

Three transferrable study skills-

1903174- Eleanor Thomas

Study Skills

➤ Important set of transferrable life skills

➤ Types of skills

- Academic Writing
- Academic Reading
- Communication
 - Collaboration/Teamwork
 - Organisation
 - Time Management
 - Problem Solving
 - Listening
 - Interpersonal Skills

Time Management

- Time management is the act of planning the amount of time you spend on activities, so you can achieve what is important for you.
- Cottrell (2013) believes "good time management skills are essential"
- Enables a healthy balanced life

Time Management

- Important for future employability
 - Link to organisation skills
 - Prioritise tasks
 - Demonstrates reliability
- How they can be transferred to an education setting
 - Examples

Collaboration

- ▶ When a group of individuals work together in order to complete a task
- ▶ Aids in developing other study skills
- ▶ Vygotsky believed individuals learnt best when working together

Collaboration

- ▶ Important for future employability
 - Working with others
 - Achieve goals
- ▶ How they can be transferred to an education setting
 - Examples

Communication

- The process of exchanging information, ideas, feelings and opinions
- World Health Organisation recognises communication skills as one of the ten core life skills
- Different communication types:
 - Verbal
 - Non-verbal
 - Written
 - Listening

Communication

- Important for future employability
 - Build Relationships
 - Have a full understanding
- How they can be transferred to an education setting
 - Examples

Personal Development

- ▶ Time Management
- ▶ Collaboration
- ▶ Communication

Conclusion

- ▶ Time Management - ensuring all aspects of a task are complete
- ▶ Communication - receiving, processing, understand and responding
- ▶ Collaboration - work effectively with a group of people

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