



Study skills

Katie Begley

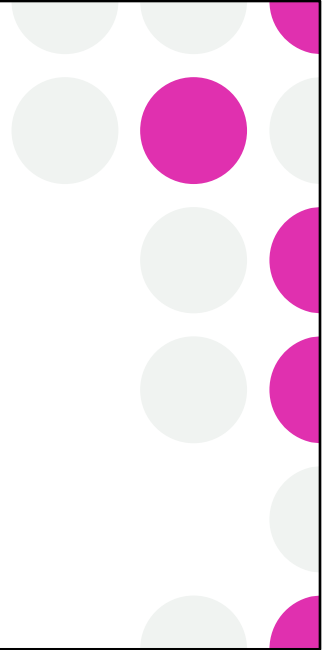


Introduction

Within this presentation I will be discussing three study skills in which I feel are beneficial for education and employability. I will discuss ways in which these can be linked within a youth work setting and some ways I use to implement these within my personal and professional work.

So why do we need study skills?

- Study skills are the foundation to stability when in education, engaging in daily activities and your future employability.
 - Study skills are essential for understanding and development.
 - Study skills are excellent sources for improving confidence and credibility.
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Time management

Time management is beneficial as;

- Helps to relieve stress.
 - Gives more opportunities.
 - Outcome of work will increase in quality.
 - Ability to realize goals.
 - More time for work AND yourself.
 - Helps to manage deadlines.
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**“You may
delay, but
time will
not”** (Franklin, 2021)

Time management and employability.

- When applying for a job punctuality is a main looked for skill by the employer.
 - Balancing life activities and work can be difficult if your time is not being managed well.
 - Working with young people can include many different things from engaging in activities and building a rapport to safeguarding and referrals. It is important that time is managed well so delicate processes can be done to an expected standard ensuring easier practise and safety for anyone involved.
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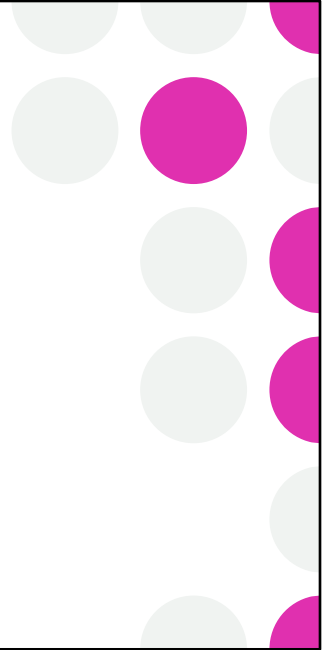
How I incorporate time management into my day to day life.

- Use a planner/Diary.
 - Plan ahead!
 - Organising and ordering schedule.
 - Prioritise!
 - Minimising distractions.
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Communication

- Some benefits when using good communication can be:
 - An increase in engagement and productivity.
 - Problem solving
 - Conflict handling
 - Job satisfaction.
 - Better relationships.
 - Team building.
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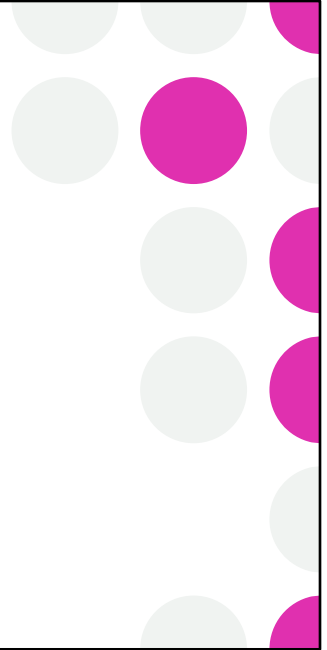
Communication

- There are many ways in which having good communication is beneficial.
 - One big benefit is being able to work as a team.
 - Reduces risk of misunderstanding others or being misunderstood yourself.
 - Good communication builds trust, which is essential as a youth worker.
 - when trust is build better relationships are formed and therefor creates an important bond with young people.

When out in placement or a setting with young people it will be vital that good communication between teams is done effectively to ensure everyone's needs are met.

Communication and problem solving.

- Again another benefit when good communication is portrayed is problem solving. When it comes to preventing and solving problems communication plays a key role.
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Team work

- Similar to communication and as briefly mentioned team work is vital when it comes to future employability and job satisfaction.

More benefits include;

- Improvement of self-confidence
 - Clear communication (Vital when safeguarding)
 - More skills to learn.
 - Understanding of task(s) at hand.
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INDIVIDUALLY OR WITH A PARTNER.

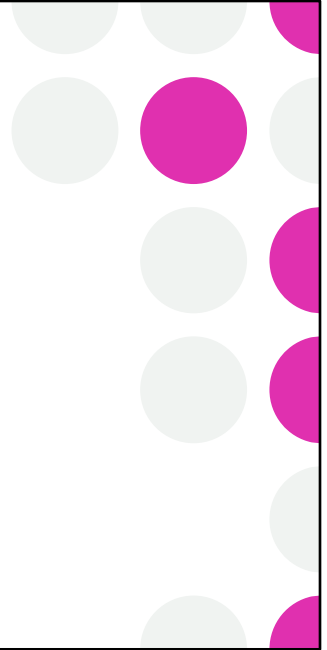
- Think of some different settings that may need to work as a team to ensure the needs of young people are met.
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Working as a team with different settings is called multi-agency working and can consist of;

- Hospitals
 - Police
 - Social workers
 - Parents
 - Schools
 - Nursery's
 - Doctor surgery
 - Therapists/Councillors
 - LACK teams
 - TAF and TAC teams
 - Any external groups such as youth centres/clubs
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How I incorporate communication and team work in my day to day life.

- Don't be afraid to ask questions.
 - Get involved.
 - Understanding of others opinions and views.
 - Planning activities.
 - Communicate effectively with everyone (You may need to re word something for young people to understand.)
 - Express your views but being mindful of the appropriation in the situation.
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conclusion

- There are a wide range of study skills that benefit everyday life, education and employability. These are skills that can be developed and learned in order to make certain aspects of your life easier; Helping to reduce stress.
 - I believe that study skills are an essential part of learning and employability and In some cases there is a need for them to be done to an expected level of standard and required in certain workplaces.
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References

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 - iHasco (2021) *What are the benefits of effective communication skills?* Available at: <https://www.ihasco.co.uk/blog/entry/3234/what-are-the-benefits-of-effective-communication-skills> (Accessed on 23rd December 2021)
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