



## EMPLOYABILITY 4 Digital Assignment (BASIC)

### Title: **Final Assignment: My Development Journey**

**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:** Reflect on all of the other basic assignments you may have done or other development activity and create a PowerPoint for each (one slide per assignment); what have you learnt, what you have added to your YES passport, etc.

**Time Frame:** Aim to complete in around 6 – 8 hours (the time is a guide take as long as you need to develop your reflection and consolidate your learning).

**Resource:** Look at all you produced and reflect on what you learnt.

**Assessment:** Send your PowerPoint to [assignments@employability4world.com](mailto:assignments@employability4world.com) have 'My Journey' in the subject line.

**YES Populating:** As you work on your presentation see if there are other areas that you could add to your YES passport.

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

#### The areas:

**Self-management/Taking responsibility** - *The combination of skills, attitudes, and behaviours required to get, keep, and progress on a job and to achieve the best results*

**Working effectively with other people** - *Respecting others, co-operating, negotiating/ persuading, contributing to discussions, and awareness of interdependence with others*

**Business and customer awareness** - *Understanding the drivers for business success – including the importance of innovation, taking calculated risks, the need to provide customer satisfaction and to build customer loyalty*

**Decision-making and Problem-solving** - *Problem solving analysing facts and situations and applying creative thinking to develop appropriate solutions*

**Initiative and enterprise** - *Broadly, an ability to demonstrate an innovative approach, creativity, collaboration and risk taking. An individual with these attributes can make a huge difference to any business*

**Communication and Literacy** - *Application of literacy, ability to produce clear, structured written work and oral literacy – including listening and questioning*





**Numeracy** - General mathematical awareness and its application in practical contexts, being able to manage mathematical problems in everyday life and in the workplace.

**Using ICT** - Application of information technology basic IT skills, including familiarity with word processing, spreadsheets, file management and use of internet search engines

Reflection: Its critical to always reflect in your learning journey and to recognise how it contributes to your professional skills and development, thinking in terms of 'Your Life is Your Business' allows you to constantly focus on how your activities add value to your future and who the customer will be for your skills, whether you seek employment, start a small business and/or manage a project.

