PDS Unit 4, Outcome 1, 2, 3 – Transferable Skills

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| **Excelling** | Adapts communication style to audience | Encourages team members to be respectful of each other | Helps team members to develop their skills(mentors) | Reviews decision | Documents processes so others can follow them | Overcomes challenges or setbacks in a calm and considered way(resilience) | Looks at ways to help others | Steps in to help others when needed(helpful) | Works in breaks or at home to ensure deadlines are met | Supports others in their group with their presentation |
| **Achieving** | Sends appropriate and accurate emails | Supports the team to meet shared goals(does jobs, helps others) | Leads by example(role models) | Applies most appropriate option and informs others | Organises timelines to ensure tasks are completed on time | Puts new processes in place to overcome challenges or set backs(adaptability) | Uses creative ways to make improvements | Ensures work is high quality with minimal mistakes(detail focused) | Gets support from others when needed to ensure deadlines are met(delegates) | Applies appropriate body language to present to stakeholders(eye contact, pointing to PowerPoint) |
| **Satisfactory** | Gives clear oral and written instructions and explanations | Builds upon ideas suggested by the team | Encourages team members to be involved(motivates) | Identifies and evaluates possible options | Plans how tasks are going to be completed | Finds solutions to challenges or set backs(solution focused) | Takes action to complete extra tasks | Completes the work that is required(responsible) | Keeps emotions balanced in all situations | Speaks clearly using the notes on the PowerPoint |
| **Not yet satisfactory** | Understands and follows written and oral instructions | Actively listens to others in the team | Tells the team what to do(gives direction) | Gathers information on the issue | Brainstorms what needs to be done | Identifies challenges or set backs | Looks for things to be done without being asked | Arrives to class on time(punctual) | Works independently without needing to be checked up on | Prepares a PowerPoint presentation |
| Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown |
| **Criteria** | **Communication skills** | **Teamwork** | **Leadership** | **Decision making** | **Planning and Organising** | **Problem solving** | **Initiative** | **Reliability** | **Self-management** | **Presentation skills** |
| **Transferable Skills – skills you will need throughout your life** |