

Slide 1 – Presentation aims and Objectives

- Explain relevance and how skills can be transferrable
- Give brief overview of PowerPoint.

Importance of Study Skills in General.

- How skills can be transferred in later life.
- Give some examples.
- How skills are diverse.
- How competitive education setting is, the skills I am about to explore are vital for employment.

First Study Skill – Time Management.

- Explain how time management is critical, why schools can be stressful.
- Explain teachers struggles with balancing life at school and at home. Meador (2019)
- Explain targets that need to be met.
- Acrostic poem – Smart. Smart planning. Chong (2018)
- Specific – Teaching plan relevant to the task,
- Measurable – Documenting progress, matches the plan and objectives.
- Achievable – Making sure that plan is achievable but also room for improvement.
- Realistic – Goals realistic, make sure that time given can be used effectively.
- Time-bound – Within a specific amount of time. E.G planning for an academic year, or term.

Examples – Time management in an Education Establishment

- Planning, teacher's responsibility for lesson plans and how long it takes. Explain overworking and emphasise on this.
- My volunteering work, first-hand experience of seeing stress in schools. Planning and Marking.

- Emphasise on lesson planning, example of schools scrapping homework. Espinoza (2016)
- More time for teachers.
- Marking struggles, using up break and lunch times.
- Effective time management crucial for employability in education.
- I personally have used it in university. Leeds University (2019)

Study Skill 2 – Communication

- Effective communication used in workplace and in everyday life.
- Oral, Written.
- Skill is most important, elaborate on this.
- How I have used it in university.
- Used between working peers and pupils.
- Elaborate the importance of that.
- Communication builds relationships in workplace. Parentapps (2017)
- Used vastly whilst volunteering in school. Staff and Pupils.

Examples – Communication in an Educational Establishment

- Teaching, communication aids children's learning, Khan et al, (2017)
- Communication with parents. Aids reaching goals. Elaborate goals. Parentapps (2017).
- Between staff, support group work. Personal experience in how it helps. Skill is vital to understand pupils and their needs.
- Communication key for teamwork, which leads me on to my next point.

Study Skill 3 – Teamwork

- All type of employment will always be used.
- Used vastly in schools, teachers, support staff and leadership.
- My experience, teamwork working with children and teachers.
- Teamwork 'Can reinforce positive behaviours and learning skills developed in the classroom' McQuerrey (2018)

Examples – Teamwork in an Educational Establishment

- Unilateral (Key word) all the same level. Teamwork skills can be used to support aims across the school environment.
- Strengths – All have skills unique to us, can aid helping other members of staff and pupils with their weaknesses/strengths.
- Support– Mutual understanding of people in the workplace, help people under pressure.
- Core aims – Help as a team to aid each other and work together to help children achieve their best outcome in school.

Conclusion

- In summary, all aims I have chosen today are vital for employment in an educational environment.
- I have used them personally in university.
- Thank you for listening.

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