

1. CÉIM leader skills development

Successful, fully engaged NUI Galway students have countless opportunities to develop a wide range of skills, also known as 'graduate attributes', through coursework, co-curricular activities and the broader student experience.

As a CÉIM leader, you have lots of scope to develop and practice your skills.

Skills Development Planning Tool

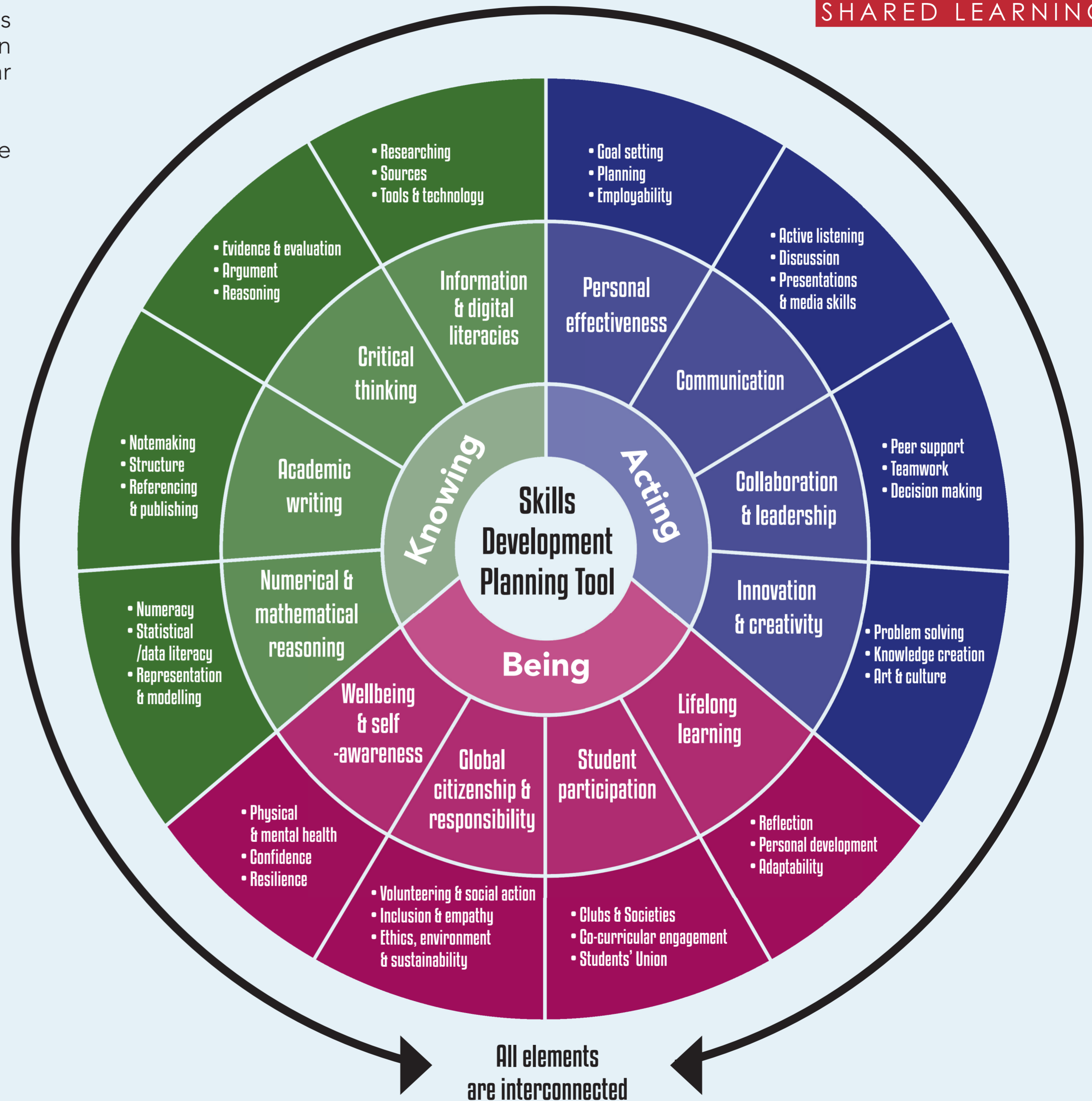
This tool provides a general overview of some of the skills that you could develop by being a fully engaged student at NUI Galway. You will find that many skills are interconnected and some skills are more relevant than others for you personally and your chosen career path. This is not a prescriptive tool – it is merely a guide.

You may find this tool helpful for:

- reflecting on your skills development (being aware of strengths and potential gaps)
- preparing your CV and cover letters, and for interviews
- achieving the NUI Galway Employability Award
- seeking funding and postgraduate study
- increasing your confidence in your own skills

Reflection and building an evidence bank

It is up to you to reflect on your skills development and provide evidence of how you have developed various skills.



2. Developing your Graduate Attributes by being a CÉIM Leader

Graduate attributes are the knowledge, skills and dispositions which all students have the opportunity to develop while studying at NUI Galway. These attributes include, but go beyond, disciplinary knowledge and are developed through meaningful experiences, learning and reflection. The attributes you graduate with will be unique to you based on the skills you have decided to concentrate on at NUI Galway.

The table below outlines the graduate attributes NUI Galway believes to be important and provides specific examples of how CÉIM leaders can practice these graduate attributes. There are also examples of actions to be avoided.

NUI Galway Graduate Attributes sub-sections	NUI Galway Graduate Attributes	CÉIM Attributes breakdown	Examples of how to practice and develop Graduate Attributes in CÉIM	Examples of how to NOT develop Graduate Attributes via CÉIM
Knowledge	Academic achievement and expertise	Academic knowledge	Uses CÉIM as a vehicle to revise foundation concepts. Gains a greater understanding of subject matter by fully engaging as a CÉIM leader	Does not prepare adequately for CÉIM sessions. Lets other leaders facilitate content-heavy topics in sessions
	Problem solving - Ability to solve new challenges and problems	Problem solving	Actively looks for and suggests solutions to problems	Does not suggest how to solve problems. Discusses problems, but contributes no solutions
Skills	Critical thinking - Able to make sense of complex information from a variety of sources	Critical thinking	Designs CÉIM session activities that weave course content and study skills together. Listens carefully to 1st year students and responds with appropriate questions. Your contributions have substance and move the discussion along	Doesn't put much effort into planning sessions - activities used are extremely basic. Pays little attention to what is being discussed. Repeats what others have said or adds very slightly to what others have said
	Communication skills in a variety of contexts, styles and media	Verbal and written communication Friendly Assertive Digital literacy	Willing to talk at debrief meetings and CÉIM sessions. Communicates ideas clearly Friendly disposition and connects with others. Open personality. Maintains eye contact Able to produce counter arguments/disagree in a tempered manner Gains hands-on experience in using cloud-based technology to improve efficiency of work practices	Unwilling to talk at debrief meetings and CÉIM sessions Not overly friendly, is removed and does not connect with others. Closed personality/body language. Lack of eye contact Agrees with everything others say even if it's not very sensible Makes no effort to engage with technology used in CÉIM, such as Blackboard Groups, Office 365 and the Leader Hub
	Teamwork, collaboration and effective leadership	Collaboration Respect Leadership	Works collaboratively with other students and is a team player Respect for other students – demonstrates listening skills and empathy Ability to plan and structure the work of the group. Takes the lead on organising how the CÉIM session will be structured	Lone player who does not work collaboratively with other students Lack of respect for other students – does not listen or respond to ideas of others Does not show any interest in planning or structuring the group's work
	Creative, enterprising and resourceful	Adaptability Innovation	Shows a flexible mind set with the ability to take alternative ideas on board. Quickly able to drop a planned CÉIM session theme to focus on new theme depending on student need Demonstrates original thinking – comes up with new ways of doing things and develops new learning activities to engage 1st year students	Shows an inflexible mindset. Unwilling to engage with counter arguments or change a session plan even if students have requested this Does not contribute fresh ideas in sessions or meetings. Does the same thing in CÉIM sessions every week
	Disposition	Personal responsibility and commitment to lifelong learning	Personal responsibility Lifelong learning	Takes responsibility for the work of the group. Carries out agreed tasks (session preparation, taking attendance, printing etc.) Communicates to 1st year students that learning is a life-long journey and that concepts covered in 1st year are building blocks for further study
Good citizenship - Valuing of ethical and professional standards, integrity, responsibility and good citizenship		Fair play Code of Conduct High standards Helping others	Promotes fair play, academic integrity and zero tolerance of plagiarism in CÉIM sessions Adheres fully to the CÉIM Leader Code of Conduct and the NUI Galway Student Code of Conduct and takes the responsibility of being a CÉIM leader seriously Sets high standards for interaction and learning at CÉIM sessions and works hard to improve this over time Does best within limits to help 1st years students, fellow CÉIM leaders and CÉIM coordinators - goes the extra mile	Does not promote fair play, academic integrity and zero tolerance of plagiarism in CÉIM sessions Does not adhere to the CÉIM leader Code of Conduct and NUI Galway Student Code of Conduct and does not take the responsibility of being a CÉIM leader seriously Not particularly bothered about the quality of interaction and learning taking place at CÉIM sessions and does little or nothing to improve this over time Unhelpful to 1st year students, other CÉIM leaders and staff - does the bare minimum or less than that
Global awareness - Appreciation of the importance of place, identity and culture in a global context		Diversity	Respects diverse student groups and learning styles within CÉIM	Shows lack of respect for diverse student groups and learning styles within CÉIM