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| **Goals And Target Set** | **Date Set** | **Target Date For Completion** | **Success Criteria** | **Week 1**  **07 - 14/02/2012** | **Week 2**  **14 - 21/02/2012** | **Week 3**  **21 - 28/02/2012** | **Week 4**  **28 - 07/02/2012** | **Week 5**  **07 - 14/03/2012** | **Review (Test) For: 28/03/2012** |
| Develop Skills on editing software like (Photoshop) until I can create good quality images. 1 Skills a week  - Selection Tool  - Custom Paints  - Gradient Tool  - Image Mode  - 3D Imagery  - Create Image (Test)/ Review Analysis | 07/02/2012  07/02/2012  14/02/2012  21/02/2012  28/03/2012  07/03/2012  14/03/2012 | 28/03/2012  14/02/2012  21/02/2012  28/02/2012  07/03/2012  14/03/2012  21/03/2012 | After training I would like to be able to create great/professional images using professional software like Photoshop, CorelDraw etc. I would also like to use 3D in my imagery and as an extra use animation to create (GIF) imagery. | The Selection Tool-During this week I watched a tutorial (video) on how to use the tool above. I watched a video tutorial as I am a Kinesthetic learner. I then practice using the skill on Photoshop by putting different parts of images together. | Using different Paints-In this week I needed to be confident using custom paint splats which would hinder making ‘good quality images (My goal)’ To do this I watched another video tutorial on it and practice adding and using custom paints. To then test my knowledge on this skill I created an image using custom paint splats and the ‘selection tool’ which I learnt last week. | Using the gradient tool – I needed to be confident when using this tool because to make images look good/professional the gradient tool is very helpful. This is because now certain parts of the image now do not have to be as bright as others. I can then use this to my advantage and make my image look better/more professional. | Image Mode – By using all the previous tools on different images I released that by changing the image mode it can look a lot more professional. To learn this skill I again watched a video tutorial as this is the best way I learn. I then test using image mode on different images until I knew the full effect of this tool. | 3D Imagery – The last skill I needed to learn was 3D imagery. If I was going to create good images, having 3D imagery involved will create a great effect. To learn this skill I again used a video tutorial however, learning 3D imagery took a few videos to learn as it’s a hard skill. | To finally test my knowledge on the skills I have learnt I decided to create an image ‘space’ as this would allow me to use all the skills I have learnt and also 3D imagery would become very useful here. When I completed the image it looked extremely realistic, I was very happy with the image and showed that the skilled learnt were very useful. |
| Improve presentational skills  - Improve presentational skills’  - Using presentations to teach –  - How to create a good presentation - | 28/03/2012 | I Have given myself 6 weeks to complete this skill. This will give me more than enough time to improve my presentational skills. So I would to of finished this by 11/04/13 | Be able to present a good presentation to all types of age. Also be able to present different types of presentations for example, a business presentation or an advertising presentation etc. | During the first week I decided to learn some of the techniques used in a good presen -tation. Watched videos on public speeches and power point presentations on different subjects. I noted down the skills used and used a ‘mind map’ to remember them. | The second week I continued to watch videos of public speeches and power points and noted each skill on a ‘mind map’. To finalize I noted how to express each skill for example to be confident you need to be prepared etc. | Week 3 I started to create my own power point presentations and kept going through each slide knowing what to say. I also researched what makes a good PowerPoint and noted down the key features. I also noted the best way people learn from PowerPoint’s and then added the feature to my PowerPoint. | In this week I needed to learn how I could teach best from a PowerPoint presentation. To do this I watched a video of a lesson/assembly taking place at Universities and colleges. I also watched videos of business meetings taking place; this showed me what a formal presentation was like and the skills used. | To finalize the skills I learnt I created the final PowerPoint that I would present to a group of friends. I fitted in all the skills learnt to make the PowerPoint: enjoyable, informative and not boring! I also practice speaking and run through the presentation several times to make sure I was prepared for the test. I also created a feedback sheet for the applicants to fill out. | After everyone was seated I turned on the projector with the starting slide on screen. When the presentation was finished I gave out a feedback to get an idea of how good my presentations where. After observing the feedback I found out that the PowerPoint was very informative and enjoyable and many people noticed my confidence! This was great feedback and showed my skills have vastly improved. |
| Improve team work skills  -Be able to work together with others, completing tasks set efficiently.  - Be able to lead groups of people to completion of task set.  - How to work well as a team. | 11/04/13 | To Improve my team work and leadership skills I have given my self another 6 weeks as this will ensure the skills learnt will be learnt in the best way possible date set for: 23/05/13 | Be able to work with different groups of people in different environments for a verity of different tasks efficiently and well. Also be able to lead small groups of people so we are able to complete any task efficiently. | To start of I stated watching some videos on what makes a good team. I learnt that there were some skills and characteristics that were needed to make a team work well together. I started noting the skills that good teams had and started looking at each of the skills and what they meant. | During the second week I started to look at meetings, this is because in all meetings you are working as a team to solve the problems that have occurred. I found that in meetings it usually someone mind mapping or taking in ideas from ‘EVERYONE’ and showed everyone was getting involved. | During week 3 I started looking at leading a team. I found that this linked well with the last skill learnt and showed that your presentation had to be good and confident over wise the team would follow. I again started noting down the skills and qualities a good leader had and started researching how they brief a team for a task. | I found in week 4 that the best way to brief a team is through ‘SMEAC’ the stands for – Situation, Mission, Execution, Any Questions and Check Understanding. This means that the whole team are able to get the information needed to complete the task set efficiently. It also means everyone has a good understanding. | In the final week I made sure I had a good understanding of all the skills needed for an efficient team and a good leader. I then looked at some examples of tasks that are likely to appear in life. I also found out that ‘It is not the completion of the task that matters it is the team’. | To finally test my skills I got a group of friends and copied 6 tasks that needed to be completed. We then rotated leaders and then at the end we completed a sheet that asked: Who was the best leader? What they did well? Etc. I found at the end I was the 2nd best leader out of the 6 But showed that the skills learnt have helped me a lot leading a team. |