

Individual Seminar Presentation

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Choose three study skills that you feel are important for future employability and discuss how these can be transferred to a “youth and community work/ an education” setting. Discuss why they are important skills for the workplace. Include action points for further personal development.

Why are study skills so important ?

“Study skills are fundamental to grow and succeed in higher education, not only in university but also employment. These skills are essential in reflection, analysis, communication and recording information. To participate productively as a group, as well as undertaking projects. To be able to connect with others, personal skills such as patience and understanding are key for working under pressure” (Drew and Bingham, 2010).

Three study skills that is important for future employment.

- ▶ Effective reading and note taking
- ▶ Stress management
- ▶ Academic writing

Effective reading and note taking

Cottrell (2019) suggests some useful strategies for note taking;

- ▶ Keep notes brief and organized
- ▶ Use your own words
- ▶ Think before writing
- ▶ Use colour to make it more appealing
- ▶ Keep notes short
- ▶ Leave room to add more notes later
- ▶ Use bullet points / lists
- ▶ Make sure to write where you got the information from so you can refer to later.

Effective reading and note taking

Why is it important ?

According to Cottrell (2019), whilst studying for your degree, a requirement for students is “reading for a degree”. This is due to the amount of reading required as part of your degree, to improve your knowledge and understanding of your chosen subject in higher education.

- ▶ Selective reading/ scan information
- ▶ Choose the most recent and the most relevant information
- ▶ Important information to use later
- ▶ Helps with writing and understanding assignments
- ▶ How to cope with the amount of reading

Cottrell (2019)

Stress management

University students have many aspects of their lives that can cause stress daily, such as; work, children and families. Hence the importance of stress management. Students are put out of their comfort zones and take on a lot of added pressures such as;

- ▶ Learning to write academically
- ▶ Public speaking
- ▶ Deadlines
- ▶ Working as part of a team
- ▶ Life balances

All these factors can be seen and essential in employment.

Cottrell (2019).

Stress management

youth and community/ employment settings.

Ingram and Harris (2001) there are many issues causing stress such as;

- ▶ Working more than contracted hours because they feel that they have a duty of care to those young people
- ▶ Relationships and boundaries
- ▶ Safeguarding issues and when to report them
- ▶ Challenging behaviours with young people without having the support or back up
- ▶ Knowing when to switch off outside of work

Youth workers can start to lack effectiveness due to stress and exhaustion, therefore stress management is key study skill for personal development.

(Ingram and Harris, 2001)

Academic writing

Academic writing is a skill that is used not only in university but also in the workplace.

In particular there are certain elements that are key to be able to write academically:

- ▶ How to use the correct sources to find information
- ▶ Develop your vocabulary
- ▶ How to edit and proofread your work
- ▶ Referencing any information that you use
- ▶ Learn how to avoid writing errors

(Godfrey, 2016)

Academic writing

Youth work / employment settings

- ▶ Writing emails or letters
- ▶ Recording or inputting information
- ▶ Finding correct information from reliable sources
- ▶ Helping clients with documents and filling in forms correctly

How to attain these skills ?

Whilst attending university there are many support services available to students, to help students proceed to an academic level.

For example:

- ▶ Academic study skills is taught in the first term of university to help students understand and develop skills that they will use throughout studying
- ▶ There are study skills sessions available to all student across all campuses, with different times and days to accommodate all
- ▶ Students with specific learning difficulties are offered help such as: one to one sessions, support and advice
- ▶ Stress and mental health services available, Listen and offer advice, support and information.

(UWTSD, 2020)

Transferable skills

According to (Pritchard, 2008) there are skills in which one acquires during studying, these skills can then be transferred into employment settings also in self development which will improve during university.

Here is a definition of what core transferable skills are as stated by Anglia Ruskin University:

Core transferable graduate skills are generic attributes that are acquired and developed through study, work and other extra-curriculum activities, including societies, sports and hobbies (ARU, 2004).

Employability

Whilst being a student you gain a range a skills of which an employer is looking for, they will also be looking for experience. During your time as a student you will achieve these skills and experiences through studying and placements, these skills can then be transferred into a workplace for example:

- ▶ Lectures – Listening skills, preparation, recording relevant information and critical thinking
- ▶ Group work – negotiation, teamwork, dealing with difficult situations, responsibility and sharing knowledge
- ▶ Oral presentation- confidence to speak in public, planning, time management, communication skills
- ▶ Essay writing – deadlines, word limits, relevant information from reliable sources, structure and attention to detail

References

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