

## Work and EQ (Emotional Intelligence) skills

### Work based learning skills:

1. Develop solutions to workplace problems drawing on theory and practice.
2. Exploit the workplace as a learning resource.
3. Manage oneself (and others).
4. Reflect on what has been learnt in and from the workplace.
5. Transfer existing knowledge, capabilities and competences to new or different contexts.

### Work related skills:

1. Action planning.
2. Contribute to meetings.
3. Entrepreneurship.
4. Goal setting.
5. Negotiating.
6. Networking.
7. Project management.
8. Self-appraisal.
9. Team working.
10. Using, and acting as, a consultant.

### SKILLS PROFILE

It is advisable to create your **Skills Profile** and include it in your web-based portfolio.

***An example of a Skills Profile is given below:***

#### Communication:

- Presentation skills - gained through participation in course seminars and presentation of a project to senior managers during employment with a marketing company.
- Interviewing skills – interviewing respondents for my final year project demonstrated the ability to gain relevant information in a professional environment.
- Sales Skills - working in a busy supermarket required both product knowledge and an ability to assess and meet customer needs. This also involved dealing with complaints and enquiries calmly and professionally.

#### Teamwork:

- Co-operative project work during academic career required tact, assertiveness and a sense of humour to achieve a successful outcome.
- Participation in the Departmental Council required an ability to get on with people at all levels to achieve concrete changes in departmental practice.

#### Creativity:

- An A Level Graphic Design course developed my skills in visual presentation.
- Final year project required presentation of research in an attractive, interesting format.

Contributed to the preparation of marketing briefs for clients using Desk Top Publishing.