

Transferable skills poster

Time management

Time management is something I have always found difficult, I struggle to begin things prior to deadline days, or without sufficient motivation, however for this module I have had to improve my time management skills, because I am working with other people, and as such I cannot drag down their work with my procrastination. I also struggled with the quantity of work some weeks, as we also had reports due in at the same time. However, I found setting deadlines in the Calander app helpful, because it meant I felt I had to get the work done before it was handed over for review. Along side this I also tried to section off what I needed to do specifically and as such it made the work that needed to be done seem less daunting. I was advised by working friends to ignore the other tasks that needed to be done temporarily, and work through each item one by one, using a checklist that covered all my tasks. Trueman & Hartley (1996) conducted a study on time management and found that the better a person managed their time and tasks, the better they preformed academically, and thanks to this module I believe I can understand why. This module has helped me to develop a coping system for my procrastination, and whilst it is not perfect it has boosted efficiency and productivity.

Communication

Coffelt et al (2019) uses employers understanding to define communication as a style of interacting, communicating data and presenting information. During this module it was imperative that the members of the project communicate effectively, making sure that everyone knew what tasks they were doing, and that all the work was done correctly. The issues that would arise if the work was not completed on time would be long term delays that had a knock-on effect. The main way that we communicated was through teams. Attached is an image of the organised files that had our specific project separated within. Due to my distance from the university, I was not present in some sessions, so it was important that key tasks and information was correctly communicated to me, so that I could still complete whatever needed to be done on my end. Microsoft teams was one of the main ways that we shared files that needed to be completed by multiple people, so that we could all see the feedback that was provided, alongside the edits and comments from our group mates. This module has reinforced the importance that good efficient communication can have on the overall completion of a group project.

Teamwork

Humans have been driven to form groups and work together to achieve their goals... Teamwork is considered one of the most effective work forms (Khawam et al 2017)

One of the main things this module exposed us to was teamwork, prior to this we had had minimal long term teamwork assignments that hadn't lasted longer than a lecture or two, and as such the sudden reliance on other people doing work was disconcerting to me. Tasks needed to be effectively delegated by our elected group leader, and work needed to be passed through multiple people, each with their own ideas and opinions on how something needed to be done, before it was then sent off to our module supervisor to be given feedback and then sent back to us, to repeat the cycle again. As such it was critical that we made sure everyone worked well together, and that any ideas that others had were discussed properly. As mentioned above, teams was a critical point of both communication and teamwork, due to its comment feature and shared document function. Attached to the side is an image of the shared proposal form with our supervisors' comments. I feel that the ability to edit a document that had already been seen by other members of the group was helpful, because it meant that any ideas or changes, they wanted to make could be seen and communicated about ahead of time. This module has helped develop my understanding on how crucial good teamwork can be when it comes to working with multiple people.

Documents	>	Group 1	>	Quantitative Study
	Name	Modified	Modified By	+ Add column
	Consent, Debrief, Information sheets and P...	March 25	Hannah-Lee Rhodes (	
	Ethic Form Drafts - DO NOT EDIT	March 4	Hannah-Lee Rhodes (	
	Proposal Form Drafts - DO NOT EDIT	March 4	Hannah-Lee Rhodes (	
	Quantitative Articles	February 25	Kayleigh Jones (2404	
	Infographic (Positive).docx	6 days ago	Kayleigh Jones (2404	
	Infographics - Negative (DO NOT TOUCH!!...	March 25	Hannah-Lee Rhodes (	

empirical research evidence supports your research
dy including a brief review of relevant psychological literature

workplace efficiency and wellbeing. Many theories are
saves. For example, Eagly et al (2012) and schneider et
reasons behind Gender based stereotypes, such as
insider more caring and maternal. In comparison
s and electricians, as its more in line with social
ced by gender norm theories, such as the information
26 study). Their study discusses the gender norm of a
reinforces these beliefs. They looked at empirical
understanding on the male market worker role and the
ental leave can be understood partially as a direct
n being expected to have short leave as they are the
arental leave as they are expected to be the caretakers
cial stigma theory and this work done on it by Rick et al
m discuss the idea that men taking parental leave is
on who take primary caregiver roles, instead of being
omen who take either the full parental leave as
eft, or harsh if they don't spend time with their infant
stant societal judgement has been proven to negatively
and anxiety (Humphreys et al(2025)

pplication of social role theory to the study of gender in

theory. *Handbook of theories of social psychology*,
26). Gender norms and development.
al stigma, childfree identities, and work-life balance.
g act: Intersections across identities, genders, and

stment men who support a family income in flexibility

**Katie Sullivan**
March 2, 2026 at 10:12 AM

This Background shows improvement from Draft 1.
it now references a stronger range of theories
(Social Role Theory, Gender Norm Theory, Stigma
[See more](#)

**Katie Sullivan**
March 2, 2026 at 10:13 AM

Missing clear conceptual definitions (e.g., what
exactly is "parental-leave stigma"? what counts as
"gender bias"?)

**Katie Sullivan**
March 2, 2026 at 10:23 AM

Needs a citation

**Katie Sullivan**
March 2, 2026 at 10:23 AM

Good inclusion. Expand on how these theories
relate to stigma and parental-leave judgments.

**Katie Sullivan**
March 2, 2026 at 10:24 AM

Good use of gender norms literature, but link it
more clearly to your proposed variables
(knowledge)? attitudes? evaluation of parents taking
[See more](#)

References

Trueman, M., & Hartley, J. (1996). A comparison between the time-management skills and academic performance of mature and traditional-entry university students. *Higher education*, 32(2), 199-215.

Coffelt, T. A., Grauman, D., & Smith, F. L. (2019). Employers' perspectives on workplace communication skills: The meaning of communication skills. *Business and Professional Communication Quarterly*, 82(4), 418-439.

Khawam, A. M., DiDona, T., & Hernández, B. S. (2017). Effectiveness of teamwork in the workplace. *International Journal of Sciences: Basic and Applied Research*, 32(3), 267-286.

AI Acknowledgement

I confirm that I have not used any AI tools in the research and creation of this assignment. I confirm that I have not presented any AI generated materials as my own work. I confirm I have copies of my drafts, notes, and other resources I used, which I may be asked to provide in evidence