

Slide one -

- I am here to discuss three study skills that are important for future employability.

Slide two –

- There are many study skills that are transferable for future careers. Here are a few examples *point to whiteboard* (University of Essex Online, 2015).
- With the personal aspiration to become a qualified teacher I took the opportunity to research the most important skills in the education setting. (Prospects.ac.uk, n.d.).
- In my opinion the three most relevant study skills that are required to be a good teacher are, Communication, Organisation and Critical Thinking. Therefore, I have chosen these study skills to focus on throughout my presentation.
- The first skill that I will be discussing is communication,

Slide three –

- Communication is a skill that is important to all of us.
- It allows individuals to convey how they feel as well as understanding others (Skillsyouneed, 2011).
- Everybody has a unique communication style and personal preference in how they choose to interact with others (University of Alvernia, 2018).
- Here are examples of different ways of communicating *point to white board* (Nacolarara and Badua, 2018).
- So, as a teacher it is vital to identify and adapt for all the different communication styles within the classroom to ensure that everyone has a fair understanding of the lesson.
- Since starting university, I am aware of my communication skills developing.
- I learn best through visual communication, so at University where lectures are mostly delivered through PowerPoint presentation, I can engage with my learning and participate during discussions which may influence my understanding of the topic.

Slide four –

- All that is achieved in a successful working environment is accomplished with a form of communication (Hereford, 2017). Therefore, the use of this skill ensures targets are set and completed appropriately.
- Communication is a skill that employees will look for during the application process. As a student I have been able to develop my communication skills which will be transferable for future employment (jobactive and jobactive, 2018).

- For example, gaining the ability to write in an academic manner will benefit me when applying for jobs after graduation.
- According to Maison (2017), if teachers build a strong relationship with their pupils, they are likely to improve the academic performances within the classroom.
- This is because teachers will be more approachable for children, giving them the confidence to ask for help when needed.
- Teachers will be required to communicate with parents and careers too. This can be delivered in different forms of communication.
- For example, verbally in parents evening and in a written style when completing class reports.

Slide five –

- Once I have graduated, I will be experiencing job interviews where I will be expected to showcase good communication skills. It is vital that I take my time at university to strengthen these skills. For example, building on becoming a more confident speaker will be developed when taking part in presentations.
- I lack confidence in such environment which impacts my voice and tone when speaking Infront of people.
- To improve this skill, my current employer has agreed that I can present staff meetings in order to gain confidence.
- As you can see, In order to keep track of my progress I have created a short-term action plan to improve my communication skills.

Slide six –

- The second study skill I am going to discuss is organisation.
- Keeping yourself organised enables you to be productive and meet deadlines on time, further resulting you having minimal stress levels (Wolch, n.d.).
- To help me keep organised with university, I keep a study diary to keep track of important dates.
- Teachers that are organised allow their lessons to consist of engaged learners, allowing them to make better use of time which means children gain a better understanding of the lesson (Ministry of Education, Guyana, 2015).
- If a teacher is not organised, they are likely to create space for children to be unfocused as there will be a lack of direction, this could cause behavioural issues (Ministry of Education, Guyana, 2015).
- Since starting my studies, I have been able to successfully balance university work and employment. This has allowed me to strengthen my organisation skills as I have needed to work to a strict time scale.

Slide seven –

- I believe that the pressure that comes with University sets you up for future employment.
- You gain the skill of balancing life outside of studies effectively (University of Nottingham, n.d.).
- It is common knowledge that teachers have a large volume of work to do outside of delivering their lesson, with the habit of keeping on top of work this will help me in the future when planning lessons.
- Displaying that you are organised is vital from the start of the application process, especially when considering becoming a teacher (Benedictus, 2013).

Slide eight –

- As much as I like to think I'm organised, I am also a perfectionist which in some cases can be time consuming. This can affect my time management which can set delays when meeting target dates. To improve this, from now on I will create more realistic goals and lower expectations, so I do not get caught up and fall behind.
- As well as this, I do get easily distracted. Living at home whilst studying is what I find hardest as there is always something happening. To overcome this, I have created myself a study timetable for when I am home which I hope will allow me to keep on track and not waste time.

Slide nine –

- Critical Thinking is a skill that is greatly used in higher education (Association, E.U, 2019). Students gain the ability to analyse and evaluate information to form a rounded judgement (Lau and Chan, 2004).
- Developing critical thinking skills is a process that will benefit my studies. It is a skill that helps respond accurately to questions. Making sure that the sources you are using are creditable and creating a valid response (Simon Fraser University, n.d.).
- According to University of Essex (2016), "critical thinking is developed naturally over the course of study as students learn to scrutinise evidence and dissect opposing arguments."
- Those who can display their critical thinking skills have a great upper hand in the an application process as it is a skill that stands out to potential employers.

Slide ten –

- As a teacher, you will need to have a great understanding of critical thinking skills as it is important to deliver accurate information to children.
- Critical thinking skills can be used within a classroom environment (Code Week, E, et al., 2019).
- Asking children problem solving questions and including activities like “Think, pair and share” in lesson will allow a child to begin to develop thinking in a different way.

Slide eleven –

- Unlike communication and organisation, critical thinking is a new skill for me, so I am aware that there is room for lots improvement.
- To strengthen this skill, I have set myself the target to ask basic and direct questions so that I have clear answers back. Another target I hope to achieve is to read between the lines effectively when researching for an essay.
- Alongside these targets I have the feedback that I received on the first assignment I submitted which highlights points to strengthen my critical thinking skill.
- Overall, communication, organisation and critical thinking are the three skills that I believe are most important to future employability. It is important to understand that these skills can always be improved. From this task I have highlighted where I can improve my chosen study skills in preparation of employability.
- Firstly, for communication I need to be aware and prepared to deliver lessons appropriately for those who have different thinking process’ (Khan et al., 2017).
- Secondly, keeping in mind the benefits of being organised in the classroom, making sure lessons are well-run and class targets are being met (Pierron, 2003).
- And lastly transferring my Critical thinking skills appropriately in a classroom setting (University of Essex, 2016).

Slide twelve –

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