

The three study skills that I will be presenting in my individual seminar.

1. Self-Knowledge and Emotional intelligence.
2. Adaptability and cognitive flexibility.
3. Managing stress and well-being.

It's really important to be able to identify one's own emotions.

Being able to identify the emotions of others.

Being able to express emotions and needs accurately.

Being able to discriminate between accurate and inaccurate expression of emotions.

Emotions help to prioritise thinking.

Emotions aid judgement and memory.

Emotions help understanding of multiple perspectives.

Emotions encourage problem solving approaches.

Social Awareness

Organisational and service orientation.

Empathy, the ability to understand others and their feelings.

Self-Awareness

Awareness of one's self and of one's feelings.

Accurate self-assessment and personal insight.

Self-Confidence and self-assurance.

Self-Management

Self-regulation, controlling one's behaviour, emotions and thoughts to pursue one's long term goals.

Trustworthiness - so that one can be relied on to be honest and truthful.

Conscientiousness - for one to do their work well and thoroughly.

Adaptability - that one can adjust to new conditions, roles, working with different personalities within a team.

Achievement - Be successful with effort, skill and courage.

Drive to succeed - One's strong persistence sustained effort and accomplishing what one has set out to do.

Initiative - To be able to work on one's own independently, without needing guidance from others.

Relationship Management

Influence - To have an effect on the development or behaviour of someone.

Inspirational Leadership - Using one's unique strengths to motivate other individuals and teams to succeed.

Developing others - To coach others so that there is improvement in their skills, knowledge and performance so they can grow within their role.

Building bonds - Forming a bond between work colleagues, where one shares beliefs and experiences.

Teamwork and Collaboration - Where there is a mix of interpersonal problem solving and communication skills needed for a group to work together.

Cognitive flexibility Theory

It's formulated to support the use of interactive technology.

It's the transfer of one's knowledge beyond what their first learning's are.

It's emphasis is on information being presented from a multiple of perspectives.

It suggests that effective learning is context-dependant, so specific instructions need to be given.

Constructive knowledge is of great importance, learners need the opportunity, so that they can develop individual representations of information to enable them to learn correctly.

Physical exercise is vital to stay strong and healthy, as well as relieving tension.

Physical and mental fitness go together.

The qualities of strength, flexibility and reliability in one's physical being translate to mental wellness.

Proper nutrition is always important, but can be a challenge depending on location and working hours, making it difficult to eat balanced meals.

Not eating regularly, not drinking enough fluids, eating sugary or fatty snacks and alcohol create nutritional stress, so it is vital to maintain a healthy diet, for physical and mental well-being.

Sleep patterns vary from person to person, but the demands of work can cause fatigue and exhaustion.

Everybody needs to keep themselves well rested.

Despite changes in lifestyle within one's work, it's important to establish a routine that allows enough rest for one's well-being.

Relaxation and healthy pleasures, are a good way to have time out and not to be focusing on the demands of working life.

Music, games, cooking for pleasure and contact with nature are all forms of relaxation, that allow one to restore themselves and manage stress at the same time.

A balance of work and private life is really important in managing stress and looking after one's well-being.

It's also important to plan time away from work and home life, like a family holiday, is as important as budgeting one's time well at their job.

References.

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