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| Activity  |  Using your personal expertise |

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

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| **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:**  |   |

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| **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.** |
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| **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**  |
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| 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!) |
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| 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. |

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| **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 |
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| The implications of these differences are: |