

Behavioural Skills Learning Plan: Agar On-line Training

For completion during the Level 3 Apprenticeship:

Level 3 Topics	By the end of this course you will be able to:
Learning Styles	Identify your own learning style and describe at least 3 strategies to make best use of your natural learning style
Introduction to Ethics	List the five fundamental principles of the AAT code of Professional Ethics and give at least one example of how to meet each of the them
Introduction to Time Management	Recognise your strengths in time management and the areas on which you need to work. Use tools and techniques to prioritise and organise your workload effectively.
Embracing Change	Give reasons, both internal and external, for why there may need to be change in the workplace and describe some techniques that you can use to self-manage during times of change. Identify the stages in the change process and recognise some common reactions to change
Continuous Improvement	Identify and use tools that support continuous improvement, analyse the potential impact on people and process of proposed improvements and find ways to continually improve your own working processes and those of the organisation where you work.
Personal & Team Effectiveness	Describe what personal effectiveness means to you and set at least three SMART goals and objectives to support your career development. Identify what your pressure points at work are and how to manage them. List at least three characteristics of a good team player and identify where you need to collaborate with others at work in order to achieve your goals.
Optional unit - Insights Profiling - Introduction	Completion of a detailed Insights questionnaire which provides a comprehensive Insights Profiling Report. It is a requirement of these reports to obtain a commitment to attend a follow up workshop that explains the meaning of the profile generated.
<p>Students will complete an on-line questionnaire in advance of this session. At the event they will receive a printed copy of the foundation chapter (the latter will link directly to the remaining 2 on-line learning programmes).</p> <p>Their learning to date will be explored – for example, by discussing an ethical dilemma that, in turn, links into communication preferences within the context of Insights. After the event an electronic copy will be forwarded to the student and their employer.</p>	

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For completion during the Level 4 Apprenticeship:

Level 3 topics	If you enrol with us at Level 4, you will be able to access the Level 3 topics and may want to add them to your Individual Learning Plan, before the Level 4 topics below.
Level 4 Topics	By the end of this course you will be able to:
Personal Branding & Standards	<p>Recognise the benefit of developing your personal brand and describe the steps you might follow to build your personal brand.</p> <p>Explain the importance of authenticity and effectively review your on-line presence.</p> <p>Describe at least two examples of the impact – positive or negative – that a personal brand can have on a business.</p>
Emotional Intelligence	<p>Explain what is meant by Emotional Intelligence and list its core themes and recognise the importance of developing your own EI for the workplace and give examples of skilled EI responses.</p> <p>Identify our own EI strengths and areas to work on, and describe at least two techniques for developing and controlling your emotions and when you might use them.</p>
Corporate Social Responsibility & Ethics	<p>Explain what Corporate Social Responsibility means and its potential impact with businesses and describe examples of each of these principles as enshrined in the code of ethics that you are expected to meet in the profession.</p> <p>Know what to do if you identify potentially unethical practices</p>
Advanced Time Management	<p>List a number of tools and techniques of time management and know which ones might work best for you.</p> <p>Identify where you are not using your time effectively and the impacts it can have on managing your workload.</p> <p>Recognise when others might need help in managing their time and offer hints and tips for how they can achieve this..</p> <p>Distinguish between internal and external influences that can impact on how you manage your time</p>
Lifelong Learning	<p>List at least five activities for formal and informal Lifelong Learning and describe the CPD Cycle.</p> <p>Demonstrate the importance of taking control of your career through developing your own Career Development Plan.</p>
Optional unit - Advanced Insights & Learning Summation	<p>This is a shorter “management” profile for which no workshop attendance is required. It is supplemented by on-line learning materials that explain the content of the profile generated.</p>

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To complete during the Level 3 Apprenticeship

Webinar Title	Type of training	Location of training	Link to the portfolio	Planned Date	Date Completed	Date reflective statement completed
Learning Styles	On-line	Agar Learning Lab				
Introduction to Ethics	On-line	Agar Learning Lab				
Introduction to Time Management	On-line	Agar Learning Lab				
Embracing Change	On-line	Agar Learning Lab				
Continuous Improvement	On-line	Agar Learning Lab				
Personal & Team Effectiveness	On-line	Agar Learning Lab				
Optional unit - Insights Profiling - Introduction	Profiling questionnaire & Workshop	TBA				

Students will complete an on-line questionnaire in advance of this session. At the event they will receive a printed copy of the foundation chapter (the latter will link directly to the remaining 2 on-line learning programmes). Their learning to date will be explored – for example, by discussing an ethical dilemma that, in turn, links into communication preferences within the context of Insights. After the event an electronic copy will be forwarded to the student and their employer.

To complete during the Level 4 Apprenticeship

Webinar Title	Type of training	Location of training	Link to the portfolio	Planned Date	Date Completed	Date reflective statement completed
Learning Styles, if not done before	On-line	Agar Learning Lab				
Personal Branding & Standards	On-line	Agar Learning Lab				
Emotional Intelligence	On-line	Agar Learning Lab				
Corporate Social Responsibility & Ethics	On-line	Agar Learning Lab				
Advanced Time Management	On-line	Agar Learning Lab				
Lifelong Learning	On-line	Agar Learning Lab				
Optional unit - Advanced Insights & Learning Summation	Profiling questionnaire	On-line				