|  |  |
| --- | --- |
| Activity | Using your personal expertise |

This activity relates to pages 66-67 in *Skills for Success.*

|  |  |
| --- | --- |
| **a. Identify your area of expertise** | |
| Select *one* task you can complete well (with ease, without supervision, etc.). It could be from your ‘top forty’ activity (see p.58). It could be making a cake, dancing, playing pool, swimming, painting a picture, fixing a computer, etc. Consider this as your area of expertise for this activity. | |
| **Area of personal expertise:** |  |

|  |  |  |
| --- | --- | --- |
| **b. Break it down** | | |
| * Make a list of the key components and/or processes involved in that task (as in the examples of Victor, Roger and Luzia on pages 63-65. * List the skills and qualities involved in completing typical activities in your area of expertise. | | |
| **Components (parts or features - see Victor), pp. 63-64.** | **Processes (the way things are done - see Roger), p. 64.** | **Skills used in this area of expertise (see Luzia), p. 65.** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **c. Detail the new task/situation/problem** | | |
| **New task/situation/problem** |  | |
| **Components (parts or features)** | **Processes (how things are done)** | **Skills needed for this task** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| d. Draw out the similarities | | |
| Use the table to draw out significant points of comparison (such as component parts, processes, skills etc.) between your area of expertise and the new task you want to address. | | |
|  | This aspect of the new task, problem or situation is like… | **… this aspect of my area of expertise** |
|  | e.g. Using academic conventions for study is like… | …understanding the off-side rule for football (much easier once you know it!) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Highlight the points of comparison that you think will be most helpful. In your journal or personal blog, identify any actions that arise as a result of your insights into how to manage the new task or situation. | | |

|  |  |  |
| --- | --- | --- |
| **e. Consider any significant differences** | | |
| Be aware of any significant differences between the new task or situation and your area of expertise. Consider the implications of these (if any). | | |
|  | This aspect of the new task, problem or situation is significantly different … | **… from my area of expertise, so…** |
|  | e.g. There are usually lifeguards present to watch over our safety when swimming | I will need to work out the health and safety implications for myself for the event |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| The implications of these differences are: | | |