

24th November – Choose 3 study skills that you feel are important to employability and discuss how these can be transferred to a youth work setting. Discuss why they are important for a workplace. Include action points for further personal development.

What to include within my Seminar.

- Introduction
- Main points
- Quote(s)
- Implementation to workplace settings and professional practise
- Implementation to education and daily life activities
- Action points
- Conclusion

Small engagement activity: As an individual or with someone close, I would like you as the audience to discuss different agencies that may need to work as a team to ensure the safety and the needs of children/young people within your care are safe and can live life to the best of their abilities.

Slide 2- What will I be discussing? And why?

Slide 3- Why study skills? Briefly explain why study skills are beneficial for education, engaging in day-2-day life and future employability.

Slide 4- Time management. Some benefits of time management consist of the relief of stress, more time for opportunities, work will increase in quality, ability to realise goals, you have more time for yourself, and your work and it is also beneficial when managing deadlines.

Slide 5- Time management and employability. Employers look for skills. Managing life and work will become easier. Link to working with young people (Working with YP can include a wide range of things from engaging in activities and building a rapport to referrals and safeguarding. Discuss how time management is crucial when safeguarding children and/or young people to ensure information is correct and everyone involved within the care of the young person/child understands what is being done and what needs to be done to ensure their quality of life and safety.

Slide 6- How I use time management/what I can use.

- Planners
- Planning ahead

- Organising and ordering schedule (Prioritising)
- Minimising distractions

Have links and examples such as the use of diaries, deadlines, and mobile phones.

Slide 7- Communication. Some benefits that come from a good use of communication can be.

- An increase in engagement
- Better relationships and team building benefits
- Better job satisfaction
- Increased ability in problem solving

Slide 8- Again link to safeguarding and a setting in which involves young people. Discuss how good communication between teams is vital and effective when it comes to the safety of yourself and people you work with/for. Furthermore, go on to again explain that this is done to ensure that all needs are met, and safety is a priority.

Some more benefits consist of:

- Being able to work effectively as a team
- Reduced risk of misunderstanding others and vice versa
- Builds trust (Essential when working with young people)
- Better relationships for all involved within the young person's care such as colleagues, the young person themselves and other agencies and settings the young person may be involved in.

Slide 9- Problem solving and communication

Discuss how good communication benefits an individual's problem-solving skill as well as how portraying good communication can lead to the prevention of problems.

Slide 10- Discuss how teamwork is like communication and ensure to include that I have briefly previously touched on how it is important when it comes to job satisfaction and employability. Include other benefits that can come from good use of teamwork

Slide 11- Refer to the PowerPoint and ask the audience what settings may be included in teamwork and what settings may need to work with one another for the safety and benefit of children and young people (multi-agency working)

Slide 12- Include a list of some of these settings and agencies (Briefly explain what multi-agency working is)

Slide 13- Ways in which I can incorporate Communication and teamwork, include ways that I can/have use the study skills of communication and teamwork within my personal day-2-day life and professional practise.

Slide 14- Mention that there are a wide variety of study skills. Go on to mention that these skills can be adopted, learned, and developed and that everyone can obtain these skills in their own personal way for their own gain.

General notes:

I will be including an activity within my presentation. Before going into the lecture room mention the activity to classmates and ensure they are aware this question is going to be asked and give them some ideas and prompts they can use within the activity.

The task will be based on multi-agency working. Reason for choosing this (In case asked) is because it has a massive link to all three study skills I have chosen when it comes to the safeguarding of children and young people.

References

- *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)*
- *Letts of London (2019) Available at: <https://uk.lettsoflondon.com/> (Accessed on 23rd December 2021)*
- *Vantage Circle (2021) Work-life. Available at: <https://blog.vantagecircle.com/time-management-quotes/> (Accessed on 23rd December 2021)*

