

**Tracking sheet –** Interpersonal and Self-management Skills

The aim of this unit is for learners to develop an understanding of interpersonal and self-management skills and be able to recognise these skills in themselves and others. Learners will consider the body language used by themselves and others, time management skills and passive, assertive and aggressive behaviour and how to recognise and manage stress

These are important employability skills and learners who are able to acknowledge and demonstrate these skills are in a more favourable position when it comes to interviews and on the job performance.

**Level 2**

**Learner name**  **Centre name**

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Be able to recognise a range of interpersonal skills
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| * 1. Explain what is meant by the term non-verbal communication
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| 1.2. Explain why listening skills are important |  |  |
| 1.3 Describe examples of aggressive, assertive and passive behaviour |  |  |
| 1. Understand the importance of self-management
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| 2.1 Explain why time management is important |  |  |
| 2.2 Describe a situation when own time has been managed effectively |  |  |
| 2.3 Describe signs of stress |  |  |
| 2.4 Describe stress management techniques that could be used by self and others |  |  |
| 1. Be able to demonstrate appropriate interpersonal skills
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| 3.1 Use appropriate body language when responding to others in different situations |  |  |
| 3.2 Communicate appropriately with others in different situations |  |  |
| 1. Be able to review own interpersonal and self-management skills
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| 4.1 Describe own strengths in relation to interpersonal or self-management skills |  |  |
| 4.2 Describe how to improve own interpersonal and self- management skills |  |  |
| **Assessor feedback** |
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| **Declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: |
| Learner Name Assessor Name Learner Signature Assessor SignatureDate Date  |