

## SELF MANAGEMENT

### Self-Assessment

To become aware of personal strengths, weaknesses and interests, identify and develop ways to improve employability, and how to articulate these when making applications.

### Career Planning

To set realistic and achievable career goals, with knowledge of national and global labour markets, their opportunities and challenges. Know where to access support for employability development within the university and externally and how to navigate independency through the labour market.

### Personal Development Planning

To maintain a paper or electronic record of learning and development with reflection. Using this as an ongoing evidence for future applications, and help to consider what future development is required.

### Wellbeing

To understand the importance of managing the health and well-being of one's self, and also employees when in a managerial position, applying a duty of care for staff.

### Core Skills

To ensure that the core skills demanded by employers such as literacy, numeracy and IT are at a level required for the career aspiration and expectation of the professional body.

## COMMUNICATION

### Oral Communication and Presentations

To be able to present ideas and arguments verbally which are relevant, appropriate to the audience and clearly communicated.

### Written Communication

To be able to present written ideas and arguments which are relevant, appropriate to the audience and clearly communicated.

### Managing Emotions

To understand the impact of verbal and non-verbal communication upon clients, colleagues or other receivers, and the importance of managing your own emotions.

### Team Working

To understand the importance of a team approach that is required for many tasks and strategies and to appreciate different team working styles, including leadership that individuals can adopt to make a team successful. Working with, listening and encouraging the development of others.

### Networking

To develop the confidence and appreciate the benefits that can arise from a networking approach ranging from personal contact to an effective use of social media.

## ENTERPRISE, INNOVATION AND ENTREPRENEURSHIP

### Creative Thinking

To be able to apply creative thinking techniques to generate ideas for a range of situations related to enterprise, as well as developing ideas for new products, services, community projects or social enterprises.

### Opportunity Analysis

To be able to select the best ideas generated, and analyse them, focussing on benefits and impact; customers and competitors; industry analysis; marketing and communications, etc.

### Making Things Happen

To be able to implement ideas and see them through, by networking and engaging with relevant stakeholders, and accessing the appropriate support. To be able to use your own initiative to overcome any challenges whilst turning ideas into reality.

### Commercial Awareness

To be able to identify the key functions of an organisation and understand how those units work together and support each other. To understand business challenges in relation to sustainability and growth.

### Entrepreneurship

To understand the process involved with setting up one's own venture, and the support available to individuals seeking entrepreneurial careers. To recognise entrepreneurial opportunities related to your own discipline or area of study.

## RESEARCH

### Information analysis

To use appropriate resources and skills such as IT, Internet, library; information literacy; identify and submit proposals, using findings to complete coursework/projects, using theories, methods, ideas and approaches in a critical and scholarly way.

### Project Management

To work to a brief (e.g. an assignment or external project/event etc.), setting goals and objectives, scheduling and managing tasks and putting plans into practice; producing risk assessment and an evaluation strategy to assess outcomes and outputs.

### Problem solving

To develop decision-making skills, critical thinking and enquiry-based learning; sustained and applied analytical skills, negotiation skills, managing change and risk, testing different strategies and choosing most appropriate solution.

### Organisational skills

To organise an event or carry out a task. Meeting deadlines for academic, paid or voluntary work. Balancing study with other responsibilities such as childcare, employment, social and community activities.

### Resource gathering

To be able to source possible funding, submit bids and maintain records for audit. To think creatively on the different types of resources required to carry out a project.