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Training & Employment Authority

Module Descriptor
Personal Effectiveness

Award Type: Minor
Award Level: 3
Award Code: 3N0565
FAS Assessment Code: 3N0565-013
Validation Date: 14th July 2011
Revision 2.0

Module Descriptor

Purpose: The purpose of this module is to equip the learner with the knowledge, skill and competence to use their own personal abilities and internal resources to cope with and adapt to the personal and social requirements of everyday life to include self understanding, understanding others and learning about self habits, values and strengths and areas for development.

Module Duration: The learning effort required from a typical learner to successfully achieve the stated learning outcomes for the module is one hundred hours.

Learning Outcomes: By the end of this module, the learner will be able to:

1. Demonstrate an understanding of the meaning and concepts of personal awareness and personal effectiveness
2. List the resources that would be required to effectively participate in a variety of environments, to include the education, work and community environments
3. Describe a variety of ways to demonstrate self awareness by exploring personal strengths, talents, goals, values, challenges and abilities
4. Demonstrate an understanding of a limited range of effectiveness skills to include communications, assertiveness and time management
5. Demonstrate an ability to reflect on learning and identify any improvement, where needed
6. Create a personal learning plan by identifying learning goals, resources required and timeframes which could be adapted to a variety of situations
7. Demonstrate the ability to implement, review and evaluate a personal learning plan
8. Operate effectively as a member of a team
9. Demonstrate an awareness of the self knowledge gained while participating in team activities and seeking help if required
10. Demonstrate the application of communications, safety and hygiene awareness and quality awareness in a supervised environment

Note: This module can be integrated with other areas of a module. Refer to the assessment specification for the learning outcomes that can be integrated.

Key Learning Points

Learning Outcome 1: Demonstrate an understanding of the meaning and concepts of personal awareness and personal effectiveness

Key Learning Points

- Personal awareness
- Personal effectiveness
- Concepts of personal awareness and personal effectiveness
- Explaining the meaning and concepts of personal awareness
- Writing the meaning and concepts of personal awareness

Learning Outcome 2: List the resources, both personal and material, that would be required to effectively participate in a variety of environments, to include the education, work and community environments

Key Learning Points

- Effective participation in a variety of activities
- Effective participation in activities in a variety of environments
- Personal resources required for effective participation in education
- Personal resources required for effective participation in work
- Personal resources required for effective participation in community projects
- Material resources required to participate in education
- Material resources required to participate in work
- Material resources required to participate in community projects
- Writing lists of resources

Learning Outcome 3: Describe a variety of ways to demonstrate self awareness by exploring self strengths, talents, goals, values, challenges and abilities

Key Learning Points

- Defining self strengths
- Defining talents
- Defining goals
- Defining values
- Defining challenges
- Defining personal abilities
- Recognising personal strengths
- Recognising personal talents
- Recognising appropriate goals
- Recognising personal values
- Recognising personal challenges
- Recognising personal abilities
- Exploring personal strengths and talents and abilities
- Exploring personal goals

- Exploring personal values
- Exploring personal challenges
- Writing descriptions of methods to demonstrate awareness

Learning Outcome 4: Demonstrate an understanding of a limited range of effectiveness skills to include communications, assertiveness and time management

Key Learning Points

- A range of effectiveness skills
- Defining communications
- Methods of communicating
- Defining assertiveness
- Methods of showing assertiveness
- Defining time management
- Methods of managing time
- Describing effectiveness skills verbally or in writing

Learning Outcome 5: Demonstrate an ability to reflect on learning and identify any improvement, where needed

Key Learning Points

- Methods of self examination
- Recognising the need for self improvement
- Methods of self improvement
- Methods of performance analysis
- Recognising the need for performance improvement
- Methods of performance improvement

Learning Outcome 6: Create a personal learning plan by identifying learning goals, resources required and timeframes which could be adapted to a variety of situations

Key Learning Points

- Learning plans
- Steps required to draw up a learning plan
- Prioritising and listing steps
- Identifying learning goals
- Prioritising and listing goals
- Listing tasks required to achieve goals
- Resources required to achieve a learning goal
- Identifying personal learning goals
- Resources required to achieve own learning goals
- Identifying own resources
- Listing all resources
- Estimating the time required to achieve each learning goal

- Setting deadlines
- Ability to recognise changes in situations
- Drawing up a learning plan
- Prioritising tasks in the plan
- Learning in various situations for example group learning, self directed learning and one to one learning situations
- Adapting a learning plan to various situations
- Adapting a learning plan to own situation
- Adapting an existing learning plan to changes in own situation

Learning Outcome 7: Demonstrate the ability to implement, review and evaluate a personal learning plan

Key Learning Points

- Implementing a personal learning plan
- Reviewing a personal learning plan
- Evaluating a personal learning plan
- Checking progress with original plan
- Identifying areas of success
- Identifying and understanding problem areas
- Identifying solutions to problems

Learning Outcome 8: Operate effectively as a member of a team

Key Learning Points

- Teamwork
- Effective teamwork
- Communicating
- Effective communication
- Demonstrating assertiveness
- Compromising
- Note taking
- Taking part in discussions
- Researching
- Being dependable
- Working to deadlines
- Taking responsibility

Learning Outcome 9: Demonstrate an awareness of the self knowledge gained while participating in team activities and seeking help, if required

Key Learning Points

- Participating in team activities

- Self reflection
- Reflecting on activities
- Seeking help
- Seeking appropriate help
- Understanding when to seek help
- Knowledge of the source of appropriate help

Learning Outcome 10: Demonstrate the application of communications, safety awareness and quality awareness in a supervised environment

Key Learning Points

- Knowledge of vocational language
- Listening and responding to spoken language
- Reading and writing to obtain and convey information
- Personal and work hygiene standards and procedures
- Maintaining hygiene standards and procedures as appropriate
- Correct and appropriate type of clothing for a particular environment
- Maintaining standard of personal presentation in a working environment
- Health and safety considerations when using equipment
- Health and safety considerations appropriate to the environment
- Applying appropriate health and safety procedures
- Reflecting on own strengths and weaknesses
- Identifying areas for improvement
- Ability to work independently if required
- Reflecting on own performance critically

Assessment Specification

Award Title	Personal Effectiveness
Award Type	Minor
FAS Assessment Code:	3N0565-013
Credit Value :	100
Award Code:	3NO565

Unit Learning Outcome*	Performance Criteria (Knowledge, Skill & Competence)	Assessment Techniques	Weighting	Assessment Instrument	Assessment Evidence
LO1	Knowledge	Portfolio	5%	Activity A1	Personal Profile
LO2	Knowledge	Portfolio	20%	Exercise E1	List
LO3	Knowledge	Portfolio	5%	Activity A1	Personal Profile
LO4	Knowledge	Portfolio	5%	Activity A1	Personal Profile
LO5*	Knowledge, Competence	Portfolio	10%	Activity A3	Reflection Sheet
LO5*	Knowledge, Competence	Portfolio	10%	Activity A4	Reflection Sheet
LO6	Knowledge, Skill	Portfolio	10%	Activity A2	Personal Learning Plan
LO7	Knowledge, Skill	Portfolio	10%	Activity A2	Personal Learning Plan review
LO8*	Knowledge, Skill	Portfolio	5%	Exercise E2	Teamwork Exercise
LO9*	Knowledge, Skill, Competence	Portfolio	10%	Exercise E2	Teamwork Exercise
LO10*	Knowledge, Skill, Competence	Portfolio	10%	Exercise E2	Teamwork Exercise

*Assessment can be integrated with other modules for LO5, LO8, LO9 and LO10

Suggested Learning Methodologies

- Note taking
- Practical Work Training
- Simulated Work Environment
- Activities
- Exercises
- Discussion Groups
- Text Books
- Videos/DVDs
- Internet
- Roleplays

Specific Module Requirements

Computer with internet connection

Suggested Learning Resources

All of the highlighted Curriculum Resources mentioned below are available on the Moodle Community Services Curriculum and Assessment page. You can access the CSCA Moodle web page from this link:

<http://www.ecollege.ie/site/home.html>

If you do not already have a username and password, ask your supervisor to contact us at CSCA@fas.ie

Textbooks and Videos/DVDs

A range of textbooks dealing with Career Planning:

- *Oxford English Dictionary*

A range of videos/DVDs dealing with personal effectiveness:

There are a number of internet websites that can be accessed where a range of DVDs/videos, aids and articles on Personal Effectiveness, assertiveness, communicating and effective listening skills can be acquired. Among these are:

- www.ehow.com for related videos
- www.razvandobre.com 10 exercises to improve Listening Skills
- <http://uk.ask.com> Ask Jeeves – Listening Skills Exercises

Generic Skills: Literacy and Numeracy

The learners will keep and maintain a **Learning Diary** throughout the course in order to record and file any useful and relevant information on any aspect of Personal Effectiveness.

At the end of every week the learners will complete a short **Weekly Reflective Sheet** in order to reflect on their learning and progress during that week.

This Weekly Reflective Sheet will assist the learners to develop their generic skills of literacy, numeracy, communications and quality awareness and will give learners an opportunity to develop their writing skills.

The Learning Diary can be used as a reference for the learner when filling out the Mid Course and End of Course reflections, Activity A and Activity A.

The learners will create a **Personal Dictionary** of new words, key words and terms relating to Personal Effectiveness. This Dictionary will be updated each week and kept in the Learning Diary.

The learners, as a group, will add words and terms to a **Key Word and Terminology Bank** in the classroom, relating to Personal Effectiveness. The learners will find words listed in text books, class notes, DVDs and internet websites etc.

The learners will complete a number of **Word Searches**. These are **Word Search 1 for LO2 and LO3**; **Word Search 2 for LO 5 and LO6**; **Word Search 3 for LO8 and LO10**; When the learners have gained sufficient practice and experience at these word searches, each learner will make up 1 (one) Word Search/Quiz which will be completed by the group.

Generic Skill: Numeracy; Digital

Learners will practice **using a calculator**, identifying and locating all keys needed to carry out basic calculations.

The learners will practice solving various problems, involving litres, metres etc, set by the instructor, **using the mathematical glossary**.

Generic Skill: Literacy

Learners will gather relevant information, using a variety of methods, such as text books, the internet and class notes, newspaper articles etc, in order to write or type a short description of:

Generic Skill: Teamwork and Communications

Learners will discuss the importance of teamwork with the instructor using the [Teamwork Guide](#).

Learners will take part in a [Teamwork exercise](#) by designing, planning and carrying out a project which will incorporate group discussions.

The learners will complete the [Team Review Sheet](#) after completing the Teamwork exercise.

Role Play:

Learners will take part in a number of role plays in order to improve their listening communication and assertiveness skills. The role plays can be scripted or unscripted

Generic Skill: Literacy, Digital Competence

Internet websites: Information can be accessed on the following suggested websites as of 30th June 2010:

- <http://www.europass.cedefop.eu.int> - This website gives examples and templates of Curriculum Vitae+

- <http://www.qualifax.ie/> - This website is Ireland's National Learners' Database, access Career Directions which gives an explanation of different careers
- <http://www.nala.ie/publications> - This website has a Writing Workbook *Putting Pen to Paper*

Recommended by: _____
Manager Training Policy Development and Support

Approved by: _____
Director Training Policy Development and Support