



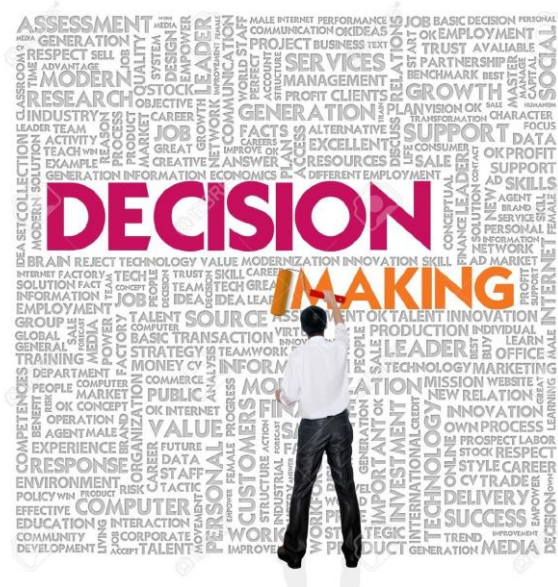
Assignment 1 - Learning in the Digital Era

Task 1a
environment.

Skills for the work



Time management is used to plan and organise personal resources and is applied to many areas of life. Being more time efficient lets you give more, achieve more, and be a bigger, better participant. All work environments look for employees with active time management skills, as these contribute to better work results. (1) totempool.com

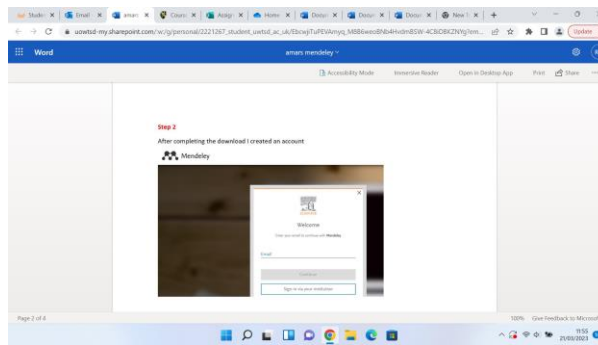


1 - Being able to make decisions and then conclude the best outcome for you and your workmates whilst in your workplace is a skill most employers look for when considering the best person for the job. Being able to consult with yourself and others, analyse information, decide, and stick to your decision, while keeping it unbiased is a vital skill. Not overthinking, managing your emotions, and asking or giving feedback are all signs of good decision making. (2) career sidekick.com

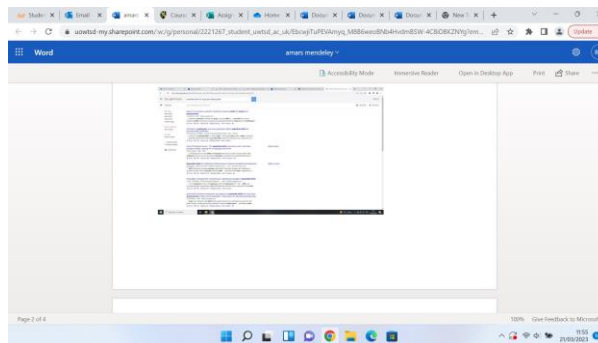


2 - Being fully aware and attentive, avoiding distractions and hearing what the speaker is saying are all aspects of active listening. Asking open ended questions, making eye contact, summarising, paraphrasing, showing empathy and giving feedback are also parts of active listening. Comprehension, focusing and taking into account many different viewpoints are all important points to display in active listening. (3) verywellmind.com

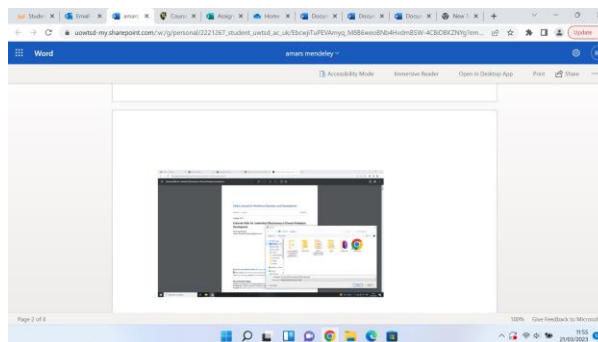
3 - I searched for the mendeley app on google.



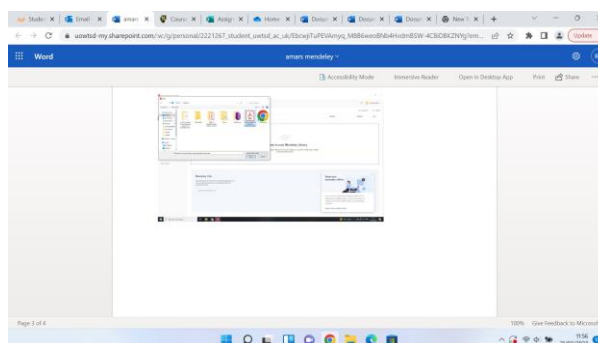
4 - I then downloaded the app and signed up to make an account.



5 - I used google scholar to search for 'essential skills for study and employment and downloaded the pdf.



6 - I opened add new file.



7 - When I had uploaded, I could then find all the references within the document.

Task 4 - Life Is A Team Sport



Life Is A Team Sport

Respect:

Respect in teamwork and towards team mates helps to provide a positive team environment, which helps produce greater productivity.

Strategy:

Is a general plan or set of plans intended to achieve something especially over a long period.



Communication:

Effective workplace communication is about making that connection with others in your organization and creating an environment where everybody feels included and heard. Its about communicating in a way that allows your team to accomplish its goals and make progress.

8 - Communication is simply the process of transferring information from one place, person, or group to another. Every communication involves (at least) one sender, a message, and a recipient. This may sound simple, but communication is a complex subject.

The transmission of the message from sender to recipient can be affected by a vast range of things. These include our emotions, the situation, the medium used to communicate, and where were communicating from. The complexity is why effective communication skills are so sought after by employers around the world, accurate and effective communication is extremely hard. The first step in developing your communication abilities is to gain a better understanding of

communication and how it functions. You will be able to encode and decode messages more effectively if you have a solid understanding of the process and how it works.

Examples of the different forms of communication are

Verbal/spoken

Phone, visual, audio and other forms of media.



Nonverbal

Posture, dress, body language and gestures. How we interact with others in subtle ways, sometimes without realising. For example, the tone of voice might indicate a person's mental or emotional condition, and hand gestures can enhance a verbal word.

Written

Includes things such as letters, emails, text or sms messages, books and magazines. Social media has helped people communicate further and easier, as everybody has the option to post their thoughts online.