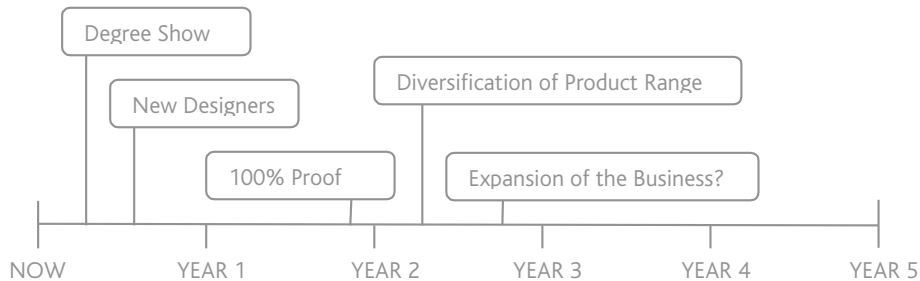


Insight Out Learning: Future History Handout: Plotting The Little/Big Picture



Plotting The Big Picture: Markers, Achievements and Status Raising Markers

How do you want to work and who do you want to work with: approach, market, clients, philosophy of your approach. How you want your business to be perceived?



Plotting The Little Picture: Key Events

Ground work, market research, contacting manufacturers, promotional work, joining professional organisations. Identifying skills that you may need to run, develop and grow a successful business.



Plotting The Little Picture: Key Events

In the early years of set up there may be more initial groundwork required in order to acquire knowledge, perhaps raise funding, making people aware of you business/expertise etc.

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Insight Out Learning: Future History Handout: Quick Guide

PERSONAL SKILLS AND ATTRIBUTES

	Developed	Need to Develop	Evidence or Development Activity
Team Working			
Leadership			
Interpersonal Skills			
Customer Orientation			
Oral / Written Communication			
Presentation Skills			
Cultural Awareness			
Initiative, Self-Motivation			
Self-Awareness / Confidence			
Willing to Learn			
Planning and Self-Regulatory Skills			
Networking Skills			
Problem-Solving / Intellectual Skills			
IT/Computer Literacy			
Flexibility and Adaptability			
Numeracy Skills			
Commitment			
Organisational Skills			

SPECIALIST BUSINESS SKILLS

Business Acumen			
Business Skills / Knowledge			
Understand Economic Market Forces			
Understand Business Terminology			
Aware of Business Support Agencies			
Understanding of Network			
Business Promotion Skills			

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Developed from The Art of Building Windmills – Peter Hawkins 1999; Graduates Work - CRQ 1997 and materials produced by the UCE Careers Service for further information visit <http://www.ssv.uce.ac.uk/>



Insight Out Learning: Future History Handout: Quick Guide Definitions

Personal Skills, Attributes and Business Skill Definitions

Team Working: the ability to work effectively in teams, often more than one team at once; and to be able to re-adjust roles from one project situation to another in an ever-shifting work situation. Supportive, facilitator, organised, co-ordinator, deliverer, imaginative, delegator, open-minded

Leadership: the ability to take control of a situation and to lead by empowering others to follow. Having the vision and innovation to move forward. Dynamic, motivator, team-builder, confidence booster, energetic, capable, outward-looking, accountable, visionary

Interpersonal Skills: the ability to relate to, and feel comfortable with, people at all levels and to be able to make and maintain relationships as circumstances change. Listener, adviser, counsellor, politically aware, initiator, professional, co-operative, constructive, assertive.

Customer Orientation: the ability to establish a confident and flexible relationship with people important to the employer / company. Welcoming, friendly, caring, approachable, constructive, accommodating, tactful, diplomatic, tolerant.

Oral / Written Communication / Presenting Ideas: the ability to communicate, formally and informally, verbally and in the written form, with a wide range of people both internal and external to the organisation. Educator, trainer, communicator, presenter, promoter, influencer, humorous, empathetic, telephone skills

Cultural Awareness: the ability to speak, write, understand more than one language; valuing languages; awareness of other cultures and how they impact upon career decisions and / or work environment: specific language skills, cultural awareness, international experience, written and oral expertise, sensitivity

Initiative, Proactivity, Self-motivation: being a self starter, resilient, tenacious and determined. Resourceful, energetic, drive, flexible, self starter, self reliant, initiative, self-disciplined
Self-awareness/confidence: self confidence, self awareness, self belief, self sufficiency, self direction and self promotion. Purposeful, focused, reflective, perceptive, honest, self-belief, objective, realistic, balanced.

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Willing to Learn: the ability to learn and continue learning throughout life. Motivated, adaptable, enthusiastic, active, keen learner, inquisitive, continual improver.

Action Planning and Self-regulatory Skills: self-discipline, time-keeping, the ability to deal with stress, to plan and prioritise your workload and to "juggle" several tasks at once. Decision-maker, planner, organised, negotiator, responsive, evaluator, forward thinker, target driven, able to prioritise.

Networking Skills: For successful personal development, it's vital to build contacts throughout your working life. The process of finding people who are ready, willing and able to help you is the basis of this skill. Initiator, trustful, personable, relationship-builder, persistent developer, resourceful, respected. Building and updating data/contracts/clients.

Problem-Solving / Intellectual Skills: the ability to analyse, critique and synthesise information in order to solve problems. Achiever, successful, results-orientated, project management, creative, practical, logical, astute, agile mind.

IT/Computer Literacy: The ability to accept, learn and adapt to new technology and make the most of the opportunities it presents. IT skills, software packages, common sense, task-orientated, progressive, specific, office skills, keyboard skills, electronic communication e.g internet, email, fax.

Flexibility and Adaptability: the ability to respond to change, to pre-empt change and ultimately to lead change. Understanding of work based culture. Multi-disciplinary, flexible, versatile, multi-skilled, willing, obliging, mobile, adaptable.

Numeracy Skills: The ability to handle numbers includes basic maths skills of addition, subtraction, multiplication, division, an understanding of percentages, gathering statistical data in various formats and being able to analyse, interpret and present them in a clear and accurate way. Accurate, logical, problem-solver, detailed, methodical, consistent, quick thinker, analytical, thorough.

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Commitment: Showing an interest and dedication to a topic, subject, value or activity etc.
Dedicated, trustworthy, conscientious, reliable, loyal, punctual, knowledgeable, experienced.

Organisational Skills: the ability to plan, regulate and order personal and professional issues in a positive and proactive way.

Business Acumen: Use, observe and develop skills appropriate for a commercial environment.
Being an innovator, and a professional with effective marketing and communication skills.
Competitive, entrepreneurial, enterprising, commercial, foresight, budgeter, risk taker, effective written communication e.g. reports, business letters, effective documentation.

Business Skills / Knowledge: an understanding of basic principles rather than large stocks of specialist knowledge. Professional, sector – based or functional skills e.g. tax accounting, business law, marketing, individual property right, copyright, patents, book keeping.

Understanding Economic Market Forces: an understanding of the market place; and the need to develop and be aware of current economic environment, market research, competitors, customer feedback and their influence.

Understanding Business Terminology: knowledge of current business terms and their applications. Business plans, executive summary, cash flow , public sector, private sector, venture capital, equity capital, limited company, charitable status, trade marks, sole trader, partnership.

Knowledge of Business Support Agencies and Network: Understanding of the benefits of liaising with support agencies/entrepreneurs to develop business awareness, support/endorsements, current issues and information, funding and other benefits, new customers/clients,

Business Promotion Skills: Target approaches, which will reach, intended researched market and customer base in a cost effective way. Advertisements, newspaper articles, media, trade shows, industry journals, PR, recommendation/word of mouth, IT/website/multimedia, professional marketing strategy and campaign.

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Insight Out Learning: Future History Handout: Identifying Your Skills Gaps

The main barriers and skills gaps that I need to address before I can achieve my aims are:

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Actions to address my skills gaps are:

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Actions that can be taken now:

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Actions that I can plan for are:

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What has caused your future plans to change or develop?

- Academic Study
- Maturity
- New Experiences in Life and Work

If no, what did you consider about your future plans that you have previously not thought about?

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Do you feel that the Future History model has supported you with your career planning or possible future enterprise plans?

- Yes
- No

If yes, why will this model support you and how will you take the learning gained from this exercise forward?

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What skills and attributes do you already have for taking your plans forward?

- *
- *
- *

What are your three main skill-gaps or barriers?

- *
- *
- *

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How will you address your skill-gaps or barriers?

Actions *
*
*

New Learning *
*
*

How will this self-knowledge impact on you studies and future plans?

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Has planning your Future History made you more confident about your strengths and abilities?

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How often will you revisit your motives and values in the future, and why will this be useful activity to do?

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