



## EMPLOYABILITY 4: Digital Assignment (INTERMEDIATE)

### Title: **Final Intermediate Assignment – My Journey**

**Focus Skills 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 and using ICT.

**Task:** Reflect on all the other Intermediate Assignments you have worked through and any other developmental activities and create a PowerPoint for each activity (one slide per assignment/activity). What have you learnt? What did you add to your YES Passport?

**Time frame:** Aim to complete this assignment 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), and add '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 helped 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, analyzing 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*





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

