

Immanuel Lutheran College  
Student Portfolio: **Skills Manual**

Skills	Main Points	Performance Criteria			
		A	B	C	D
		Classroom Learning	Activities (Extra-curricular activities, visits, competitions, service)	Duties and Posts (Monitors, class association committee, prefects, student union committee, committee of other associations)	Others (Reading, plans setting)
<b>Self Management</b>	<ul style="list-style-type: none"> <li>▪ Understand oneself and recognize one's abilities and performance. Being aware of one's performance, attitudes and behaviour to facilitate self- improvement.</li> <li>▪ Lead an orderly life and manage things steps by steps.</li> <li>▪ Manage time and resources to accomplish goals. Supervise oneself with reference to success criteria.</li> <li>▪ Show initiatives, perseverance and responsibility in activities and assignments.</li> <li>▪ Understand the ever-changing external environment, accept changes and new points of view, and adapt and face the environment of diverse opinions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tidy up one's belongings properly.</li> <li>▪ Be punctual for classes and school activities.</li> <li>▪ Make a good use of the preparatory bell for lessons' preparation.</li> <li>▪ Be attentive in class.</li> <li>▪ Complete and submit assignments on time.</li> <li>▪ Develop good learning habit so as to facilitate learning efficiency.</li> <li>▪ Know one's learning progress and goals.</li> <li>▪ Devise assessment criteria to monitor one's progress.</li> <li>▪ Know how to appreciate one's performance to affirm his/her abilities.</li> <li>▪ Make adjustments to meet the requirements of classroom learning.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be punctual for activities. Actively participate in activities. Accomplish tasks by following instructions.</li> <li>▪ Plan and make effort to achieve the targets of activities of the organization.</li> <li>▪ Adjust oneself to meet the requirements of different activities. Refine the level of difficulties of the activities to challenge oneself.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be punctual for activities.</li> <li>▪ Actively involve oneself in the post. Be confident in one's judgment, performance and abilities.</li> <li>▪ Try best to fulfill the duties of the posts.</li> <li>▪ Set appropriate goals for the team. Work out related strategies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete the reading scheme on time.</li> <li>▪ Set study plan / schedule for daily routines / reading scheme according to one's abilities and learning needs. Plan the schedule and resources needed.</li> <li>▪ Closely follow the work plan / schedule and monitor one's work performance according to the success criteria. Work towards the goals.</li> <li>▪ Closely observe one's performance. Evaluate one's progress. Adjust the study plan / reading scheme when necessary.</li> </ul>

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<p><b>Independence</b></p>	<ul style="list-style-type: none"> <li>▪ Manage one's life and accomplish tasks independently without having unnecessary care by others.</li> <li>▪ Solve problems independently, bravely face difficulties and handle frustration.</li> <li>▪ Being able to solve problems. Have courage to face and handle frustration.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Take initiatives to manage one's belongings.</li> <li>▪ Make enquiries actively.</li> <li>▪ Complete assignments independently.</li> <li>▪ Do revision on one's own.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Actively participate in extra-curricular activities / student organizations / visits / competitions.</li> <li>▪ Think independently to have problems solved.</li> <li>▪ Take initiative to complete the tasks and assignments.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Actively take up student leaders and service.</li> <li>▪ Realize problems and needs, and seek resolution without others' reminders.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Being able to select appropriate reading materials according to one's needs and interests.</li> <li>▪ Take initiative to set study / activity plans according to one's needs, and follow the plans independently.</li> </ul>
<p><b>Creativity</b></p>	<ul style="list-style-type: none"> <li>▪ Show interest in general issues, have a strong inquiry mind. Being willing to try and accept changes.</li> <li>▪ Possess open and positive attitude. Understand issues with different perspectives. Seek feasible resolutions.</li> <li>▪ Being flexible. Have new interpretation of daily routines.</li> <li>▪ Have one's opinion and new resolution.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Learn actively in classroom. Show enthusiasm about asking and answering questions.</li> <li>▪ Show keen interest in different subjects and issues outside school.</li> <li>▪ Possess open attitudes towards learning. Actively seek for possible answers. Do not rely on model answers.</li> <li>▪ Show appreciation towards classmates' different opinions.</li> <li>▪ Understand subject contents from different perspectives. Realize the bugs of issues and make attempts in seeking for other possible answers or resolutions.</li> <li>▪ Make attempts in employing creative thinking skills on learning / assignments.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Being willing to participate in different kinds of activities / student organizations / visits / competitions for their horizons widened and their learning experiences enhanced.</li> <li>▪ Being willing to participate in different kinds of tasks.</li> <li>▪ Appreciate activity participants who possess different opinions.</li> <li>▪ Make attempts in employing creative thinking skills on activities / student organizations / visits / competitions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Being willing to serve in different kinds of posts for their horizons widened and their learning experiences enhanced.</li> <li>▪ Observe and be sensitive to others' needs. Beware of the cores of problems and make active responses.</li> <li>▪ Lead the team to reason the problems from different perspectives. Seek resolutions for the problems.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read extensively.</li> <li>▪ Read books which develop creativity.</li> <li>▪ Attempt to apply theory and concepts learned from textbooks into daily life and studies.</li> </ul>
<p><b>Social and collaborative skill</b></p>	<ul style="list-style-type: none"> <li>▪ Be sociable. Have good relationship with others. Show concerns about others.</li> <li>▪ Possess good communicative skills. Be open-minded. Try to understand and consider others' views.</li> <li>▪ Beware of and avoid stereotype.</li> <li>▪ Adjust one's behaviour to get involved in different communities and conform to working practice in different situations.</li> <li>▪ Deal with misunderstandings and conflicts effectively.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Get along well with classmates and have communication with them.</li> <li>▪ In group work, possess an open mind, have active listening and understand and consider others' points of view. Be broad-minded. Appreciate and accept opinions better than his/her own.</li> <li>▪ Actively participate in discussion and raise questions. Be brave enough to express one's opinions.</li> <li>▪ Attempt working with different classmates, observe their personalities and make use of the strengths of each other to solve problems.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understand and accept one's role and responsibilities in different organizations.</li> <li>▪ Being willing to follow organization's rules and regulations, and accept the consequences of one's behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Create harmonious team spirit. Develop a sense of belongings.</li> <li>▪ Being good at observation. Pay attention to and be sensitive about the needs of different group members.</li> <li>▪ Appreciate group members' effort and encourage them to voice out opinions.</li> <li>▪ Be alert and avoid stereotype of group members. Encourage peer appreciation. Develop tacit understanding to promote co-operation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read books related to social life and collaboration</li> </ul>

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<p><b>Analytical Power</b></p>	<ul style="list-style-type: none"> <li>▪ Identify and understand issues, opinions and ideas, and seek their correlation.</li> <li>▪ Find out the themes of the information. Identify and seek logical, mathematical, procedural and factual errors and the related roots. Make objective comments on opinions and ideas and identify prejudice.</li> <li>▪ Identify the reliability and the value of information. Judge the source of information.</li> <li>▪ Identify the meaning of information. Critically evaluate the accuracy of information to reflect its reliability.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understand subject knowledge and concepts, and how they are related with each other.</li> <li>▪ Understand the theme and the structure of information and texts. Identify the errors of information and texts, and find out the cause of the problem.</li> <li>▪ Think logically and make concise analysis in studies. Make a clear flow of ideas in discussion/debate with classmates.</li> <li>▪ Evaluate the source of information in project work/classroom learning. Judge the reliability and the value of information. Identify the theme and the meaning of information. Inquiry about the reliability of information, do research to study its trustworthiness.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clearly understand the contents of the activities / competitions. Study and assess the related information so as to master the focus of issue.</li> </ul>	<ul style="list-style-type: none"> <li>▪ When leading team members to completing tasks, understand the issue and problem, and their relationship. Master the core of the problem.</li> <li>▪ Master the importance and urgency of issues. Make an organized arrangement of activities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read books related to training on thinking.</li> <li>▪ Consider the importance and urgency related to setting work plans. Complete tasks / activities in an orderly manner.</li> </ul>
<p><b>Problem solving</b></p>	<ul style="list-style-type: none"> <li>▪ Identify problems and their causes. Analyze the core elements of problems / difficulties.</li> <li>▪ Suggest and compare the strengths and weaknesses of different solutions for a sensible choice.</li> <li>▪ Plan related strategies. Always monitor progress of work plans and make appropriate adjustment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify the difficulties in studies and analyze the core of the problem.</li> <li>▪ Make appropriate solutions to tackle the problems.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify and analyze the requirement and the core problem of competitions.</li> <li>▪ Suggest different solutions of problems and compare their strengths and weaknesses for a reasonable choice.</li> <li>▪ Plan work strategies. Make regular supervision and make adjustment when necessary</li> <li>▪ Set assessment criteria to prove the effectiveness of solutions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify problems of the team. Lead members to analyze the core of the problems, seek solution and plan related strategies.</li> <li>▪ Mobilize team members to work out the strategies. Make frequent supervision and adjustment when necessary.</li> <li>▪ Set evaluation criteria with team members. Evaluate the effectiveness of the success criteria.</li> <li>▪ Seek help when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Plan strategies to solve problems.</li> </ul>

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<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>▪ Work as a team. Develop team morale. Activate the potentials of team members.</li> <li>▪ Plan work strategies. Have division of labour and delegate responsibilities.</li> <li>▪ Evaluate work plan and make adjustment accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Try to act as the chairperson in group discussions. Try to chair the meeting, lead the discussion and let every group member express their opinion.</li> <li>▪ Try to work as a group leader who leads the group to complete tasks systematically.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Plan the activities. Mobilize team members to complete tasks together.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have a sense of commitment. Being willing to take up the responsibility of the work of the whole team.</li> <li>▪ Make an organized work plan for activities. Make an efficient plan for division of labour and job delegation.</li> <li>▪ Create conflict free and supportive team spirit so that members feel free to voice out their opinions in a frank manner.</li> <li>▪ Develop team spirit. Promote co-operation. Accomplish tasks by tackling problems.</li> <li>▪ Appreciate and explore the strengths of team members. Understand their strengths and weaknesses. Realize the greatest potential of the team.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read books related to leadership.</li> <li>▪ Set appropriate goals and related strategies for the team. In implementing the plan, learn to allocate resources and seek help. To achieve the goals, evaluate work performance and adjust the plan.</li> </ul>
<p><b>Emotional control</b></p>	<ul style="list-style-type: none"> <li>▪ Understand one's feelings and emotion. Express one's emotion in an appropriate manner. Being able to explain one's emotion to others.</li> <li>▪ Realize one's changes in emotion. Control one's emotion to adapt to the external environment.</li> <li>▪ Share one's emotion with others.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Always keep calm in classes. Never show losing of temper. Be attentive in classes.</li> <li>▪ In group work, not being affected by other group members' emotion. Learn actively.</li> <li>▪ Make a clear description and express one's emotion through writing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ In participating activities, being able to control one's emotion and avoid conflicts with others. Stay calm for enjoyable learning.</li> <li>▪ When cooperating with others, not being affected by others' emotion. Actively involve in learning and complete the learning tasks.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Observe and stabilize one's emotions. Avoid your work performance and judgment being affected by own emotion.</li> <li>▪ Express one's emotion in an appropriate manner.</li> <li>▪ Observe team members' emotion change. Provide opportunities to team members to express their emotion.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read books related to emotion management.</li> <li>▪ Arrange time for solitude.</li> </ul>
<p><b>Self reflection skills</b></p>	<ul style="list-style-type: none"> <li>▪ Possess skills for regular self-introspection.</li> <li>▪ Being able to express one's strengths and weaknesses, and the related reasons.</li> <li>▪ Being able to make self-evaluation. Make an objective evaluation for self-improvement and realize one's strengths in an organized manner.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make regular reflections upon classroom learning.</li> <li>▪ Make frequent personal reflections upon classroom performance. Evaluate one's learning progress and targets. Make adjustment and improvement.</li> <li>▪ In participating activities, realize one's strengths and weaknesses. Make improvement and realize one's potential.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regularly evaluate one's performance, attitude and behaviour in activities. Make adjustment.</li> <li>▪ When participating in activities, understand one's strengths and weaknesses. Improve one's weaknesses in an organized manner. Realize one's strengths.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Frequently review one's leading role and make adjustment.</li> <li>▪ Set success criteria for progress monitoring.</li> <li>▪ Self-adjust the level of difficulty of the task to challenge one's leadership skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reflect on the impacts of the reading materials on life value.</li> <li>▪ Set a schedule of self-reflection and act accordingly. Review and outlook personal targets so as to adjust the plan.</li> </ul>