  
Thorough work

Enter the **three area for further development** that you believe are most important in improving your ability to work in the computing field.

Programming  
Multitasking  
Written/typed communication

### Previous Experience, etc.

Prove a brief outline of your previous experience

Retail (3yrs) - Gave me experience in customer service and teamwork skills. Hospitality (6 months) - Gave me further experience with teamwork and customer service.  
Administration (6 months +) - further skills in customer service as well as data handling as organisation skills. 2 week work experience at Qantas head office - gained insight into many aspects of the airline such as loading systems, baggage handling, aircraft maintenance etc.

### Additional notes

Enter here any additional explanatory notes regarding these strengths and weaknesses and how they should be interpreted.

Through many previous jobs etc. I have learnt how to work well in a team and learn fast on the go. It has been a important lesson that I have learnt through these many jobs, which have resulted in my learning of these skills. I have also learnt to become very thorough with my work, which, coupled with my teamwork skills, and because I'm a fast learner, should be very beneficial in the computing industry.

Whilst written communication as such is not extremely important in the current world with the prevalence of computers. Typed communication, programming (or at least an understanding of), and the ability to multitask will be extremely important in the computing industry. For this reason I have flagged these three areas for further development.

### Career Ambitions

Provide a brief summary of your career ambitions

Hopeful the Cyber security industry.

## Plan for undertaking development

### Area 1:

Programming

#### Analysis of the need

Whilst I am currently undertaking a Python programming course, my skills are still very basic. This is because prior to the course, I had no experience in coding at all. Whilst I may not be directly needed to code moving into the computing field, a good understanding of programming will be paramount.

#### Plan for undertaking development

Work hard in the programming course and seek out new materials to further my programming skills. I will likely need to do extra reading outside the course in order to stay ahead, keep my skills up to date, and learn as much as I can in order to have a solid understanding of coding.

### Area 2:

Multitasking

#### Analysis of the need

I have always struggled to balance multiple tasks at once. I mostly lack multitasking skills when it comes to assignments and exams previously at school and now at university. Whilst I do not need to be great at it, the ability to work on many different things at once is extremely important to keep myself on track with my workload and also keep my thoughts flowing.

#### Plan for undertaking development

I will do my best to stay up to date with work and assignments etc. such that I don't need to prioritise work. This way I will be free to move about my work and work on multiple things at once. I will also look to teach myself about some platforms (e.g. JIRA) which help organise tasks, allowing for easier multitasking.

### Area 3:

Written/typed communication

#### Analysis of the need

Whilst my verbal communication (as well as my listening skills) are to a good standard, my written and typed communication skills are lacking. Whilst the written aspect is not terribly detrimental with the dominance of computers, my handwriting is still very poor, making any handwritten communication on my part hard. But, most importantly, my general vocabulary and grammar when communicating needs to improve to be more concise and formal.

#### Plan for undertaking development

I will do my best to improve my handwriting by writing more. As for my use of formal language when communicating, I will try my best to read more and think about what I'm writing in advance to make sure I'm being clear and concise in my communication. This should hopefully improve my written communication skills which should allow me to better communicate within a team.