

Time Management and other Academic Skills, Employability, and Module Wrap-up

INTERACTIVE TASKS, PRESENTATION,
AND DISCUSSION

Session Outline

- ▶ **Time Management and other Academic Skills Tasks**
- ▶ **Employability in Psychology Presentation**
- ▶ **Module Wrap-up and Q&A session**
- ▶ **We will take appropriate breaks at relevant points throughout*

Time Management: Word Cloud

- ▶ In the pre-recorded Time Management session from last week, you were asked to think about your own time management.
- ▶ Let's complete some word clouds to examine:
 - ▶ What factors you identified as time wasting
 - ▶ What time management strategies you use to make the most of your time
- ▶ Log on to Mentimeter.com
 - ▶ <https://www.menti.com/s67m6zve2r>

Evaluating your Time:

Activity 1

- ▶ Please complete the Microsoft forms Poll to document the Time Management characteristics that are true of you.
- ▶ Please be honest in your response.
- ▶ <https://forms.office.com/Pages/ResponsePage.aspx?id=-REPTm4EBUWcuNshUjEelQETBEPMnrNEjphOOIdjNfdUNVBVR0hCNVvk3SUo4MDVYNjNIQVFfSQIZGUi4u>

Evaluating your time:

Activity 1 - Outcomes

- ▶ If your response to most questions was 'Never', it suggests you have excellent time management.
 - ▶ However, you should still think about areas where you could improve further.
- ▶ If your response to most questions was 'Don't know', it suggests you lack awareness about your own time management.
 - ▶ You should start thinking about what you spend your time on and keep a record of how long you take engaging with different tasks.
 - ▶ Perhaps asking someone who knows you well what they think of your time management would be helpful.
- ▶ If your response to most questions was 'Always', it suggests you are aware of time management issues, but have yet to employ strategies to help overcome those issues.
 - ▶ Taking time to think of different time management strategies and then implementing them would be useful.
 - ▶ You can then re-evaluate your time management to see if those strategies have been successful

Evaluating your time:

Activity 2

- ▶ Please complete the Microsoft forms Poll to help you evaluate and consider strategies to improve your time management skills.
- ▶ <https://forms.office.com/Pages/ResponsePage.aspx?id=-REPTm4EBUWcuNshUjEeIQETBEPMrNEjphOOIdjNfdUOUVLRFdNOFILTk45QIk0SE1HODA4ODVKOC4u>

Evaluating your time:

Activity 2 - Outcomes

- ▶ If your response to most questions was 'Always', it suggests you have excellent awareness of and implement useful time management strategies.
 - ▶ However, you should still think about areas where you could improve further.
- ▶ If your response to most questions was 'Don't know', it suggests you lack awareness of useful time management strategies that you could be using.
 - ▶ Have a look back over the Time Management lecture slides for suggestions.
- ▶ If your response to most questions was 'Never', it suggests you are aware of useful time management strategies but are yet to implement them.
 - ▶ It would be advisable here to think about what barriers might be preventing you from implementing time management strategies and deal with those first.

Evaluating you time

Activity 3

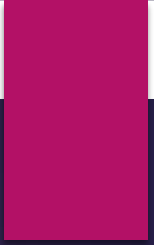
- ▶ Fill in the time management 24-hour activity handout on Moodle and focus on the following key issues:
 - ▶ Social life and relationships
 - ▶ Academic life
 - ▶ Family life
 - ▶ Work life
 - ▶ Exercise



Also identify:

Use of personal time

1. Number of hours of sleep each night
2. Number of hours getting ready
3. Number of hours for eating
4. Travel time on weekdays
5. Travel time on weekends
6. Number of hours per week for regular scheduled activities (clubs, societies, etc.)
7. Number of hours per day for chores
8. Number of hours of paid work per week
9. Number of hours in university per week
10. Number of hours per week spent socialising



Break

Other Academic Skills

Interpreting Tables

Data Set: 24 students' test scores, by subject and group (Aremia University, 2008).

Test scores for Group A				Test scores for Group B			
Student	Course	Test Score	M/F	Student	Course	Test Score	M/F
Belinda	Geology	67	F	Assunta	Politics	60	F
Darren	Oriental Studies	41	M	Chiara	Social Work	57	F
Dilishad	History	54	F	Diane	Maths	55	F
Elizabeth	Maths	64	F	Horace	Psychology	68	M
Femi	English	61	M	Joachim	Film	23	M
Francis	Oriental Studies	60	M	Joseph	Nursing	69	M
Geraint	Psychology	65	M	Kiran	Arabic	53	M
Omar	Geology	67	M	Natasha	Film	49	F
Patrick	Geology	72	M	Niall	French	44	M
Rosa	Geology	71	F	Otto	Physics	62	M
Sunjit	Geology	54	M	Soraya	Film	57	F
Thandi	Geology	58	F	Zoe	Film Art	31	F

Interpreting Tables – Key Questions

- ▶ Is 24 students representative of the University Popular?
- ▶ What about the subject choice of the two groups, how much variation?
- ▶ What is the mean test score for Group A? Round to the nearest whole number
- ▶ What is the mean test score for group B? Round to the nearest whole number
- ▶ What factors could influence the differences in marks between the tests scores in the two groups?
- ▶ What key information is missing, which makes it difficult to interpret the table?
- ▶ Does the Table conform to APA formatting conventions?
 - ▶ What are the issues?

Employability in Psychology

Outline

- ▶ Employability Skills
 - ▶ Job Seeking,
 - ▶ Job Application,
 - ▶ CV Writing,
 - ▶ The Job Interview.

What Skills do Employers Want?

- ▶ Employers want employees who are skilled, confident, able to get on with the job with minimum direction and not likely to create difficulties.
- ▶ Training on the job is NOT a guarantee
 - ▶ Some organisations will want specialist training, others will provide training after employment.
- ▶ Apart from specialists skills and knowledge employers are often seeking those with “soft skills”
 - ▶ Skills that might be hard to measure with a qualification but are key in a work situation.

Top 10 most important “soft” skills sought by employers (TMP Worldwide research, 1998).

**1. Oral
Communication**

**2. Team-
Working**

3. Listening

**4. Written
Communication**

**5. Problem
Solving**

**6. Relationship
Development.**

**7. Adaptive
Communication
Style.**

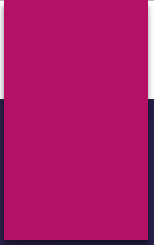
**8. Time
Management.**

**9. Sharing
Knowledge.**

**10. Influence
Others.**

Interactive Task

- ▶ What Soft Skills do you think are the most important for a job in psychology?
- ▶ Explain why you think this is the case
- ▶ If possible, provide an example
 - ▶ Write your answers in the chat function on Teams.



Break

Careers in Psychology

- ▶ Choosing a career
- ▶ Job-seeking strategies
- ▶ Application procedures and CVs
- ▶ Interview techniques
- ▶ Work experience
- ▶ Course changes
- ▶ Further study options

The Job Application Form

- ▶ The job application form will vary from job to job and from company to company – make sure you read the application form thoroughly
- ▶ Although job applications will vary the information will usually require the following.
- ▶ General Information.
 - ▶ Information about company, work conditions, pensions, holidays etc.
 - ▶ Read this carefully and search about the company on the internet / careers service etc.
- ▶ Job Specification
 - ▶ Responsibility of the post and what the post holder is supposed to do. Read this and tick off all the responsibilities that you can manage.
- ▶ Person Specification.
 - ▶ Will list qualifications, experiences, skills and qualities that the employers is looking for.
 - ▶ Often divided into “essential” and “desirable”.

Person Specification usually include:

- ▶ A requirement for qualifications.
 - ▶ Educated at Degree Level, a Post Graduate Qualification, a Psychology based degree etc.
- ▶ Skills specific to the job.
 - ▶ Experience of working in public, at least two years working in a care setting, 100 hours of youth work etc.
- ▶ General Skills.
 - ▶ Communication Skills, team Work, independent Work, using own initiative etc.
- ▶ Willingness to accept particular work conditions.
 - ▶ Flexible hours, willingness to use own car, work across several sites etc.

Before STARTING the form – consider the following:

- ▶ The Requirements of the Company to complete the form.
 - ▶ How to submit it?
 - ▶ Do they require an additional CV?
 - ▶ The References?
 - ▶ The Equal Opportunities Form?
 - ▶ Any presentation regulations – such as Black ink only, Block capitals only, typed only.
- ▶ If not completed correctly, application forms are often placed in the rubbish bin by HR before even being sent to the line manager.

The Personal Statement....

- ▶ If the application form has a personal statement section then this is usually a very important part of the form.
- ▶ It will be a long statement of the skills and qualities that you have that make you a suitable candidate for the job.
- ▶ Usually word processed and can be written on a separate sheet (say “see attached”).

A good personal statement

Details

Make it personal to that company and to that job.

Use your personal records

Write to the personal specification.

Make sure your personal statement checks ALL the essential criteria and as many desirable criteria as possible.

Use the terminology set out in the application form (applications are usually seen in HR in first instance).

Make sure it is clearly written, in a professional tone and anyone can see why your skills are relevant to the specification

Consider bolding key words for extra clarity

Conclude by highlighting your flexibility, keen to undertake any additional training etc.

Curriculum Vitae (CVs)

- ▶ An important aspect of obtaining a job
- ▶ Many companies still require a CV either within an application form or as the sole method of declaring interest.
- ▶ Some employers respond to CVs even when they do not have a vacancy.
- ▶ A number of ways to format the CV – follow any guidelines provided and make sure it is pleasing to the eye and professional in nature.

CV's must include the following..... Please note this is the bare minimum of a CV.

- ▶ **Full Name.**
- ▶ **Date of Birth.**
- ▶ **Home Address**
- ▶ **Contact Details (Phone, email, mobile etc.)**
- ▶ **Educational History**
- ▶ **Qualifications**
- ▶ **Employment History**
- ▶ **Interests and Other relevant information.**
 - ▶ **Training, Languages, Certificates, Driving information, Membership to Governing Bodies (such as the BPS).**

CVs need to be.....

Divided into clear sections with headings.

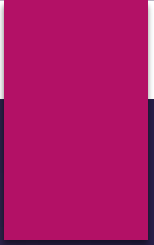
Laid out in legible lists or tables for sections on educational history and employment.

Chronological Order (Educational / Employment History).

Easy to Read

Brief and Concise

Relevant to the Job



Break

The Job Interview

Preparation

- ▶ If you feel you have applied for a job that is right for you and you have been shortlisted for interview, then you should feel confident of having a reasonable chance of being considered for the job.
- ▶ Majority rejected at application stage.
- ▶ In the weeks / days leading up to the interview, focus on the job specifications and remind yourself of the interest in the job and what you can offer.
- ▶ Avoid negative thinking.

First Impressions

- ▶ Look clean and smart
- ▶ Be on time.
- ▶ Ensure your right hand is free in order to shake hands.
- ▶ No matter how you feel, smile and appear relaxed.
- ▶ Look pleased to meet the interviewers (be professional).
- ▶ Shake Hands – Firmly / but don't break their hands!
- ▶ Eye Contact.
- ▶ Listen – so you hear names.
- ▶ Move Calmly, don't crash into furniture – spill water.
- ▶ Take sips of Water (if provided) to calm down and gather thoughts.
- ▶ Sit upright and alert during interview.



Answering questions

- ▶ Aim to complete any answer given in one or two minutes, consider the question and avoid both one word answers or unnecessary waffle.
- ▶ The interview stage is usually 20-30 minutes, remember the employer will want to see the other candidates – so avoid just waffling. Give the question respect in your answer.
- ▶ Employers may award points for each question.

Keep it Simple and Be Prepared

Avoid trying too hard to impress.

Show calm, interest and enthusiasm.

Arrogance is not usually a desirable characteristic, showcase talent without being arrogant.

Brief but clear answers and to the point.

Keep relevant.

Be prepared for predictable questions.

Answer the question.

Typical opening questions

- ▶ Have you had a good journey?
- ▶ Tell me a little about your yourself?
- ▶ Why do you want this job now?
- ▶ Where do you see yourself in 3 / 5 / 20 years time.
- ▶ What do you find interesting about (job type).
- ▶ Why do you want to work for (the firm, the location).

Why is this important for you to know now?

- ▶ May help guide decisions you make throughout your degree
 - ▶ E.g., areas to focus dissertation research, types of extra curricula activities you engage with.
- ▶ Will help you to start thinking about work experience or volunteer roles that you may need to be doing now in order to get experience alongside completing your degree.
 - ▶ These may require you to submit CVs and attend interviews.
- ▶ Getting a job in Psychology can be circular:
 - ▶ You cannot get a job unless you have experience, but you can only get experience by doing a Psychology related job.
 - ▶ So, this is where you have to start thinking 'outside the box' – can you engage with related activities now or apply your current experiences to showcasing your abilities.

Module Wrap-up

- ▶ Over the course of the module we have covered:
 - ▶ Academic Skills Development
 - ▶ Writing and Synthesising Material
 - ▶ Sourcing Information
 - ▶ Citing and Referencing
 - ▶ Presentations
 - ▶ Time Management
 - ▶ Numeracy Skills
 - ▶ Report Writing
 - ▶ Formatting Conventions in Psychology
 - ▶ Employability in Psychology

Interactive Task:

Your future in Psychology

- Log on to **Mentimeter.com** to complete an interactive task to document your favourite area in Psychology and what you want to do when you finish your degree.

► <https://www.menti.com/wuhuzk1u4f>

Q&A Opportunity

- ▶ **As this is the final session of the module, please take this opportunity to ask any final questions about:**
 - ▶ **The module content**
 - ▶ **The assessments**
 - ▶ **Anything else generally in Psychology**
- ▶ **If you would like me to show you anything (e.g., where something is located on moodle) or go over anything again, please let me know.**