

Strengths:

Skill	Evidence
Presentations (Delivery of presentations to an audience)	<p>Being able to present in front of a wide variety of audiences is highly important. I see myself as a confident speaker and feel comfortable delivering presentations to different audiences. In these situations, I make sure that my voice is heard, I am engaging and my attitude is altered to fit the audience.</p> <p>This skill has developed through my work as a Data Collation Assistant for Coventry University. I must deliver a quick 5-minute presentation to different module classes asking them to take a questionnaire. In some scenarios, I am faced with no more than 30 people. In other classes, there are nearly 200 people. I have learnt from these experiences that my tone of my voice must always be strong and engaging to capture everyone's attention. For the smaller classes I lower my voice, as I don't have to capture so many people's attention. When there is more than that I must keep my voice loud and strong to keep the audience's attention for as long as I need it.</p>
Organisation	<p>To avoid stress and panic, I need to keep myself organised. I have University, a job and the running of a society to keep organised. It's important to me to keep these things together and under control, so I don't need to rush.</p> <p>I like to plan my weeks out on the weekend before. Any earlier and I end up with a rigid schedule that does not allow for any flexibility. This is always an important element to consider when planning as you need to be prepared for plans to change or things to go wrong. When I'm planning my week I try to prioritise deadlines and make sure they are met a few days in advance. This prevents me from leaving things to the last minute. I also keep lists and notes with me so I never forget anything.</p>
Written Communication	<p>This is a skill that can only be developed through practise. I have seen an improvement with my writing skills over time, but I also still do multiple drafts of an important piece before submitting or sending it, to make sure that everything is up to order.</p> <p>One of my previous jobs required me to send emails to their suppliers about important information. It was crucial during this process that I wrote in a professional and sophisticated manner. This was because I am representing a company and this is important information. It shouldn't be treated as a joke and should be dealt with in a professional manner.</p>
Team Work	<p>Throughout my time in education and in part-time employment, I have completed numerous team work tasks and can see how important team work is in life. I see myself as an active team member, not necessarily always a leader, but I do like to make sure a team is communicating and working together. In group situations, I make sure to allow my own voice to be heard, but I never drown out others. I actively try to make sure the people around me are also contributing, and will make sure everyone gets their voice heard.</p> <p>A recent example of my team working abilities was a project completed last year at University. In a group of five, we had to create a video essay together. As this can be quite a large task, we made sure to all actively assist. We all contributed an equal amount and made sure to participate in every stage of production. This meant that all of our opinions could be heard, and we utilised everyone's skills. We made every decision together and this helped in allowing everyone to feel like they were contributing and feel a part of a team. There was no leader, there was just five people who worked together and made every decision together. Everyone's opinion was important.</p>
Creativity	<p>It's been stressed by a lot of creative industry representatives that companies are looking for creative and innovative people to join their teams. You need to have a passion for creation and must have creative ideas.</p> <p>I think my University course has allowed me to be more creative than I could've hoped for. Instead of being assigned essay after essay, we are provided with options to create more interesting and creative projects. I have made a video essay before, which inspired me to combine critical thinking with a visual element. We've designed apps before to demonstrate our understanding of concepts involved with media configurations. I've been able to develop my critical skills while simultaneously being provided with ways to improve my creativity and make far more entertaining forms of information.</p>

What can I do to improve my transferable skills?

Skill	What I can do
Assertiveness/Self Confidence	While I have been in leadership roles before, and have shown confidence in new situations, I still am not very assertive. I want to be able to develop my voice and let myself be heard. If someone with a strong personality takes over in a group situation, I will sit back and be less assertive. I like to give suggestions in the form of hints and never assert my opinion. Instead I agree with others. I think this has disadvantaged me in the past, and thus I want to be able to learn how to have more confidence in myself and assert my ideas. If I have an opinion of a project, I should speak my opinion but never cross the line of insulting someone or talking over people. Rather I need to be able to believe in myself but also be considerate of how others think.
Time Management	While I tend to be very good at organising myself and sticking to organised schedules, I don't tend to manage my time in between those very well. If I am aware that I half an hour before I need to be somewhere, and it's a 15-minute walk, I'll start getting ready in 10 minutes. While I do manage to make it to places on time, I am usually rushing and this is quite stressful. I'd like to learn how to manage my time better. I want to be able to wake up in the morning and have a whole day free. Get everything done early, but I tend to use this time doing jobs that are less important. I need to start identifying how much time I have and split my work through that time so I am not rushing.
Leadership	As I've mentioned I have been put into leadership roles quite often, though only on one occasion did I actively seek this role. At the moment I am president of a society, which is a form of leadership. I took this role as an opportunity to develop my leadership skills and I believe it is slowly working. Planning and organising is generally an easy part of leadership, but when it comes to instructing people I falter. I'm nervous about being labelled as too bossy or being called mean. So I don't always immediately instruct people to do something. Instead I look to my team and make a decision with them. While it is a good thing to consider my team's opinion, I need to get better at thinking fast and being able to lead. When we have plans to be somewhere, but we no longer have the option I need to speak up and take action. I need to lead. This I feel is a quality that will develop overtime. As my own self-confidence improves, so should my leadership skills.
Decision Making	Leadership acts as the overarching skill that is effected when I can't make quick decisions. I am very much a person who needs time to make decisions, I am not one for being rushed into something. I need to learn how to effectively analyse a situation and decide the best course of action. This is a difficult skill and I know that when other people are around I look to them. The first step is to stop doing this and to start standing by my own decisions.
Problem Solving	Again, another skill that probably effects my decision making and my leadership skills. When it comes to having a problem, I need time to weigh up the options and decide what is best for everyone involved. I have to step back and think about it. Unfortunately, I am not always allowed this time to think, so the best course of action is to start learning how to think in the moment. I need to be able to replicate a calm space quickly and make my decisions faster. A part of this may come if I stop focusing on how it may affect the future, and instead think about what is best for right now. Of course, when I am provided the chance to think about a problem, I think it is ok to take your time and consider what it may effect in the long run.