

Learning Activity 3.2 Skill inventory exercise

Rate your proficiency levels for each of these skills (beginner/intermediate/advanced). There are helpful steps to help you enhance each skill you rate.

1. Building positive relationships

Rating: (beginner/intermediate/advanced)

Steps to Enhance:

- Engage in active listening during conversations.
- Participate in group activities or study groups.
- Seek opportunities for mentorship and collaboration.

2. Task management

Rating: (beginner/intermediate/advanced)

Steps to Enhance:

- Use a planner or digital tool to record deadlines.
- Break down larger tasks into smaller steps.
- Set clear goals and timelines for each task.

3. Self-Management

Rating: (beginner/intermediate/advanced)

Steps to Enhance:

- Develop a routine that includes breaks and self-care.
- Set realistic and achievable personal goals.
- Practice mindfulness or meditation to help manage stress.

4. Time management

Rating: (beginner/intermediate/advanced)

Steps to Enhance:

- Create a weekly schedule that includes study, work and leisure time.
- Identify time wasting activities and work to reduce them.
- Set specific time blocks for focused study without distractions.

5. Research

Rating: (beginner/intermediate/advanced)

Steps to Enhance:

- Familiarise yourself with academic databases and research tools.
- Check sources for relevance and peer review.
- Develop a systematic approach to note taking and organising your information.

6. Collaboration

Rating: (beginner/intermediate/advanced)

Steps to Enhance:

- Be open to participate in group projects and contribute to the group.
- Practice open and respectful communication with others.
- Develop skills in conflict resolution and negotiation.

7. Flexibility

Rating: (beginner/intermediate/advanced)

Steps to Enhance:

- Embrace change and seek opportunities for growth.
- Developing coping strategies for handling unexpected challenges.
- Reflect on past experiences of change and identity lessons that you have learned.

8. Problem solving

Rating: (beginner/intermediate/advanced)

Steps to Enhance:

- Practice breaking down complex problems into smaller components.
- Explore multiple solutions before deciding on the best approach.
- Reflect on problem-solving successes and areas of improvement.

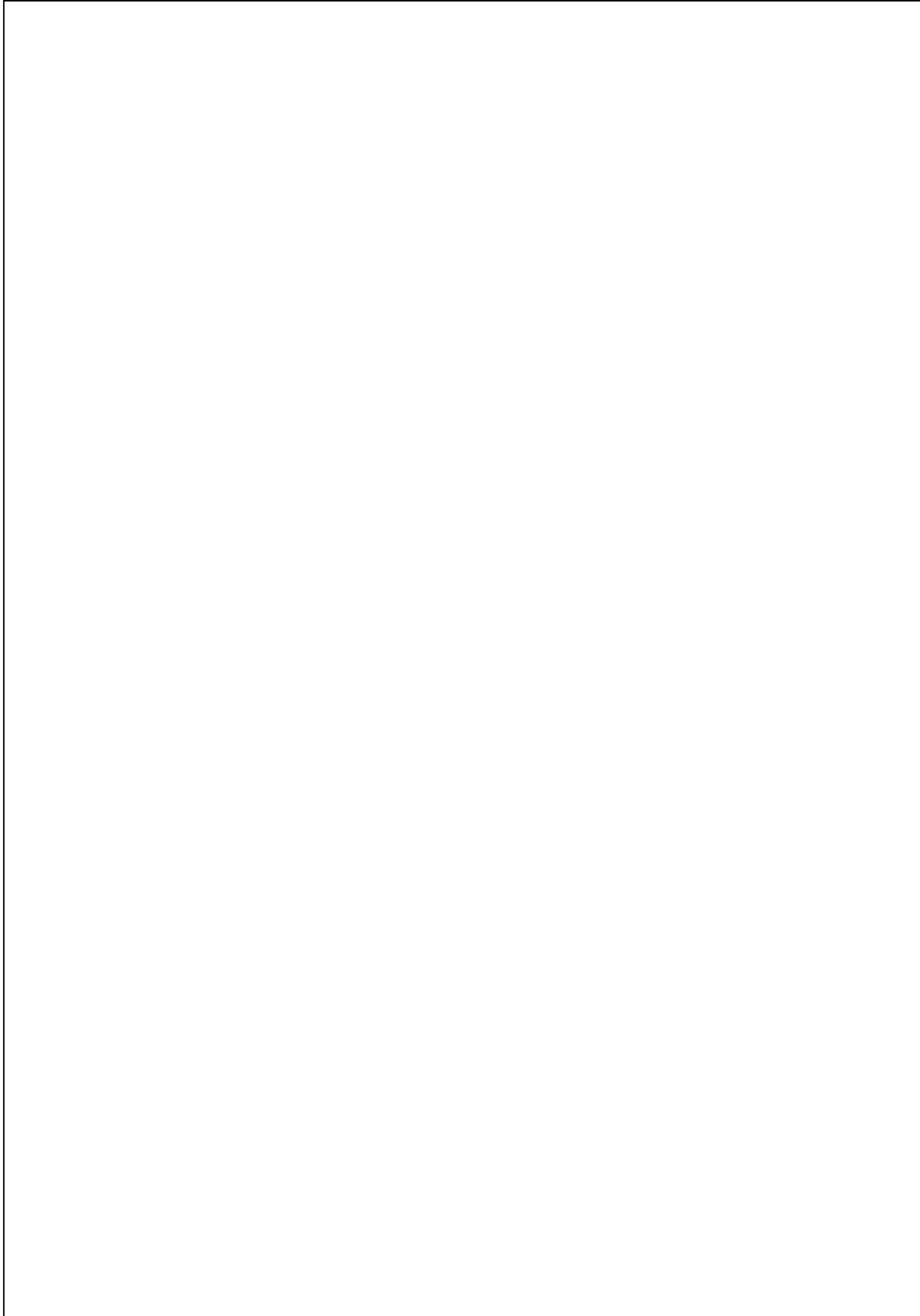
9. Self-Reflection

Rating: (beginner/intermediate/advanced)

Steps to Enhance:

- Set aside time for self-reflection and journaling.
- Seek feedback from peers and lecturers on your progress and growth.
- Use self-reflection to inform your personal and academic development plans.

Use your response to these skills to plan for your development. You may be able to think of additional skills that you would also like to develop.

A large, empty rectangular box with a thin black border, intended for the student to write their response to the prompt above.