

Welcome to your learning journey

H.E. Cert in Skills for the Workplace

Module: EMPL4001

Personal Development for Employment

Domestics



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Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David

- Fire Procedures & Exits
- Smoking
- Mobile Phones
- Facilities & Breaks
- Special Requirements?



Overview

- A bit about us, how we can help you, how you can help us, how you can support each other and what resources and support are available to you.
- Getting to know one another.
- Learner outcomes & module overview for EMPL4001
- Concepts of self awareness.
- Self assessment and exercises.
- Learning how to learn.
- Self assessment and learning.



Tutors For This Programme

- **Glenn Behenna** MBA [Glenn's LinkedIn Profile](#)
- **Andrew Maund** BA (Hons) MBA MSc DMS PGDE DipIM CMC MIMC FCMI FInstLM
[Andrew's LinkedIn Profile](#)
- **Julia Ault** BSc (Hons) CertED [Julia's LinkedIn profile](#)
- Our professional profiles can be viewed on LinkedIn as above.

Getting to know one another

- Working in pairs, take 10 minutes to ask the other person the following and then swap around:
 - Name and nickname (*if you want to share it*)
 - Best & Worst job & why?
 - Current job
 - Ideal job
 - What do you hope to gain from this programme?
 - If you could meet anyone in the world who would it be and why?
- Present your partner to our whole group.

Learning Outcomes



- By the end of this module, you should be able to:
 - Demonstrate an understanding of personal strengths, weaknesses and preferred learning styles;
 - Establish employment goals and develop a personal action plan;
 - Organise knowledge and learning through use of a range of information resources and present work at the appropriate level.

Institute of Leadership & Management (ILM)

- Largest Management Examining & Professional Body in Europe
- Internationally recognised awards

Student Support

ILM Student Handbook

- Appeals procedures
- Equal Opportunities
- Assignment
- Plagiarism
- Electronic submissions via PebblePad

E.V Role

- Conduct holistic monitoring of the centre
- Monitor the standards of specific programmes & assessment
- Support & advise centres
- Act as a channel for information between the centre & ILM

ILM – vital statistics

No 1

ILM accounts for 48% of all funded management and leadership courses – twice as many as our closest competitor

34

We work in 34 countries worldwide

101

We currently offer 101 qualifications

2,300+

We have more than 2,300 approved centres / recognised providers worldwide

30,000+

We have more than 30,000 studying and professional members

90,000+

We register more than 90,000 learners annually



ILM for individuals membership



- All learners are entitled to 6 months of free studying membership:
 - Study support
 - Career guidance
 - Specialist management information and news
 - Supports your employees learning for 6 months

Activate and access online www.i-l-m.com at anytime

Professional Membership of ILM

Grades:

- Studying Member
- Associate Member (AMInstLM)
- Member (MInstLM)
- Fellow (FInstLM)

Module Overview



- Concepts of self awareness and the various approaches to self assessment and learning;
- Explore the use of psychometric questionnaires & definitions;
- An analysis of personal strengths, weaknesses, learning styles and tools to support professional development planning such as Pebble Pad;
- Ideas relating to the concept of personal confidence, studying and thinking independently;
- Strategies for exploring employment options acquiring, selecting and collating information from a range of sources;
- Techniques for presenting conclusions in clear, coherent and logical manner.

Concepts of Self Awareness



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- Developing your self awareness is the first step toward learning.
- Do you really know yourself, your preferences, need and desires?
- Do you have a clear perception of your personality, including strengths, weaknesses, thoughts, beliefs, motivation and emotions.
- Self awareness allows you to better understand yourself, other people & how they perceive you.

Self Assessment

- Think of something you are good at.
- You probably learned it by self-assessment, by asking yourself:
 - What am I trying to do exactly?
 - What went well and why?
 - What went less well and why?
 - How could I do better next time?
- So, it's likely you have already made use of self assessment, perhaps without realising it.

Self Awareness Exercises



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- There are likely to be a number of reasons why you have set out on this learning journey. Create your own list of reasons for joining this course.
- Working as a group (whole class) take 10 minutes to:
 - Compare the wide range of reasons to see if there are any common themes (Tutor led discussion).
 - Discuss any common themes you find (Tutor led facilitated discussion).

Self Awareness Exercises



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- Let's try and develop our self-awareness. Here are some more self-assessment exercises.
 - Take 1 minute to write down what being a success means to you.
 - Share and compare the wide range of descriptions to see if there are any common themes (Tutor led facilitated discussion).
 - Take 10 minutes to create a list of your strengths and weaknesses.
 - Share and compare the wide range of descriptions to see if there are any common themes (Tutor led facilitated discussion).

Learning How to Learn



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- Learning how to learn. It's a process which we all engage in throughout our lives, although often we do not realise that we are, in fact, learning **how** to learn.
- Most of the time we concentrate on **what** we are learning rather than **how** we are learning it.
- Most learning has to be an active process - and this is particularly true of learning how to learn.
- You will find that this module, in fact most of the course, will contain a range of activities for you to complete.
- Sometimes you will take notes, sometimes just learn through your participation (or active learning). The main thing is you are learning.

Setting Personal/Business Objectives

SMART OBJECTIVES

S = Specific

M = Measurable

A = Achievable

R = Realistic

T = Time bound

What is an Objective?

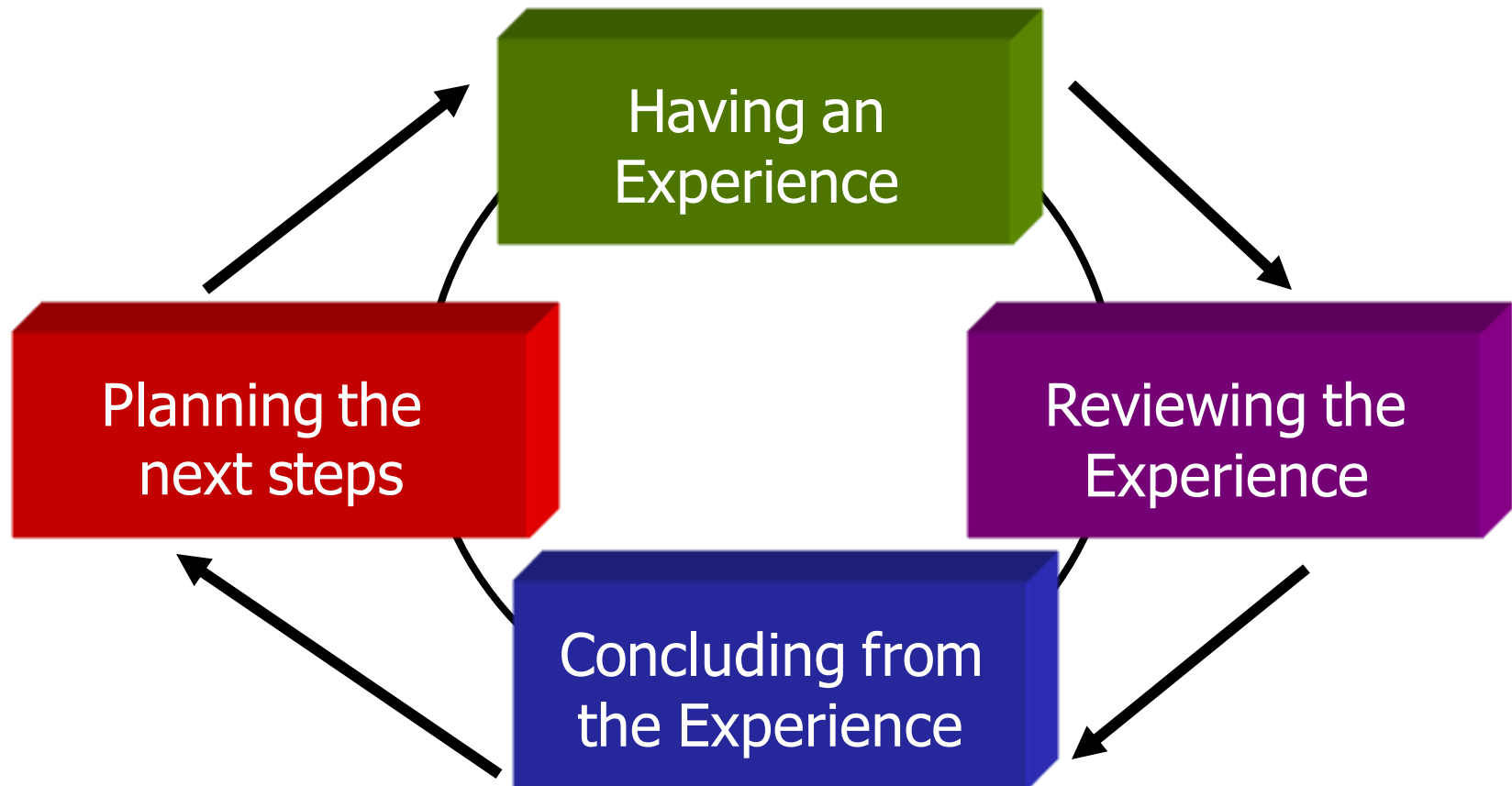
- An objective is a clear statement about what is to be achieved and what the end result will look like.
- It contains:
 - an active verb (e.g. to plan, to ensure, to prepare, to maintain)
 - an outcome (e.g. an increase in sales, a new product, a safe environment)
 - success indicators that are SMART (i.e. specific, measurable, achievable, realistic, time-bound)

Write a SMART objective

Why Learning is Important

- Improve Knowledge
- Develop Skills
- Enhance Job Prospects
- Help Adjust To Change
- Keeping Up To Date
- It Can Be Fun
- Improve Understanding
- Analyze & Improve Performance

The Learning Cycle



Stage 1- Having the Experience

- You have chosen to attend this course therefore you have consciously decided to have this experience
- One way of having an experience, is letting that experience come to you

Stage 2 - Reviewing the Experience

- Reflect on what happened
- Review what went well – what didn't

Stage 3 – Concluding from the experience

- There was no formal agenda
- People wandered of the point
- Time keeping was poor
- There was little summary of agreed points, etc.

Stage 4- Planning the next steps

- Translate the conclusions into a form where they can be actioned (use SMART objectives)
- Use the ACTIONS to inform your Action Plan.

Always use “SMART objectives” to implement your actions

LEARNING LOGS

How To Keep Your Learning Log

- The log helps you record your learning experience
- Write a running summary of what you have learned in the session
- Reflect and draw conclusions on what you have learned - list learning points
- Plan now to implement the point you have learned and when you expect to do it (Remember set a SMART objective)
- You are required to bring to each session you completed learning log from the previous session It will be collected at the start of every session by the tutor



My description of what happened

My conclusions / lessons learned

My plan to do something better / different
(set a SMART objective)

Self Assessment and Learning



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- The ability to self-assess your work is a critical skill for you to develop if you want to improve your performance and quality of learning.
- If you can assess your own work accurately and identify the gap between what is required and what you are producing, you are more likely to be able to close the gap, in other words improve.
- Making an accurate and honest self-assessment is not an easy skill to develop, even though it is crucial in learning how to learn.

Self Assessment and Learning

- What works best for you may not be the case for others, even those studying the same course.
- We are all unique as learners, although there are some patterns that emerge in any group of students.
- In trying to find what works best for you, by all means, share ideas with other students and try some that seem to work well for your colleagues, but if they don't work for you, either modify or try a different approach that you feel comfortable with.