

3rd edition

macmillan study skills

SKILLS FOR SUCCESS

personal development and employability

STELLA COTTRELL

million copy bestselling author

SKILLS FOR SUCCESS STELLA COTTRELL

third
edition



Praise for *Skills for Success*

'This is a good book for mapping out all of your plans and goals in life – it has motivation, inspiration and also some tools for achieving what you want.' – **Student**

'Well-presented and wide in its coverage. It is the only text I know of in this area and will be very useful for students completing a Personal Development Plan.' – **Serena Bufton, Sheffield Hallam University, UK**

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Skills for Success helps you to develop abilities wanted by today's employers while you're at university or college, such as:

- effective self-management and self-awareness
- team-working skills
- emotional intelligence
- a reflective practitioner approach
- problem-solving and task management
- creative thinking skills.

This third edition has been thoroughly updated to give the best advice for planning your career in today's job market. It retains its unique, personalised approach, helping you to get the best out of your education.

New to this edition:

- a brand new chapter on what employers are looking for
- a new introduction, with advice on how to take charge of your life, education and career
- additional guidance on career planning and strategies to help you get the job you want.

Whether you're just starting at college or university, or about to leave a postgraduate programme, *Skills for Success* will help you to think creatively and constructively about personal, academic and career goals.

STELLA COTTRELL is an international bestselling author, with over a million sales worldwide. She was formerly Pro-Vice-Chancellor for Learning, Teaching and Student Engagement at the University of East London, UK, and Director of Lifelong Learning at the University of Leeds, UK. She is the author of *The Study Skills Handbook*, *Critical Thinking Skills*, *The Exam Skills Handbook* and *Mindfulness for Students*.

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List of abbreviations

CEO	Chief Executive Officer
CPD	continual professional development
CV	curriculum vitae
CVCP	Committee of Vice Chancellors and Principals
HE	Higher Education
HEI	Higher Education Institutions
IiP	Investors in People
PDP	personal development planning
PI	performance indicators
QAA	Quality Assurance Agency