



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, 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*





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

