



## 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](mailto: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.

