**PD1 Week 4 – Worksheet**

**TASK 1 Watch the video** [**https://www.youtube.com/watch?v=JwNI1F21eK8**](https://www.youtube.com/watch?v=JwNI1F21eK8) **and complete the below tasks:**

1. *Which of the 3 statements below are TRUE? Which are FALSE?*
2. Some of us have 24 strengths.

* False

1. Psychologists call these strengths “personality traits”.
2. Charachter strenght
3. Using your top strengths regularly can help you find joy and energy in your daily activities.
4. *People who use their character strengths tend to…*
5. Be happier, more confident and **resilent**.
6. Have more energy
7. Know how to deal with ……………………….
8. Feel more **connected** to what they do
9. Are more likely to reach their goals
10. What are is the last question of the video?

……………………….……………………….……………………….……………………….……………?

**TASK 2 Tina took an official self-assessment quiz (doc. A) to find out her strengths and wrote a short profile (doc. B) for her CV. Look at both documents then write next to each point in her profile which strength she is referring to. What extra strength has she written about that is not in her self-assessment?**

Doc. A – Tina’s self-assessment quiz

|  |
| --- |
| Graphical user interface, application  Description automatically generated |

Doc. B – Tina’s profile summary

|  |
| --- |
| **STRENGTHS:**  *e.g. Able to simultaneously work to complete different tasks quickly.  Multi-tasking*   * Thrives in busy environments. = **working under presure** * Good knowledge of cash flow.= **Commerical awarness** * Puts plans into practice and adapts them to a changing situation.=**Adaptabllity/implemting ? planing** * Able to get on well with customers.= **Customer service/verbal communication.** * Proactive about keeping work environment safe and clean for all.= **Acting on own intiative** * Motivated to learn new skills.= n/a * Carries out all tasks efficiently and in a timely manner.= **planing/ managing your time** |

**TASK 3 Tina had to write a short self-evaluation reflecting on things she could improve on. Underline the weaknesses in the paragraph then circle the corresponding weakness from the list below.**

|  |
| --- |
| While I am efficient at what I do, I can be very specific about rules and regulation which at times puts me at odds with my colleagues. *They tend to think I am a little autocratic about the way I manage the work space.* This is made worse by my very direct writing style, and some people have commented on my need to work on diplomacy. I am relatively new in this managerial position. This means that I sometimes struggle with fostering a productive work environment where workers feel inspired to carry out their tasks with passion. I need to learn to give more positive feedback for tasks well done and to encourage our employees to give it their best.  I have yet to be trained on new technology in the workplace and I’ve been struggling with the i-pads and the computers. When talking with clients, I am often unable to look up information concerning their case quickly. This results in much time wasted. It would furthermore be beneficial if I learnt to speak Spanish, as many of our customers from South America are unable to communicate effectively in English. |

Weaknesses:

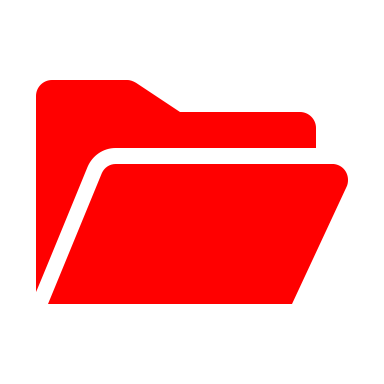
|  |  |  |
| --- | --- | --- |
| Written communication | Problem solving | Leadership |
| Motivating others | Appraising | Staff training |
| Mediating conflict | Strategy planning | Computer skills |
| Language skills | Networking | ***Managing people*** |

**TASK 4 Make a list of 5 of your strengths and 5 of your weaknesses:**

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| 1. Computer skills 2. Team-working 3. Acting on initative 4. Verbal communication 5. Working under presure | 1. Multi-tasking 2. Writen communication 3. Working to dead-line 4. Strategy planning 5. Motivating others |

**TASK 5 Tina is attending an interview for a new position as a manager in a restaurant. The manager has just asked her to explain what her strengths are and how they relate to the new position.**

1. **Put her response in the correct order.**
2. I think that remaining attentive at all times to the different aspects of running a kitchen while simultaneously managing wait staff is crucial during lunch and dinner hours in a restaurant that is as popular as Sally’s. It is my belief that such multi-tasking can only be effective, however, if you are the type of person who thrives working in a highly dynamic setting like in your restaurant.
3. I thoroughly enjoyed experiencing a wide variety of positions during my time there and I am sure I’ll enjoy adapting to the bustling atmosphere of Sally’s.
4. When I was working at Pasco’s, for instance, I managed a small team of wait staff, oversaw the seating chart and took care of important guests. I particularly enjoyed peak time around 7pm when the whole team would get so busy that I would be called over to cover various roles in the restaurant.
5. Well… I work well under pressure and feel energized when I am kept busy.
6. **Which part of the response…**
7. Introduces her strength?
8. Concludes the response by linking past experience to the new role?
9. Is an example from her past experience?
10. Explains why the strength is important to the new role?



1. **Pick 2 strengths of yours and prepare to explain to your peers why you think your strengths match your career choice. Use the same structure as Tina’s response above:**

one of the most important skill needed

to work in a busy car park has to be Acting on your owen intiative.

Learnig to use new systems used in the car park industry

styaing on top of how the market is evolving .

research Sourcing client

experience

conclusion – linking two together

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**TASK 6 Go to the Career Zone website then tick below the elements that you can identify on the home page. Be careful: 2 elements are not present in the Career Zone.**

Assistance on how to create a CV and what it should look like

Assessments you can take to self-evaluate your personality or motivation

A search engine to look for new job opportunities

A list of short courses you can complete on Career Zone

An extensive psychometric test

Up to date information on your industry

A platform for practicing interviews with AI

A list of companies

A search engine for finding relevant courses

A place where you can store your Career Zone documents

**TASK 7 Scavenger hunt – In your groups find the following on the Career Zone website and take a snapshot of each to show your lecturer.**

|  |  |
| --- | --- |
| **A report on trends in the Healthcare Industry** | SNAPSHOT: |
| **A video about improving your online footprint and e-hireability** | SNAPSHOT: |
| **A link to practice mock interviews** | SNAPSHOT: |
| **A link to the HSBC career page** | SNAPSHOT: |
| **A self-assessment on giving feedback** | SNAPSHOT: |
| **A tile for a short course for Managers & Leaders** | SNAPSHOT: |
| **A link to videos by employers on Self-Development** | SNAPSHOT: |

**TASK 8 Self-reflect and decide whether the following are True or False for you:**

* + - 1. I feel confident about using the tools on the Career Zone.
      2. I know where to find information on the Career Zone about the industry I wish to work in.
      3. I know what type of short courses are on offer on the Career Zone
      4. I know how to self-assess my skills using the Career Zone tools.
      5. I know where to get practical help for interviews and my career plan on the platform.