

YOU AND YOUR DEVELOPMENT: ACTIVITY HANDBOOK

Please refer to the accompanying slide deck, pausing where prompted to complete these activities.

ACTIVITY ONE

Take a minute to note below the skills you think are important for research:

Add your thoughts in the box below...

ACTIVITY TWO: Reflect on your recent work



The poster is titled 'Your Future' and is from the University of Essex. It is divided into three stages of education, each with a list of skills to be developed:

UNDER-GRADUATE (Bachelor)	POST-GRADUATE TAUGHT (Masters)	POST-GRADUATE RESEARCH (PhD)
STAGE 1 <ul style="list-style-type: none"> Subject knowledge Information seeking Academic literacy and numeracy Critical thinking Inquiring mind Enthusiasm Self-confidence Self-reflection Work-life balance Communication methods 	STAGE 2 <ul style="list-style-type: none"> Subject knowledge Information seeking Academic literacy and numeracy Critical thinking Problem solving Inquiring mind Enthusiasm Self-confidence Self-reflection Preparation and prioritisation Work-life balance Career management Responsiveness to opportunities Project planning and delivery Team working Communication methods 	STAGE 3 <ul style="list-style-type: none"> Subject knowledge Information seeking Academic literacy and numeracy Critical thinking Problem solving Inquiring mind Enthusiasm Self-confidence Self-reflection Preparation and prioritisation Work-life balance Career management Continuing professional development Responsiveness to opportunities Networking Project planning and delivery Financial management Team working Influence and leadership Communication methods Communication media Publication Public engagement

GROW YOUR SKILLS

Choose a recent study activity, like writing an essay or report, presenting some work, or perhaps planning a project or event, or something similar.

Think about the process: What did you actually do? Try to break it down into steps.

What aspects or skills did you particularly enjoy? Are there areas for you could develop further?

Add your thoughts here

	Notes
1. Process, what did you do?	
2. Reflection, what skills did you enjoy using? What could be further developed?	

The next activity will provide you with some practice in thinking more deeply about the full range of skills and expertise that you are developing at Masters level.

ACTIVITY THREE: Recognising your achievements

This next activity will provide you with some practice in thinking more deeply about the full range of skills and expertise that you are currently developing.

1. Using the first column, list the activities you have undertaken through your masters in the last 1-2 months, such as literature searching/reviews, essays/ report writing, presentations and talks, group work activities etc. These are just examples, you will have more. You can also think more broadly, to skills you have developed outside of your course, from jobs and volunteer roles.

2. Complete the second column. Start by reflecting on the activity, which broader skills and expertise were developed or practised? Then try to analyse these using the TNT - which areas did you demonstrate?

It is likely that you were able to evidence skills in both the postgraduate taught and some in the postgraduate research areas.

Leave the third column empty for the moment, it is greyed out for this purpose

<p>Achievements so far: List all your achievements so far, big and small</p>	<p>Areas of the TNT covered. List areas of the TNT which are covered by your achievements</p>	<p>Evidence to collect List the evidence you have generated from your achievement</p>
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<i>Example: Preparing for and giving a presentation</i>	<i>Example: Subject Knowledge, Information Seeking, Academic literacy, Preparation and prioritisation, Communication methods / Stage 2/3 skills.</i>	

Reflect:

Look back at your list

Where do you have strengths?

Are there areas you would like to develop more skills, and gain more experience?

	Notes
Strengths:	
Areas for Development:	

ACTIVITY FOUR: Evidence

Let's build on your skills profile from the previous activity, where you analysed your skills and experience. Let's think now about the third 'evidence to collect' column

It's helpful to think of concrete and specific evidence that showcases your skills. This might include a variety of formats- try to think creatively.

Achievements so far: List all your achievements so far, big and small	Areas of the TNT covered. List areas of the TNT which are covered by your achievements	Evidence to collect List the evidence you have generated from your achievement
Example: Delivering a presentation	Example: Stage 2/3 skills: Subject Knowledge, Information Seeking, Preparation and prioritisation, Communication methods.....	Powerpoint slides / Google slides / prezi / zoom recording / presentation output/write up

ACTIVITY FIVE: The STARR Method

Choose a specific activity or piece of evidence that you noted in the previous activity.

Use the STARR technique to write a short paragraph about the activity or evidence.

To practice for interviews, you may want to record yourself explaining this example and listen back to it to identify areas for improvement.

STARR technique	Evidence example

ACTIVITY SIX: Prioritising and setting goals for development

Looking back at the TNT and the skills profile you have developed through the last activities, reflect on the following:

Are there some skills listed in the TNT which are completely new to you?

Are there areas in your skills profile that you would like to strengthen or expand?

Were there some areas you found it difficult to think of evidence examples, are these priority areas for you?

Make a note of 2-3 areas you wish to prioritise to develop further

Add your notes:

Priority Area 1:

Priority Area 2:

Priority Area 3:

FINAL ACTIVITY SEVEN: GROW Model

Selecting **one** of the priority areas you identified in the previous step, use the GROW model to develop a specific skills goal:

Goal:

Reality:

Options:

Will:

