

“Moving On”



Personal Skills Record Book



Moving On Camp 2016

Moving On Camp was a development of Ko-an's annual residential camp for people aged 16 to 24 with a range of physical and learning additional needs where they make films and take part in other creative sessions. It was designed in response to the changing needs of participants who had grown up since they started at coming to Movie Camps 8 years ago.

In addition to the much enjoyed "creative" aspects, Moving On Camp focussed on developing and evidencing soft skills to show existing or potential employers what the young people are capable of achieving to benefit them at work or if seeking employment.

We have provided the following document as a resource for you to adapt and use as a model for exploring soft skills with your group.

Examples of "Ice Breakers" that can be used to as an introduction to employable "soft skills"

A) If you could pick any job what would it be?

(Draw a picture this job - rest of the group will try and guess what it is)

B) Why would you like to do that?

C) In small teams:

Pick one of the jobs from the following list:

DRIVER	COOK	SHOP ASSISTANT
NURSE	DOG WALKER	GARDENER
POSTAL WORKER	CLEANER	RECEPTIONIST
ENTERTAINER	PAINTER	HAIRDRESSER
MECHANIC	PHOTOGRAPHER	BUILDER
ACTOR	MUSICIAN	RESEARCHER
AIR CABIN CREW	HOLIDAY REP	SALES REP
BAR STAFF	JOURNALIST	IT WORKER

What "skills" would you have to have or learn to get to be able to do that job? (Apart from technical skills, decide from the soft skills below what would be needed and feedback to rest of group)

PUNCTUAL	ENERGETIC	DETERMINED
PERSUASIVE	AMBITIOUS	TALKATIVE
MOTIVATED	CALM	DECISION MAKER
COMMUNICATOR	POLITE	LOYAL
THOROUGH	PLANNER	APPROACHABLE
FLEXIBLE	TOLERANT	PRESENTABLE
ORGANISED	PATIENT	RESILENT
CREATIVE	DECISIVE	ANALYTICAL
HONEST	INDEPENDENT	CONSIDERATE
COMPETITIVE	SELF CONFIDENT	RELIABLE
PRODUCTIVE	DEDICATED	TEAM WORKER
POSITIVE	PATIENT	KIND
PERSERVANT		

D) Which of the above skills do you already have?

(Group look at list, tick any of they think they have - plus add any extra ones.)

E) "MOVING ON" is looking at 6 soft skills:

"Working as a Team"	"Decision Making"	"Planning"
"Creativity"	"Communication"	"Self Confidence"

The above activities demonstrated examples of those 6 soft skills being used:

Question A - Creativity, Communication and Decision Making

Question B - Decision Making, Communication

Question C - Team Work, Decision Making, Planning

Question D - Self Confidence, Decision Making

A few comments to outline how you can show examples of "soft skills"

Soft Skills - Personal

Self-awareness - Knowing what motivates and inspires you. Being able to observe yourself in a difficult situation.

Emotion control - Being able to manage your emotions, especially negative ones (e.g. anger, frustration, embarrassment) so you can think clearly.

Resilience - Being able to bounce back after a disappointment or set back, big or small.

Forgive and forget - Being able to forgive yourself for making a mistake and move on.

Perseverance - Being able to carry on despite difficulties, failures, and oppositions.

Patience - Being able to step back in a crisis and think clearly and take action in a calm way.

Soft Skills - People Skills

Communication skills - Being able to listen to express your ideas in a way where you are heard and you achieve what you intended.

Teamwork skills - Being able to work with anyone with different characteristics and abilities to yours to achieve a result.

Selling skills/Persuasion - Convincing others that your idea, decision, product or service is the correct one.

Leadership skills - Inspiring others to follow with commitment and dedication.

Skills in dealing with difficult personalities - Being able to still achieve the work result needed while working with someone whom you find difficult.

Favourites list. This list of favourite items will be used to create personal art maps. Series of observational drawing exercises to build up self-confidence and to celebrate each of the participant's uniqueness. It's important to follow instructions.

Thumb finger print using an Ink Pad. Participants make a print of their finger and draw a large scale simplified version of what they see beside it. No one has a finger print like you.

Draw an object in-front of you using your non dominant hand. 5 minutes.

Draw an object in-front of you with a continuous line not taking the pencil off the page. 5 minutes.

Using a propped up mirror on the table. Look in the mirror and draw yourself. It's important to draw only what you see in the mirror . At no point are you to look down at the A3 paper you are drawing on. It should be a surprise to see what you have drawn at the end of the exercise. 10-15 minutes.

Fix large sheets of A2 paper on the wall. Using masking tape attach a piece of charcoal or a graphite stick onto the end of a piece of dowel up to a metre long. Using the mirror again either hold it or prop it up. Draw what you see. For this portrait you can look at both what's in the mirror and what you are drawing on the paper. 10-15 minutes.

In pairs draw each other without looking down at the paper. Use three different drawing implements e.g. pencil, fat felt tip, charcoal etc. one to use on each of three separate sheets of paper. First sheet of paper draw outline of colleague opposite. Second piece of paper draw their features, eyes, nose and mouth. Third piece of paper draw their hair. Now cut out and collage the drawings together. The results though different in scale will still be recognisably the person depicted. 10-15 minutes.

These fun drawing activities are aimed at freeing up expressive drawing skills, to help remove preciousness and self doubt. At the end of the session the rest of the group have to guess from the drawings who is being depicted in each of the drawings.

This Activity involves completing the following and talking about favourites.

Favourite things

Name:

Age:

Favourite Number:

Favourite time of day/year:

Favourite Food:

Favourite Actor/Actress:

Favourite Smell:

Favourite Shop:

Favourite Name:

Favourite Person:

Favourite Place:

Favourite Animal:

Favourite Book:

Favourite Activity:

Favourite Hero:

Favourite TV programme:

Favourite Fruit:

Favourite Music/Song:

Favourite item of Clothing:

Favourite Sweet:

Favourite Film:

Favourite Sport:

Favourite Game:

Favourite Drink:

Favourite Holiday:

Favourite Item:

What makes you the happiest:

Favourite person in history:

Favourite Flower:

Favourite Anything:

MOVING ON – PERSONAL SKILLS RECORD

Many employers feel that job applicants often lack the 'personal skills' they want. These are the qualities and attitudes that make a positive contribution to organisations. The skills can be used in many different types of jobs. Technical skills are important but these can be taught more easily than personal skills, which tend to be individual characteristics or attributes that have been fine-tuned over a period of time.

The activities completed at Wardens, Leiston in August 2016 were part of a four day residential break where participants, working in teams, were given the objective of developing a range of materials/services to create and run a Cabaret night on the last night of the camp. Each team had a mentor who monitored the performance of participants and has provided the following report in terms of Personal Skills that could be attributed to the activities. The following notes below outline the key skills concentrated on and some of the actions we were looking for as evidence that participants were learning from the experience.

Working as a Team Member: Being a team player. A good team player has the goals in mind and works with others to achieve them. They are open and honest, offer constructive suggestions and listen to others. All teams require leaders and employers look for people who lead by example, constantly look to improve and motivate. Are positive, show initiative and know when to follow instructions.

Decision Making: Gathering all the facts, seeking advice, looking at the big picture, considering alternatives, being aware of repercussions - these are all things that go into making a good decision. Things to be wary of are indecision and making snap decisions. It's about being able to work under pressure. Employers want to know if potential employees can put the stress of working to deadlines to one side and focus on the job in hand.

Planning: Time management. Good time management is about prioritising the most important tasks, and then deciding which actions will produce the maximum output with the minimum effort. Even with the best of planning, often things go wrong and employers look for people who **Accept responsibility**. Who take pride in their work, and are confident enough to put their name to it. They respect people who admit when things go wrong. Everyone makes mistakes - it's how they react and learn from them that counts.

Creativity: Creativity and problem-solving skills. The ability to apply both logic and creativity to solve problems is highly valued by employers.

Communication: Skilled communicators get along well with people, listen and understand instructions, and put their point across without being aggressive. They can change their style of communication to suit the task in hand - from handling conflict to trying to persuade a customer of the benefits of buying a product. If you've got good communication skills you should be able to learn from constructive criticism.

Self Confidence: This can be displayed in a variety of ways. **Showing commitment** - Employers want people who are dependable, reliable, enthusiastic, and enjoy hard work. Employees that are committed, need very little supervision or motivation to do their best and get the job done. **Flexibility** - If you are able to step outside your comfort zone and try your hand at something you haven't done before is evidence that you are prepared to change. Employers like people who are positive, upbeat and have a 'can-do' attitude.

SCORING

The sheets were completed with the participants who signed these off to confirm that these represented a fair report of their achievements. In addition we introduced a simple scoring system where 1 indicated a below average achievement where we felt the participant could have done better to a top score of 5 where either a significant improvement was seen or where the participant excelled in that particular area.

MOVING ON PERSONAL SKILLS RECORD

PARTICIPANT

GROUP ACTIVITY 1 - TEAM BRIEFINGS

TASKSAt this briefing, the three teams were asked to come up with two names: A name for the whole enterprise (the 3 businesses combined) and secondly a company name for their own business

The participant achieved:

Working as a Team

SCORE 1 2 3 4 5

Decision Making

SCORE 1 2 3 4 5

Planning

SCORE 1 2 3 4 5

Creativity

SCORE 1 2 3 4 5

Communication

SCORE 1 2 3 4 5

Self Confidence

SCORE 1 2 3 4 5

I confirm that the above comments accurately reflect the achievements of the participant.

Date:

Mentor Name: Mentor Signature:

.....

Participant Signature:

.....

MOVING ON PERSONAL SKILLS RECORD

PARTICIPANT

GROUP ACTIVITY 2 - Creating and Deciding on Logos

TASKSThe whole group feedback the names they had agreed on. For the whole enterprise name, the group voted to determine an overall winner. Then in teams, each member designed two logos - their own company and the winning whole enterprise name. The team voted on which of their own logos to use.

The participant achieved:

Working as a Team

SCORE 1 2 3 4 5
Decision Making

SCORE 1 2 3 4 5
Planning

SCORE 1 2 3 4 5
Creativity

SCORE 1 2 3 4 5
Communication

SCORE 1 2 3 4 5
Self Confidence

SCORE 1 2 3 4 5

I confirm that the above comments accurately reflect the achievements of the participant.

Date:

Mentor Name: Mentor Signature:

.....

Participant Signature:

.....

MOVING ON PERSONAL SKILLS RECORD

PARTICIPANT

TEAM ACTIVITY 3 - "3D Design & Décor"

TASKS The Teams designed and created various items for the BBQ and Cabaret Nights, including lanterns, cupcake stands, and party hats. Individuals drew ideas for decorating the items, which they shared with their team, allowing for feedback and modifications to improve their designs. There were various opportunities for working individually and in small groups in constructing the items.

The participant achieved:

Working as a Team

SCORE 1 2 3 4 5

Decision Making

SCORE 1 2 3 4 5

Planning

SCORE 1 2 3 4 5

Creativity

SCORE 1 2 3 4 5

Communication

SCORE 1 2 3 4 5

Self Confidence

SCORE 1 2 3 4 5

I confirm that the above comments accurately reflect the achievements of the participant.

Date:

Mentor Name: Mentor Signature:

.....

Participant Signature:

.....

MOVING ON PERSONAL SKILLS RECORD

PARTICIPANT

TEAM ACTIVITY 4 - Promo & Stationery Craft

TASKS

The Teams designed and created various items for the Cabaret Night, including Menu Folders, Place Names, Programme and Table and Room Decorations. As a team, after learning some book and paper craft techniques, they had to agree wording and style for their items. They then worked individually to come up with and plan designs, which the team then voted on. They then worked individually and in pairs to create the items. The teams designed & created various items to support the Cabaret night

The participant achieved:

Working as a Team

SCORE 1 2 3 4 5

Decision Making

SCORE 1 2 3 4 5

Planning

SCORE 1 2 3 4 5

Creativity

SCORE 1 2 3 4 5

Communication

SCORE 1 2 3 4 5

Self Confidence

SCORE 1 2 3 4 5

I confirm that the above comments accurately reflect the achievements of the participant.

Date:

Mentor Name: Mentor Signature

Participant Signature:

MOVING ON PERSONAL SKILLS RECORD

PARTICIPANT

TEAM ACTIVITY 5 - "FILMING" Creating a TV ad

TASKS

The teams created a 1 minute advert to promote their business. As a team they had to:

Create a script, Prepare sets/props/costumes, Agree on roles/performers/voiceover, Film the ad.

The participant achieved:

Working as a Team

SCORE 1 2 3 4 5
Decision Making

SCORE 1 2 3 4 5
Planning

SCORE 1 2 3 4 5
Creativity

SCORE 1 2 3 4 5
Communication

SCORE 1 2 3 4 5
Self Confidence

SCORE 1 2 3 4 5

I confirm that the above comments accurately reflect the achievements of the participant.

Date:

Mentor Name: Mentor Signature:

Participant Signature:

MOVING ON PERSONAL SKILLS RECORD

PARTICIPANT

GROUP ACTIVITY 6 - Music and Cabaret Night

TASKS

The participant achieved:

Working as a Team

SCORE 1 2 3 4 5
Decision Making

SCORE 1 2 3 4 5
Planning

SCORE 1 2 3 4 5
Creativity

SCORE 1 2 3 4 5
Communication

SCORE 1 2 3 4 5
Self Confidence

SCORE 1 2 3 4 5

I confirm that the above comments accurately reflect the achievements of the participant.

Date:

Mentor Name: Mentor Signature:

Participant Signature:

MOVING ON PERSONAL SKILLS RECORD

PARTICIPANT

INDIVIDUAL ACTIVITY

In addition to the tasks tackled as a team member, the following was observed -

TASK -

The participant achieved:
Working as a Team

SCORE 1 2 3 4 5
Decision Making

SCORE 1 2 3 4 5
Planning

SCORE 1 2 3 4 5
Creativity

SCORE 1 2 3 4 5
Communication

SCORE 1 2 3 4 5
Self Confidence

SCORE 1 2 3 4 5

I confirm that the above comments accurately reflect the achievements of the participant.

Date:

Mentor Name: Mentor Signature:

Participant Signature:

MOVING ON - TIME TABLE

Wednesday 24th August

12.00 - 13.00	ARRIVE and LUNCH
13.00 to 14.15	HOUSEKEEPING and rules of CAMP. Three teams agreed. Followed by: ICE BREAKER GAMES
14.15 to 15.15	GROUP ACTIVITY 1 - BRIEFINGS (Whole group) The whole group briefed on what they will be doing and achieving by Friday evening. Then each team will have a meeting with their Mentor - Mike with The Crafts (team 3), Liz with the Chefs (team 2) and Dave with the Party Planning (team 1) . These three teams represent essential practical skills needed to hold the Cabaret night and most of the activities produce material to support this. Each mentor will brief their team on the activity sessions that will provide evidence for their "Personal Skills" and explain how their record books will be completed. At this meeting, the teams will be asked to come up with two names: <ol style="list-style-type: none">1) A name for the whole enterprise (the 3 businesses combined)2) A company name for their own business
15.15 to 15.30	Break
15.30 to 17.00	GROUP ACTIVITY 2 - Logos (Whole Group) The whole group will feed back the names they have agreed upon. For the whole enterprise name, we will then organise a vote to determine an overall winner. Then in teams, each member will design two logos - their own company and the winning whole enterprise name. The team will vote on which of their own logos to use but all the designs for the whole enterprise will be displayed and voted on.

17.00 to 18.00 CHILL OUT TIME

18.00 to 19.00 FISH and CHIPS

19.00 to 20.00 Evening games

Thursday 25th August

PERSONAL SKILLS During the day, each member of the team will be observed by the mentors and their work recorded in their personal record book. The book will record how they got on: Working as a team member, Decision making, Planning, Creativity, Communication and Self Confidence

8.00 - 9.00 Breakfast

9.30 - 10.00 Games with Jo (Whole Group)

10.00 - 12.30 **ACTIVITY 3** "3D Design & Decor" Mike
The teams to design and create various items to support the BBQ or Cabaret night

Team 1 Party Planners task — Design & make lanterns for BBQ

ACTIVITY 4 "Promo & Stationery Paper Craft" Liz

The teams to design and create various items to support the Cabaret night

Team 2 The Chefs task - Design & print menu folders for Cabaret

ACTIVITY 5 "Filming" Dave

The teams to create a 1 minute advert to promote their business. As a team they have to: Create a script, Prepare sets/props/costumes, Agree roles, performers, voiceover, Film the ad.

Team 3 Crafts Team task - Filming backdrops being painted for cabaret -

(will form their advert content)

12.30 - 13.30 *LUNCH*

13.30 - 16.00 **ACTIVITY 3 "3D Design & Décor"** Mike

Team 2 The Chefs task - Create & Paint Cup Cake stands

ACTIVITY 4 "Promo & Stationery Paper Craft" Liz

Team 3 Crafts task - Design & print name places & table decs for Cabaret

ACTIVITY 5 "Filming" Dave

Team 1 Party Planners task - filming "spoof" military getting planning right (will form their planning about advert content)

16.00 - 18.00 **Games with Jo** and CHILL OUT TIME

18.00 *BBQ, Bonfire and Singalong with musicians Joe & Adam*

Friday 26th August

PERSONAL SKILLS During the day, each member of the team will be observed by the mentors and their work recorded in their personal record book. The book will record how they got on: Working as a team member, Decision making, Planning, Creativity, Communication and Self Confidence

8.00 - 9.00 *Breakfast*

9.30 - 10.00 **Games with Jo**

10.00 - 12.30 **ACTIVITY 3 "3D Design & Décor"** Mike

Team 3 Crafts task - Design & make party hats for Cabaret.

ACTIVITY 4 "Promo & Stationery Paper Craft" Liz

Team 1 Party Planners task - Design & make cabaret programme & room decorations

ACTIVITY 5 "Filming" Dave
Team 2 The Chefs task - Filming Cupcakes being cooked (will form their advert content)

12.30 - 13.30 **LUNCH**

13.30 - 16.00 **GROUP ACTIVITY 6 "Music"** Musician & Jo
Group task - Personal Skills as before.

Whole group **CABARET NIGHT PREPARATION**

Mike, Liz and Dave - complete record books, editing, printing etc

16.00 - 18.00 **CHILL OUT TIME** - dress up for Cabaret, prepare tables

18.00 *Dinner, Cabaret and Disco*

Saturday 27th August
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8.00 - 9.00 *Breakfast*

9.00 to 10.30 Pack up, set up displays.

10.30 - 11.00 **Games with Jo**

11.00 - 12.00 **PARENTS/CARERS ARRIVE**