



EMPLOYABILITY 4 Digital Assignment (INTERMEDIATE)

Title: E4 Reading List

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: Explore the E4 Reading List which can be found below this assignment. Seek out the book, try and find a free copy.

Time Frame: Aim to complete in around 4 weeks.

Resource: When looking for a book online enter the title + PDF – but you will find copies in PDF at the reading list

Submit a 150 words book review and how the book has impacted your thinking to assignment@enterprise360.me. 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 recognised the importance of reading and took action to engage with books that contribute to my professional development.
Decision-making and Problem-solving	I selected a book that would help me understand the trends in the economy and relate to my own skills development need.
Communication and Literacy	I completed the book and wrote a book review of the book and how it assisted in my development planning.
Using ICT	I accessed the book via ICT and wrote my review using a word processing package.

Reflection: Reading is a critical skill for a knowledge worker, be sure to choose books that will keep your interest.

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

