



EMPLOYABILITY 4 Digital Assignment (BASIC)

Title: Team Work Presentation

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 a PowerPoint presentation about the Characteristics of effective Team worker

Time Frame: Aim to complete in around 2 – 4 hours (the time is a guide take as long as you need to produce a quality presentation) – think of a possible audience for your presentation.

Resource: Seek online resources.

Assessment: On completing your task submit your Team Work Presentation 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 complete online research to find suitable material
Working effectively with other people	Through creating a presentation on team work characteristics, I reflected on what makes a team work
Communication and Literacy	Develop an message to communicate how a team can be effective
Using ICT	Create a PowerPoint presentation for a suitable audience

Reflection: Consider what other skills you may have developed; did you engage with other aspects of team working, did you find good resources to be used in the future? Did you save these in a structured manner?

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

