

STUDY SKILLS AND PROFESSIONAL DEVELOPMENT IN THE DIGITAL AGE

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Overview



- ❑ Studying Effectively
- ❑ Time Management
- ❑ Studying Quick Guide
- ❑ Know Your Learning Style
- ❑ Resumes
- ❑ Interviews
- ❑ Extras

Studying

Create a Realistic Study Plan

Establish a Study Regimen

Study Time and Environment

Create a realistic study plan

- Assess your specific situation
 - ▣ How many chapters need to be covered?
 - ▣ How many assignments are there?
 - ▣ How many tests are there?
 - ▣ Any major projects?
- Use a Calendar
 - ▣ Hard Copy or Digital
- Be realistic, goal-oriented and execute your plan

Establish a Study Regimen

- Process, review, rehearse, and apply
 - ▣ Process - break down long reading assignments into smaller units
 - ▣ Review - review and refresh your memory on details you have just learned
 - ▣ Rehearse - rehearsing aloud helps reinforce what you just learned as well as helps you recall information, ideas and concepts
 - ▣ Apply - when possible connect what you have learned and apply it to something you know or an interest

Study Time and Environment

- Varies from student to student and subject to subject
 - ▣ Adjust hours according to your experience and knowledge
 - ▣ Allow more time for new material or subjects
- Study over a period of days and times
 - ▣ Use “free” time effectively
 - ▣ DO NOT cram
- Study in different environments
 - ▣ Multiple environments allows for different connections to the learning and can increase learning
 - ▣ Time Management Tool



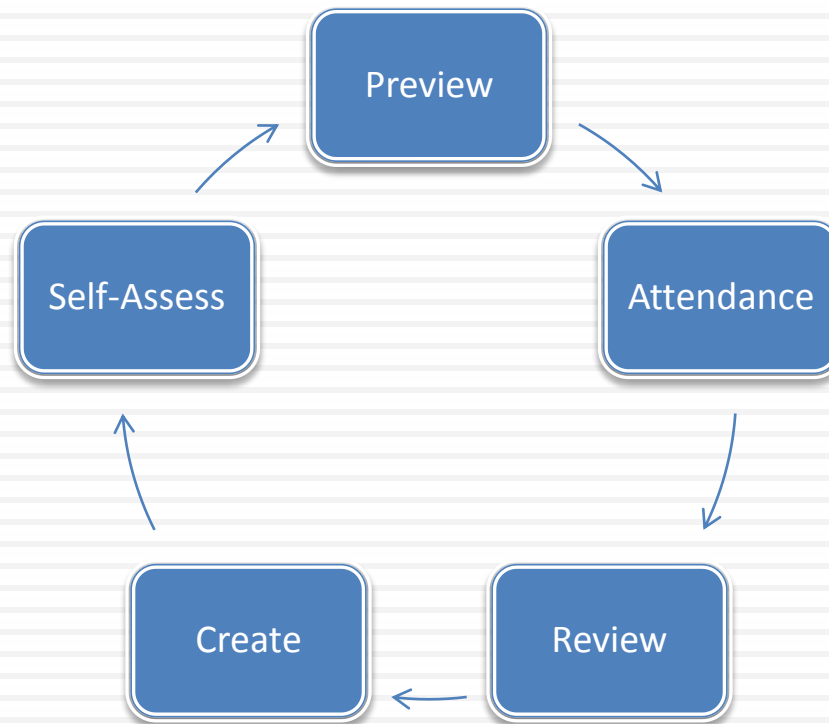
Time Management

Developing time management skills is a journey that takes practice and guidance along the way.

Time Management

- ❑ [My School Calendar](#)
- ❑ [Time Management](#)
- ❑ [Creating a daily schedule](#)
- ❑ [Creating a weekly schedule](#)
- ❑ [Creating a To Do list](#)

Studying Quick Guide



Studying Quick Guide

□ **Preview**

- ▣ Read chapter(s) prior to going to class
- ▣ Look at headings, keywords, diagrams, etc.
- ▣ Write down questions about chapter(s)

□ **Attend Class and Participate**

- ▣ Bring your questions to class
- ▣ Listen to the lecture and take notes
- ▣ Were all questions answered?
 - If not, ask your question or questions!

Studying Quick Guide

□ Review

- ▣ Fill in the gaps
- ▣ Correct any misunderstandings from any questions you had during your readings
- ▣ Put main ideas into your own words from readings, lectures and notes

□ Create

- ▣ Organize your information from lecture and readings into different formats
 - Outlines, charts, diagrams, timelines, flashcards, etc
- ▣ Show relationships between ideas or concepts
 - Similarities, differences, comparisons, hierarchies, etc

Studying Quick Guide

□ Self Assess

- ▣ Create possible test questions
- ▣ Find practice problems if applicable
- ▣ Make connections to real world situations
- ▣ Trade and discuss your questions, ideas, and connections with a partner or group



Know Your Learning Style

Auditory, Visual, Tactile, Kinesthetic, Global, Analytical

Auditory Learners

- Learners exercise keen listening skills and processes new information by hearing and speaking
 - ▣ Giving oral reports
 - ▣ Interviewing others
 - ▣ Reading aloud – Audacity, GarageBand
 - ▣ Listening – Podcasts, [iTunesU](#)

Visual Learners

- ❑ Learners use images, pictures, colors, and maps to organize, process & learn information and also to communicate with others
 - ▣ Computer Graphics
 - ▣ Maps, Graphs, Charts – [Google Maps](https://www.google.com/maps/) or Google Earth
 - ▣ Graphic Organizers – [Bubbl.us](https://bubbl.us/)
 - ▣ Cartoons or Comics – [ToonDoo.com](https://toondoo.com/)
 - ▣ Posters – [Glogster.com](https://glogster.com/)

Tactile Learners

- Learners with this strength learn best by touching. They understand directions that they write and will learn best through manipulatives.
 - ▣ Drawing – [ArtPad](#), [Imagination Cubed](#)
 - ▣ Playing Board Games
 - ▣ Making Models

Kinesthetic Learners

- Learn best in hands-on learning settings in which they can physically manipulate something in order to learn about it
 - ▣ Playing games that involve whole body – Wii
 - ▣ Movement activities
 - ▣ Making Models – [Google Sketchup](#)

Global Learners

- Learners are spontaneous and intuitive. They do not like to be bored. Information needs to be presented in an interesting manner using attractive materials
 - ▣ Recorded books – Kindle, iPad, [Myna](#)
 - ▣ Story telling – PhotoStory 3, [Mixbook.com](#)
 - ▣ Group activities – Personal Learning Networks

Analytical Learners

- Learners plan and organize their work. They focus on details and are logical. They are phonetic readers and prefer to work individually
 - ▣ Information is presented in sequential steps
 - ▣ Structured learning
 - ▣ Requirements are spelled out

Learning Styles

- Know your learning style or learning styles
 - ▣ Experiment with all of them
 - ▣ Pick your favorite learning style or styles
 - ▣ Gear your studying and learning to that style
 - ▣ Make learning relevant and most importantly...

Make it fun!

Resumes

In an internet-connected world, the online resume has taken hold. But regardless as to whether your resume is on paper or on the Web, the impression you make with your resume is a vital one.

Resumes

□ Important Items

▣ Contact Information

- Name, Phone Number, Email Address, Physical Address

▣ Qualifications

- Familiarize yourself with the qualifications they want
- Provide a short paragraph of how you meet those qualifications; on resume if not already on cover letter
 - Education, Experience, Skills, etc

Resumes

□ Important Items

▣ Experience

- Only list past work that specifically gave you experience for the position you are applying for
- List accomplishments for those past jobs

▣ Education

- List any and all educational experiences
- List any organizations you were involved with

Resumes

- ❑ **Microsoft Office**

- ❑ Resume Templates and Wizards

- ❑ **Online Resume Creators**

- ❑ [VisualCV](#)

- ❑ [JobSpice](#)

- ❑ [Emurse](#)

- ❑ [HowToWriteAResume.net](#)

- ❑ [Resumizer](#)

Interviews

The interview presents an ideal situation to make the first impression on the employer that convinces them that you are the most suitable candidate for the job.

Interviews

- It is your responsibility to conduct in-depth research into the company your are applying for
 - ▣ Visit the company's official website
 - Policies, services, and hiring practices
 - ▣ Know about the interview process
 - Are you required to bring in a portfolio
 - Individual interview or committee

Before the Interview

- ❑ Be on time
- ❑ Know where the interview will be held
- ❑ Dress properly
- ❑ Bring all required items
- ❑ BE ON TIME!

During the Interview

- First 20 seconds
 - ▣ Professionalism, morals, and intelligence may be prejudged
- Main Focus
 - ▣ Interviewer focuses on dress
 - ▣ Eye contact
 - ▣ Body language and even hand shake

During the Interview

- What can you do?

- ▣ Show Interest

- Be on time, dress appropriately, and bring required items

- ▣ Body Language

- Good eye contact, stand tall, walk with confidence, smile.

- ▣ Speech

- User proper grammar, communicate positively, ask questions

Interviews

□ Quick Tips

- ▣ Be polite and pleasant
- ▣ Be professional
- ▣ Be enthusiastic
- ▣ Listen carefully
- ▣ Be specific and concise
- ▣ Never misrepresent your skills, qualifications or experience; tell the truth!
- ▣ [Ten Tough Interview Questions and Ten Great Answers](#)



Extras

Living in a interconnected digital world.

Extra

- Google
 - Google Docs
 - Google Calendar
 - Google Sites
 - Google Notebook
 - Google Talk
 - Google Video
 - Google Maps

Questions? ...Make Contact...

- ❑ EduBlog – www.paulalexbrisenno.com/itc
- ❑ Twitter – www.twitter.com/paulalexbrisenno
- ❑ Plurk – www.plurk.com/paulalexbrisenno
- ❑ Friendfeed - <http://friendfeed.com/paulalexbrisenno>
- ❑ Facebook - <http://www.facebook.com/pabriseno>
- ❑ This PPT: