

St. Charles College of Education



Life Skill Education Elective B.Ed Sem IV



Unit 3

Cognitive and Professional Skills



Cognitive skills: These are the core skills that human brain uses to think, read, learn, remember, reason, and pay attention. They take incoming information and move it into the bank of knowledge. Cognitive skills are brain based skills we need to carry out any task from the simplest to the most complex.

Cognitive skills are many. In this we learn: **Self Awareness, Critical thinking, Creative thinking, Decision Making, And problem solving** are dealt with.

Self awareness: It involves out perception of different aspects of the self including traits, behaviors and feelings.



Two states of self awareness: Public self awareness
Being aware of how we appear to others

Private awareness: Being able to reflect on one's own
internal state.

Importance of self awareness: People who are aware of how
people see them are more likely to be empathetic to people
with different perspectives.



Benefits of Self Awareness:

It gives us the power to influence outcomes

It helps us to become better decision makers

It allows us to understand things from multiple perspectives

It helps us free from assumptions and biases

It helps us to build better relationships

It gives us greater ability to regulate our emotions

It decreases stress

It makes us happier.



How to become more self aware person:

- Ask the what questions
- Strengthen the brain
- Ask others what their perception of us.

3.1.2 Critical thinking: Critical thinking is process of analyzing a topic or a problem deeply based on relevant information.

Steps to follow when thinking critically to solve problem:

Identify a issue or a problem

Understand the reason behind the problem

Research and collect the data or information on the issue

Research and collect the data or information on the issue

Sort and organize finding and data

Develop and implement the solutions

Analyze the success and failure of different solutions

Identify ways to refine the solutions.

Why is critical Thinking Important: Critical thinking guides good decision making in the workplace allowing one to recognize barriers to success and finding solutions to potential issues.



Six steps to every problem we face to practice critical thinking:

Find the exact cause

Collect data , suggestions and arguments

Be critical about data

Confirm significance

Conclude

Present or communicate



Types of critical thinking skills:

- ❖ Problem solving
- ❖ Open-mindedness
- ❖ Creativity- Conceptuality
- ❖ Flexibility
- ❖ Curiosity
- ❖ Imagination
- ❖ Inferring
- ❖ Drawing connections
- ❖ Predicting
- ❖ Visions



Tips for improving Critical thinking skills: Broaden the technical or industry specific skills to become better at identifying the problems.

Volunteer to solve problems in current job.

Look for advice from experts

Play games in groups or alone that require analysis or inference

Critical thinking in education: Critical thinking is a term used by educators to describe forms of learning, thought and analysis that go beyond the memorization and recall of information and facts.



Creative thinking: This can involve:

A new approach to a problem

A resolution to a conflict between employees

A new result from a data set

A previously untried approach to earn revenue.

A new productivity or product feature.

What is creative thinking: Creative thinking means thinking outside the box.

Anything that involves AHA moment is creative.

Artistic creativity: For this no need to be an artist. Perhaps we arrange retail displays for max impact.



Creative problem solving: Creative problem solving stands out as an innovative. Creative problem solver finds new solutions rather than simply identifying and implementing the norm.

Creativity in STEM: The field of science, technology, engineering and math are highly creative. Designing a more efficient assembly line robot and writing an innovative computer program are highly creative acts.

Types of creative thinking:

Analysis: Before thinking creatively about something we have understand it.

Open mindedness: Set aside biases and presumptions and open to receive new ideas.

Problem solving: When faced with problem consider ways that we can solve before asking for help.

Organization: organizing is an essential part of creativity

Communication: People only will appreciate if we communicate our creative idea effectively.

Enhancing creativity in the classroom

Choose a flexible classroom layout

Follow a classroom theme

Create a classroom library.

Visualize ideas and goals

Display inspirational quotes

Create opportunities for reflection

Enliven your virtual classroom



Take your teaching outside

Introduce multi media learning materials

Have student practice creative journaling

Support hands on learning

Incorporate humor into classroom

Celebrate class wins with ceremonies.

Team building exercises

Incorporate humor into classroom

Explore different cultures

Motivate students with rewards and recognition

Encourage more color



3.1.4. Decision making: It shows the ability to select the best possible option from alternatives available.

Steps involved in decision making process:

Identifying the main points

Gathering relevant information

Follow the students devise solutions to the problem

Analyze the possible solutions and arrive at best one

Decide finally

Evaluate



Three important criteria for making a good decision:

- Values
- Common sense
- Experience

3.1.5.Problem solving: It is the process of achieving a goal by overcoming obstacles, a frequent part of most activities.

Role of teacher in development of Problem solving skills:

- ☐ Model a useful problem solving method.
- ☐ Teach within a specific context
- ☐ Take enough time
- ☐ Ask question and make suggestions
- ☐ Link errors to misconceptions
- ☐ Communicate
- ☐ Encourage independence
- ☐ Be sensitive

3.2. Career skills: Career skills are the sum of your professional knowledge, skills and experience.

Skills needed to become a teacher

Communication Advocating for others Building communities

Building relationships Leading Listening

Communicating with parents and the community

Collaborating with students, colleagues and administrator.

Forging and maintaining interpersonal relationships

Knowing and adapting to an Leading audience

Networking Setting boundaries

Speaking with clarity and avoiding jargon

Writing reports, instructions and correspondence.



More skills that a teacher should have are:

Critical thinking, Organizational skills, Creativity and Patience

3.3 Resume skills: A resume is a formal document that a job applicant creates to itemize their qualifications for a position.

What should you not put on a resume?

Marital status, current salary, political beliefs or any other personal details.

Interview skills: Interviewing skills are your ability to interact with the employer or interviewer and show them why you are most fit candidate for the Verbal communication is the most important skill for an interview. Examples of interview skills: Interview questions preparation for the job.



Verbal communication is the most important skill for an interview. Examples of interview skills

Interview questions preparation

Verbal communication

Non verbal communication

Time management

Confidence

Active listening

Positive attitude

Honesty



What are the five top interview techniques:

Make a good first impression

Dress appropriately

Improve your interview skills

Use the STAR technique to answer the questions


Express gratitude after the interview.

3.5 Group discussion skills: Group discussion is a method used by an organization to measure whether the candidate had convinced individuality traits and skills that desires in its team mates.

What are the aspects that support a group discussion

Cooperation
Verbal communication
Non verbal behavior
Verification to norms
Decision-making aptitude

Skills required for a group discussion:

- Knowledge
 - Interpersonal skills
 - Proactive
 - Leadership
 - Time management
 - Logical ability
 - Communication skills
 - Group dynamics.
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3.6: Exploring career opportunities: Career exploration is simply learning about various occupations and their fit with your unique career preferences.

How to explore your career choices:

- ☐ Start with yourself
- ☐ Research viable careers
- ☐ Speak to others in the field
- ☐ Get involved in the workplace
- ☐ Revisit your choice

3.7: Team skills: Team work is the most sought after skills in the work place



Presentation skills:

- Understanding the audience
- Tell the story of you
- Create a call to action
- Use story telling to make your resume come to life.
- Rehearse your interview
- Watch your body language
- Control your voice

3.7.2: Trust and collaboration: Four trust collaboration principles:

1. Empathy must be visual in individual interactions:

For collaboration to work well, all involved need to demonstrate empathy in the way we listen, talk and act.



Principle 2: The group mission must be paramount above the individual objectives: Self interest should never exist. Common good should be the prime goal.

Principle 3: Interdependence will deliver the best results:

A team dependent on another's strength can produce a strong bond of interconnectedness

Principle 4. Progress is linear and not circular. For collaboration to work, plans need to be built to take progress forward.



3.7.3: Learning as a team skill:

- ☐ Focus on the person speaking
- ☐ Pay attention to both verbal and nonverbal communication
- ☐ Ask for clarification
- ☐ repeat what was said in your own words to ensure that you understood

3.7.4: Brain storming: Brain storming is a methods design teams use to generate ideas to solve clearly defined design problems.

How to use brains storming best:

Set a time limit

Begin with a target problem, brief

Refrain from judgment and criticism



Encourage weird and wacky ideas

Builds on others ideas

Aim for quantity

Stay visual

Allow one conversation at a time

3.7.5 Social and cultural etiquettes: Cultural etiquette is what you call the codes of behavior that rule different cultures. What is acceptable and what is not in a society.

- Tipping etiquette
- Cell Phone etiquette
- Different greeting around the world
- Eating etiquette and table manners around the world
- Culture is a two way street and is as much about you as about the society you are entering.

3.7.6 International Communication: Global or international communication is the development and sharing of information, through verbal and non verbal messages, in international settings and contexts.

Masters in global and international communication programs: Masters degree programs in global communication introduce students to the foundational principles and theories behind international communication, as well as how cultural differences impact the creation and dissemination of global messaging across mass media. Below are the examples of potential career paths available to graduates with a masters degree in global or international communication.

Job Opportunities:

Professor

Communication director

Marketing specialist

Non profit public reaction specialist

Journalist.