

**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.

**SCQF Level 3**

**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 | | |
| * 1. Give an example of positive body language |  |  |
| 1.2 Give an example of negative body language |  |  |
| 1. Understand the importance of self-management | | |
| 2.1 Identify why time management is important |  |  |
| 2.2 Select ways to manage time |  |  |
| 2.3 Identify signs of stress |  |  |
| 2.4 Give examples of how to manage stress appropriately |  |  |
| 1. Be able to demonstrate appropriate interpersonal skills | | |
| 3.1 Use appropriate body language for a specific situation |  |  |
| 3.2 Allow others to express their views/responses without interrupting |  |  |
| 1. Be able to review own interpersonal and self-management skills | | |
| 4.1 Give examples of how to improve own interpersonal or self- management skills |  |  |
| **Assessor feedback** | | |
|  | | |
| **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 Signature  Date Date | | |