

## Work Skills Record: EXPLANATION

Able to <b>Communicate</b> effectively	<b>Reading, Writing, Speaking &amp; Listening.</b> Discussions, giving a talk, writing an essay, filling in forms, showing parents around on open night!
Able to use <b>Numeracy</b> effectively	<b>Using numbers or graphs.</b> Measuring, collecting information for data handling, making calculations, drawing and using charts and diagrams.
Able to use <b>Information Technology</b> effectively	<b>Using computers, planning &amp; using software applications, searching &amp; retrieving information.</b> Using computers to write, draw graphs, charts, graphics and to communicate.
Able to <b>Work Effectively with Others</b>	<b>Planning tasks, agreeing allocation of responsibility, supporting each other, evaluating performance.</b> Helping someone else to do a task, working as part of a team.
Able to demonstrate <b>Problem Solving</b> skills	<b>Interpreting situations or information and making conclusions.</b> Planning and organising, reviewing and evaluating a question proposed for solution or discussion, finding a solution to a problem
Uses <b>Initiative</b>	<b>Recognising when something needs to be done before being told or asked.</b> Including something extra in your work, making decisions about what needs to be done. Showing the readiness, and the ability to start an action
Is willing to <b>Take Risks</b>	<b>Not being afraid to try or do something different, embracing change.</b> Showing imagination in your work, trusting your own abilities without always seeking confirmation.
Is <b>Enthusiastic</b>	<b>Showing a lively interest in a lesson, activity, or pursuit.</b> Answer questions, accept and complete work readily without question.
Shows <b>Flexibility</b> in how, when and where to learn and work	<b>The quality of being adaptable or variable.</b> Show a flexible approach to your learning, continue work in your own time, being able to adapt when presented with a less than ideal situation e.g. a non-specialist room.
Able to <b>Lead</b> others	<b>Capacity or ability to lead.</b> Being able and willing to offer guidance or direction to a person or a group of people. Organise others, allocate responsibilities, take responsibility.
Willing to <b>Learn New Things</b> and carry out <b>Research</b>	<b>Accept new challenges cheerfully and with enthusiasm.</b> Accepting new coursework, homework, learning opportunities, coursework and projects. Carry out research, analyse, interpret and report.
Shows good <b>Organisational Skills</b>	<b>The planning of an activity or event.</b> Planner up to date, homework and/or coursework done on time. Correct equipment for lesson.