

### **Participant Reflection**

As you complete each phase of the project you will learn or develop many skills and attitudes. It is not easy, or normal, to identify these skills and attitudes as you are using them to complete a task. This is why we ask you to reflect. This list provides some possible skills and attitudes that that you have learned or developed. It consists mainly of [soft skills](#) which are very important but sometimes difficult to identify in ourselves.

It is equally important to consider the [hard skills](#) you have learned or developed as you completed the project.

The list overlaps with the [skills and attitudes employers wish to see in job candidates](#) although the category names may be different.

Name: \_\_\_\_\_

Other Team Members:

---

---

---

**Verbal and Written English Communication (Global Skills)**

*Examples and evidence:*

**Computing and Digital Literacy**

Media literacy	Information literacy	Learning skills	Digital scholarship
Communication and collaboration	ICT literacy	Career Identity and Management	

*Other skills and attitudes, examples and evidence:*

**Motivation, Initiative, Responsibility and Autonomy**

Negotiating and accepting responsibilities	Initiating action	Constructive negotiation, persuasion and discussion	Monitoring and guiding progress
Completing work when absent	Organising and sharing the workload	Keeping the team on task and schedule	Using strategies to motivate yourself and the team
Demonstrating commitment to the project	Liaising with team members when you are absent		Demonstrating constructive leadership

***Other skills and attitudes, examples and evidence:***

**Cooperation and Collaboration**

Encouraging others through words and actions	Initiating or encouraging cooperation	Following agreed plans	Adapting your team goals
Working towards the team's short and long-term goals	Demonstrating flexibility and adaptability	Using appropriate methods to work together	Recognising and using the abilities and strengths within your team
Actively listening and responding positively	Offering and asking for help and support when needed	Using technology to facilitate collaboration	

***Other skills and attitudes, examples and evidence:***

**Facilitation and Mediation**

Seeking to resolve conflict and reach agreement	Mediating differences between other team members	Encouraging team harmony	Dealing with disagreement professionally and without reproach
---	--	--------------------------	---

***Other skills and attitudes, examples and evidence:***

**Developing Professionalism**

Attending lessons and meetings	Being prepared for lessons and meetings	Using time effectively	Meeting team and project deadlines
Encouraging a positive, focussed working environment	Using planning tools effectively	Producing original work	Acknowledging sources and influences
Providing positive and constructive feedback and suggestions	Encouraging team members	Demonstrating flexibility and adaptability	Promoting an inclusive team dynamic

***Other skills and attitudes, examples and evidence:***

### Empathy

Demonstrating empathy for team members	Demonstrating awareness of diversity (of opinion, ways of working...etc)	Viewing issues from multiple points of view
--	--	---

***Other skills and attitudes, examples and evidence:***

### Critical Thinking, Enquiry and Problem Solving

Displaying an understanding of problems /issues	Playing an active role in generating ideas	Rethinking and revising plans and ideas
Identifying alternative ideas	Making connections between, and synthesising, different sources of information	Identifying reliable information sources
Making connections to previous learning and knowledge	Applying theories, principles, skills and information to new situations	Using evidence and reason to support thinking

***Other skills and attitudes, examples and evidence:***

**Creativity**

Playing an active role in generating ideas	Expressing original thoughts and ideas	Presenting your ideas in innovative and exciting ways
Using appropriate tools and techniques to meet your aims	Exploring new ideas, and adding to existing ideas, in innovative ways.	

***Other skills and attitudes, examples and evidence:***

**Other...**