

Exam Number:	Submission 1
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At the beginning of the Edinburgh Award, you chose three skills that you particularly wanted to strengthen. During the Award you’ve also looked at how you can increase the impact you have on others.

Please provide a written account that shows you have been purposeful and reflective in working on your skills and impact.

Your submission will be reviewed by students across the Award who are not involved in the same activity as you so please ensure your reflections can be understood by anyone.

If needed, further guidance, example submissions and the criteria on which submissions are judged are available at: <http://www.ed.ac.uk/edinburgh-award/peer-assessment>

Note: *As part of the Edinburgh Award, your submissions will be reviewed by other students and staff, and may be used elsewhere (in part or in whole) – your name will never be attached and only the content you enter will be used.*

Instructions

There are four boxes below, one for each of the three skills you wanted to strengthen and one for impact you have had. In each box write about 200 words describing **what progress you have made** (if any), **what steps** you have taken to try to improve this skill and **what you have learned** from your experiences.

Don’t worry if you haven’t made as much progress as you would have liked; your description can include what has limited your progress and if there are different approaches you would take in the future. For example, you may have found that you initially overestimated your ability in one of the skills – that’s OK.

Write so that your text makes sense to someone who has had no connection with your activity.

Skill One:	Leadership
I feel I have had the opportunity to lead the committee on lots of different projects, each with their own deadlines, budgets and aims. I have learned that a good leader must be able to motivate the team and encourage them to work towards a common goal. Without this, it is very difficult to achieve success if not all members are fully behind the project. I discovered how important it is to realise each team is unique and it is very important to understand the dynamics of the team you are leading as this will help you do a better job. In addition, I think it is vital that you are able to reflect and evaluate your own leadership each time as this will help you continue to improve. One thing I found particularly challenging was that in my society, a lot of the committee members were my friends. It was hard finding the right balance between casual and professional in order to get things done. I attended a workshop of being a project manager and I feel I actively volunteered myself in leadership positions outwith my society.	

Skill Two:	Confidence and Assertiveness
<p>I feel I am a lot more self confident and confident speaking up in a group of people. After attending the Assertiveness workshop, I learned a lot about different types of behaviour and how it affects your relationships in a team. I really enjoyed it as it was a chance to chat to other committee members from different societies on the struggles they were facing and what they did to improve. I learned that verbal and body language are equally important. It was very useful when I had to confront a committee member about sticking to a very important deadline. It is important to come across confident but not aggressive as this will do nothing for your working relationship with the other person. I believe it is just a skill that requires lots of practice, as each situation is very different.</p>	

Skill Three:	Verbal Communication and Presentation
<p>I feel I have come a long way since school when I hated giving presentations in class or speaking in front of a group of people. Being an office bearer has thrown me head first into public speaking and I now don't dread it like I used to. I am aware that to be a good speaker you must be able to speak with conviction and confidence, but your situation that day can have an influence on how you feel. Therefore it is very important to be able to put aside all irrational thoughts, and be thoroughly prepared so you do not feel nervous. I had a job interview and I learned that it is important to think of the situation from the interviewers point of view. This meant I paid close attention to maintaining eye contact, speaking clearly, smiling and just being friendly. I attended the Public Speaking Workshop and I found it very insightful. The speaker highlighted that everyone feels nervous but it is important to have fun while you speak, and engage with your audience.</p>	

Impact on others
<p>I would love to think that I had an impact on the members of my society. When we run our events, we really are wanting to ensure that all people attending have a great time and come away with a more positive view of our course and society. Our membership numbers have more than doubled in the past year and we have seen more students and staff get involved which is amazing. We really do try and bring together all the students doing our degree so when we see students of all year groups mixing and getting advice from each other is great. I think it would have also had an impact on the committee I help lead. As AGM season approaches, it is very exciting to plan the details of handing the committee over to the next set of student and friends. Many people I know are applying for positions because they genuinely had a great time at our events and want to be part of a team that really tries (and hopefully succeeds) in being inclusive and welcoming.</p>