Study Skills Workshop

1-day course

Aim

To provide a comprehensive introduction to study skills for those embarking on ILM and BIFM qualification programmes.

Objectives

By the end of this course you will be able to:

- **Understand your own style in terms of what motivates you and how you learn and study most effectively**
- **Apply techniques to plan your studying around your other commitments**
- **Recognise the importance of self-reflection**
- **Write effective assignments that meet all the criteria for your studying**

Description

This highly interactive course is suitable for anyone who is undertaking (or considering taking) a formal qualification programme. It’s an exciting time to be in facilities management, especially with the wide choice of qualifications and other learning opportunities now available.

For many people, finding the time and motivation to study can be a challenge, particularly as it may have been some years since any formal studying. Rather than feel overwhelmed by the perceived amount of work, this workshop will show you how to effectively plan your time, schedule in slots, ask for support and set achievable milestones.

Getting to know your own style of learning is critical, and identifying your strengths and preferences in terms of how to study. Skills that will benefit you as a learner include the ability to reflect, evaluate and present information.

Written assignments form a core part of many qualifications, and this workshop will also give you simple techniques for producing many types of written business communications.

Course content

Managing yourself

- Developing as a learner
- Motivation
- Your learning style
- Developing your study skills course
- The importance of feedback - Reflect and review

Managing your time and space

- Preparation
- Planning and prioritising
• Study goals
• Distractions and procrastination
• Practical time management tips

Preparing for your assignments
• Types of assignment
• Understanding the question
• Stages in planning assignments

The craft of writing
• The argument
• The writing
• Punctuation and grammar

Programme

09.00  Registration, tea and coffee

09.30  Welcome & Introductions
       Managing yourself

11.00  Tea and coffee

11.20  Managing your time and space

13.00  Lunch

14.00  Preparing for your assignments

15.20  Tea and coffee

15.40  The craft of writing

16.45  Close and departure

How do I book?

Telephone: 020 7404 4440

Email: info@bifm-training.co.uk

Website: www.bifm-training.com

To book online, copy the above URL into your web browser and scroll down to the registration link below the course description.