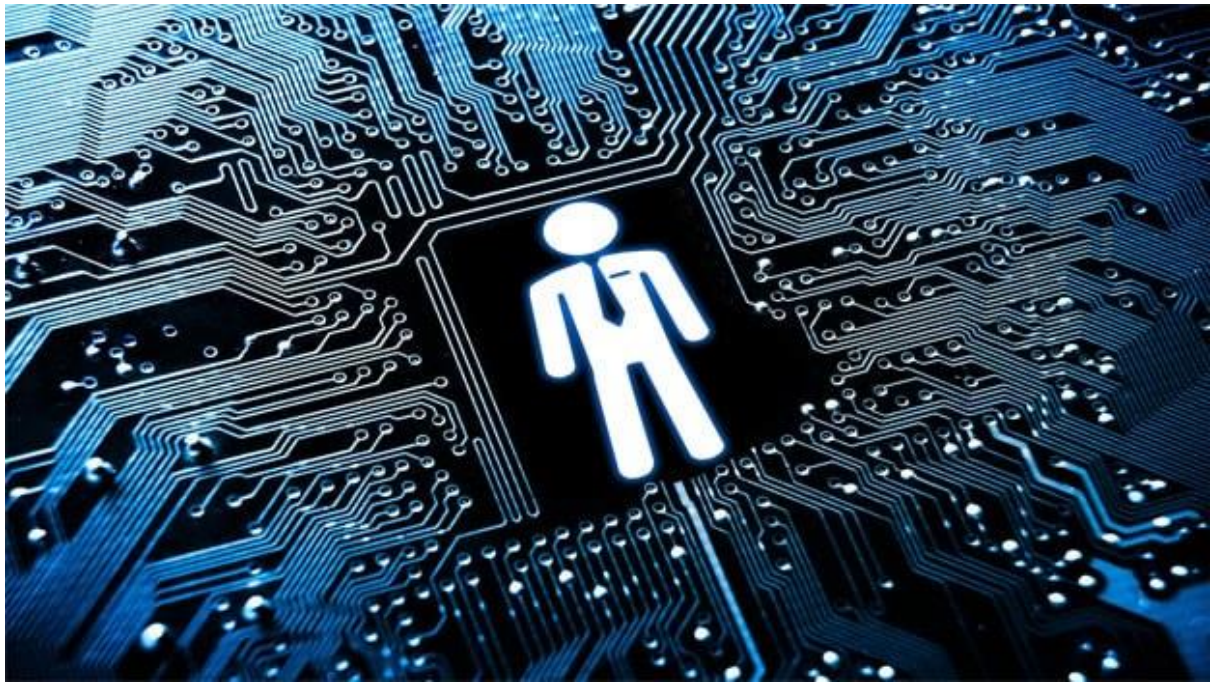




Assignment 1 - Learning in Digital Era
kira kennedy 2222397

TASK 1A



Essential skills for study and employment

Time management

It will increase production and reduce stress; this will help you get more done and produce better work, you will allow yourself time to reach your goals and achieve better results. Will help you drive time between different activities which will help you work smarter not harder [1].

Comunicacion

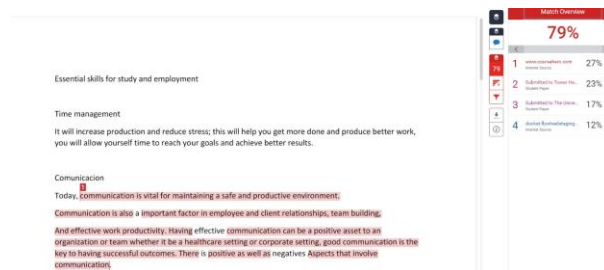
skills are needed for giving and receiving various kinds of information. This can be written verbal nonverbal and active listening effective communication will build respect with others. Will help defuse any hostility, this means listening to others, not interrupting and not being rude. communication within the workplace will help drive better results, and better for team building. <https://mindtools.com>

Teamwork

employees who work as a team complete jobs more quickly and effectively than those who work alone. By sharing ideas and duties, working as a team will help with your workflow and make things run more efficiently. There is a lot a lot more pressure on those who work alone on the task as they have the same workload as those who work as a team. Will also help develop effective relationships with different personalities 2. <https://en.m.wikipedia.org>

organization

Planning ahead will let you stay focused on all different tasks. Organizing work will give you more time to complete your tasks and reach better goals; it will strengthen your physical space and mental capacity. Will also help you meet all your deadlines on time, this will help your workflow and goals and make things easier for your task ahead. 3<https://zety.com>



1 - TASK 1B

Comments: don't copy and paste work

Make sure work is all in your own words.

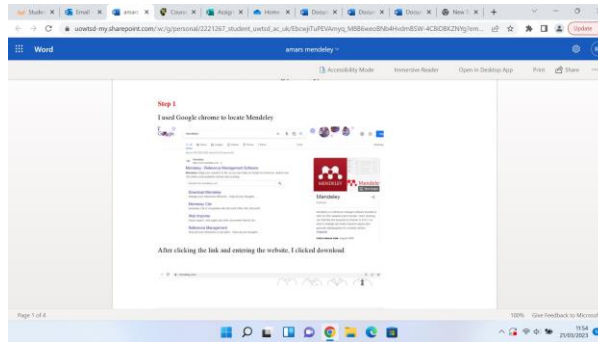
always reference your work when needed, punctuality is clear and understood, use websites that give you a good understanding of your research

TASK 2

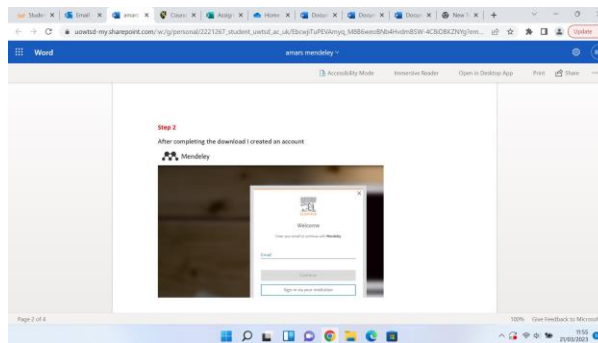
MY EPORTFOLIO

TASK 3

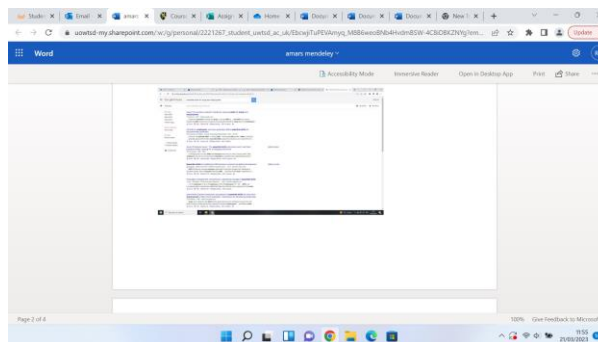




2 - I googled mendeley and downloaded it.

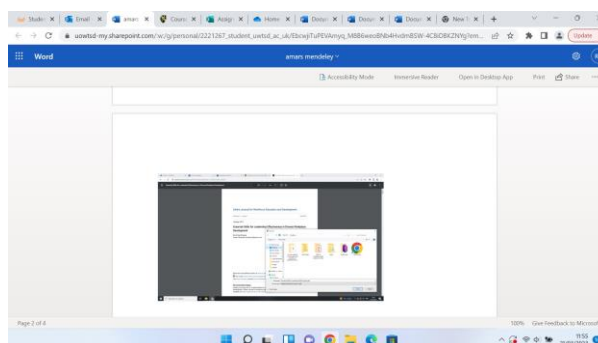


3 - I had to sign up to make an account.

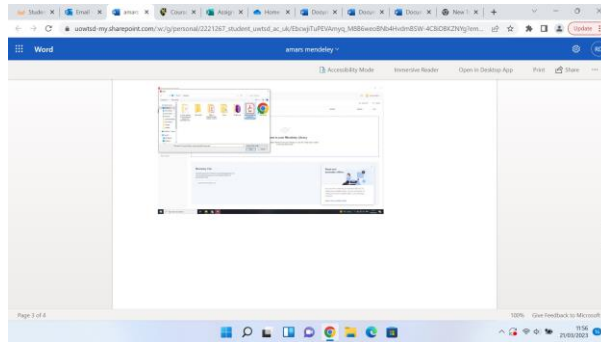


4 - I typed in esesntial skills for study and employment.

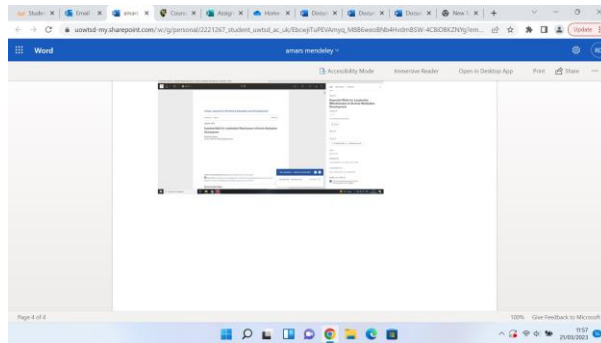
I clicked on download PDF.



5 - I then went back.



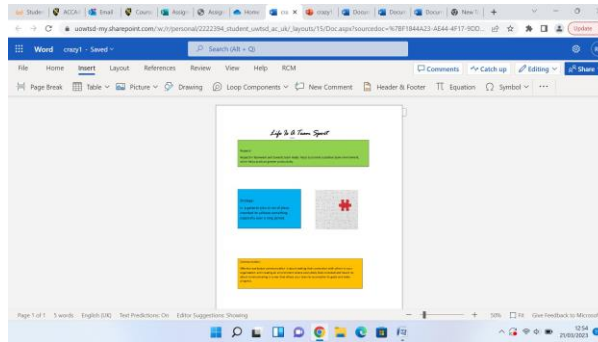
6 - I clicked add new file.



7 - I could then find all references in the document.

TASK 4

Team
Work
makes THE
dream
WORK



Meaning of

respect means that you respect someone's identity, even if they differ from you or have opinions that you disagree with.

Building sentiments of trust, safety, and wellbeing in your relationships is accomplished through respect.

It is possible to learn respect; it does not have to come instinctively.

Respect in a

workplace Respect is the attitude of admiration for someone's qualities or characteristics it may also be the behaviour of treating someone with respect and dignity.

In the job, a courteous demeanour ought to be expected, regardless of one's feelings

Why respect is

essential Being respected as children by significant adults in our lives teaches us how to treat others with courtesy.

Respect is the ability to accept someone for who they are, despite the fact that they are different from you or that you disagree with them.

Respect in interpersonal interactions fosters sentiments of safety, security, and wellbeing.

Showing genuine respect for others at work by acting in an inclusive and a courteous manner.

Each individual should feel appreciated for the efforts and contributions they have made.

The ultimate manifestation of respect is embracing other people's ideas and building upon them while also acknowledging their contributions.

For someone who values each team member, the team will put in more effort

It is based on the principle of servant leadership, and a leader who practises it will make their team members feel valued.

