



EMPLOYABILITY 4 Digital Assignment (BASIC)

Title: **Your Personal Development Plan (Dev Plan 2)**

Focus Skill Development: Self-management/Taking responsibility, Working effectively with other people, Business and customer awareness, Decision-making and Problem-solving, Initiative and enterprise, Communication and Literacy, Numeracy, Using ICT.

Task: Create your Personal Development Plan (PDP/DevPlan) **It is advisable to complete the SMART OBJECTIVES task first as DevPlan1**

Time Frame: Aim to complete in around 2-4 hours.

Resource: See E4World for an example of a PDP

Assessment: On completing your task submit your table to assignment@enterprise360.me and update your YES passport. **Before you access another assignment.**

Example YES Passport Update for this assignment (do not feel limited by this table it's a guide)

YES Stamp	Examples
Self-management / Taking responsibility	I developed a goal oriented plan, built around 'Being SMART is a choice'. This will help me make choices about my life
Decision-making and Problem-solving	This has helped me to create a priority list of actions and activities to develop my job and career ambitions;
Initiative and enterprise	Create my own SMART objectives for my life – My Life is my Business
Using ICT	Create a table and submit through email

Reflection: Consider what other skills you may have developed; did you consider starting a business or a project? Did you do some research? Did you speak to teachers and other professionals (communication?)

NB: Do not feel limited by the table above, think about other skills this assignment has helped you develop.

