PERSONAL DEVELOPMENT
Applied Vocational Booklet

VPC 3&4

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Describe an example from over your break when you demonstrated each of these transferable personal development skills. Add 2 more examples of your own.

Skills	Examples
Communicating (With someone who was new to you.)	
Planning and/or organising	
Working in teams	
Using technology (That was new to you.)	
Problem Solving	
Resolving conflict	
Negotiating	

2 My Favourite Things Revisited

Part A

1. In PDS: 1&2 you were asked to describe your favourites for each of the following categories. Do this again. (Add 5 more categories of your own.)

2. Also try to recall what you selected for each category last year. Now go back and check these. How did you go, were you accurate in your recollections? Have your favourites changed? Why so/not? Discuss these as a class.

Category	My favourite	Last year I think I said...	Last year I actually said...
1 person			
2 pet animal			
3 wild animal			
4 hobby			
5 meal			
6 snack food			
7 drink			
8 TV show /series			
9 motor vehicle			
10 clothing brand			
11 tech device			
12 movie			
13 song			
14 website			
15 time of day			
16			
17			
18			
19			
20			

Part B

1. List your favourite goods you like consuming, and the services you use.

2. What businesses do you interact with for these goods and services?

3. What occupations are involved in making these goods, or providing these services?

Good or service	Businesses	Occupations

4. List your favourite interests, hobbies and social activities you like doing.

5. What communities do you connect with when doing these?

6. What occupations provide these; and/or are volunteers involved?

Hobby/Activity	Communities	Occupations/Volunteers

3 What About Me and Them?

Part A

1. Create 6 brief statements to describe your **collaborative** skills and abilities. Be prepared to discuss these.

1	2	3
4	5	6

2. Create 6 brief statements to describe your **communication** skills and abilities. Be prepared to discuss these.

1	2	3
4	5	6

3. Create 6 brief statements to describe your **negotiation** skills and abilities. Be prepared to discuss these.
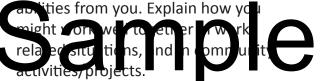
1	2	3
4	5	6

Part B

1. Find 2 of your classmates who have described **similar collaborative** skills and abilities as you.

2. Explain how you might work well together in work-related situations, and in community activities/projects.

3. Find a classmate who has described **different collaborative** skills and abilities from you. Explain how you might work well together in work-related situations, and in community activities/projects.

4. Find 2 classmates who have described **similar communication** skills and abilities as you.

5. Explain how you might work well together in work-related situations, and in community activities/projects.

6. Find a classmate who has described **different communication** skills and abilities from you. Explain how you might work well together in work-related situations, and in community activities/projects.

7. Find 2 of your classmates who have described **similar negotiation** skills and abilities as you.

8. Explain how you might work well together in work-related situations, and in community activities/projects.

9. Find a classmate who has described **different negotiation** skills and abilities from you. Explain how you might work well together in work-related situations, and in community activities/projects.

4 Now, About My Skills

1. Rate each of these skills for you in different situations. Provide examples to support these ratings. Add 2 more.

At the moment…	Personal situations	Social situations	Educational situations	Work-related situations
1. My communication skills in these situations are:				
2. My planning skills in these situations are:				
3. My organisational skills in these situations are:				
4. My conflict resolution skills in these situations are:				
5. My collaborative skills in these situations are:				
6. MY ICT skills in these situations are:				
7. My problem-solving skills in these situations are:				
8. My decision-making skills in these situations are:				
9. My negotiation skills in these situations are:				
10. My leadership skills in these situations are:				
11.				
12.				

2. We all need to make improvements and grow. So how do you propose to improve in these skills through varied situations you will deal with this year?

At the moment...	Personal situations	Social situations	Educational situations	Work-related situations
1. I will improve my communication skills by:				
2. I will improve my planning skills by:				
3. I will improve my organisational skills by:				
4. I will improve my conflict resolution skills by:				
5. I will improve my collaborative skills by:				
6. I will improve my ICT skills by:				
7. I will improve my problem-solving skills by:				
8. I will improve my decision-making skills by:				
9. I will improve my negotiation skills by:				
10. I will improve my leadership skills by:				
11.				
12.				

5 Developing My Skills

Part A

Learning new skills and behaviours is a key part of personal development.

1. Identify areas in which you both want to and/or need to learn new skills to set you up post-Year 12. How could you go about doing this?

Learning: Education-related	
Want do I want and/or need to learn?	How could I learn this?

Learning: Personal growth-related	
Want do I want and/or need to learn?	How could I learn this?

Learning: Work-related	
Want do I want and/or need to learn?	How could I learn this?

Part B

1. If you had to teach, train or show others what to do, what would you be able to help them learn? How would you go about this?

A personal life communication skill I could teach others right away is:	A personal life collaborative skill I could teach others right away is:
I would do this by:	I would do this by:

A work-related communication skill I could teach others right away is:	A work-related life collaborative skill I could teach others right away is:
I would do this by:	I would do this by:

2. If there was one new communication skill and one new collaborative skill that you'd like to learn how to do ASAP, what would these be? How could you learn these and who could help? How long might it take to learn them?

A communication skill I want to learn:	A collaborative skill I want to learn:
I might be able to learn this by/from:	I might be able to learn this by/from:
The time it might take to learn this is:	The time it might take to learn this is:

6 Communication in Action

Part A

1. Create a 4-panel storyboard narrative that uses images and some text to illustrate people communicating **ineffectively** in work or community situations.

i.

ii.

iii.

iv.

2. Share your narrative with another class member. Analyse each other's narratives and explain what you see going on. Was there any imagery or text that was 'interpreted' a different way (i.e. ambiguous)? Why was that?

Part B

1. Now create a 4-panel storyboard narrative, that uses text and images to illustrate people communicating **effectively** in work or community situations.

i.	ii.
iii.	iv.

2. Share your narrative with another class member. Analyse each other's narratives and explain what you see going on. Was there any imagery or text that was 'interpreted' a different way (i.e. ambiguous)? Why was that?

7 Working with Others

Part A

1. Briefly describe 5 'everyday' sorts of tasks that you can do very well, and that you would classify yourself as being better at than many people.
   e.g. I'm good at washing the dog because I really take care to give him a good shampoo while being safe.

   i. _____

   ii. _____

   iii. _____

   iv. _____

   v. _____

2. You have worked in groups as part of school, work or other activities in your VPC. List 5 skills that you bring to a group.

3. Describe the group roles that you would be best suited for.

Skills I can bring to a group.	Description of suitable group roles.

4. What types of tasks do you avoid because you're not that good at them? Why is that?

Part B

1. Reflect on a workplace you have worked in. Describe how teamwork and collaboration are used by workers as part of their day-to-day work roles.

Sometimes when working you will have to ask your colleagues, supervisor or manager how to do work tasks.

2. Think about a workplace you are interested in. What would you say to ask for help in these situations? Describe an occupational-specific example for each.

You understand what needs to be done, but you're not yet fully confident doing this.

Last time you did this, a customer told you that you were wrong then walked away.

Your boss thinks you know how to do this, but you haven't been trained by anyone to do this yet.

Your boss tells you to go online and find out how to do this.

8 Social Awareness

1. Below are some occupations that require very high levels of social awareness. Choose 6 and use examples to describe how workers in these occupational roles would need to apply social awareness when doing their work tasks.

- ✓ medical professionals
- ✓ pharmacists
- ✓ nurses and health-care workers
- ✓ aged-care and support workers
- ✓ child-care workers
- ✓ teachers
- ✓ social workers
- ✓ youth workers
- ✓ mental health professionals
- ✓ law enforcement officers
- ✓ justice workers
- ✓ emergency service workers
- ✓ media professionals
- ✓ writers and journalists
- ✓ HR professionals
- ✓ advertising and marketing professionals
- ✓ retail workers
- ✓ hairdressers
- ✓ beauty and make-up workers
- ✓ customer support workers
- ✓ hospitality workers
- ✓ travel and tourism workers
- ✓ sports and recreation workers
- ✓ events and entertainment staff
- ✓ actors, musicians & performers
- ✓ environmental professionals

and of course
- ✓ managers of all levels in all industry settings!

2. Are you interested in any of these occupational roles? Why/why not?

3. Interview 3 different workers including a retail worker, a hairdresser/barber and one other from the list. Ask them the following questions.

Person & age:	Person & age:	Person & age:
Occupation & Employer:	Occupation & Employer:	Occupation & Employer:
What does 'social awareness' mean to you?	What does 'social awareness' mean to you?	What does 'social awareness' mean to you?
Why is 'social awareness' important in your job?	Why is 'social awareness' important in your job?	Why is 'social awareness' important in your job?
How did you develop your 'social awareness'?	How did you develop your 'social awareness'?	How did you develop your 'social awareness'?

4. What transferable skills related to social awareness would you bring to your job and to your PDS activities and projects?

5. Briefly explain how these would make you a better worker, and a better community team member.

Social awareness skill I can bring to a job.	Social awareness skill I can bring to community activities/projects.

9 Emotional Intelligence

Part A

All workers require well-developed emotional intelligence. But the nature of some jobs, especially workers dealing with people in community services, health and education, require applied emotional intelligence in nearly all their job tasks.

Give examples of how these types of workers will apply emotional intelligence in their day-to-day job roles. Draw from situations that you have seen in action.

Emotional intelligence	Community or medical or care worker	Teacher or trainer or coach
Communication		
Empathy		
Patience		
Intuition		
Flexibility		
Initiative		
Motivation		
Trustworthiness		
Self-confidence		
Responsibility		
Teamwork		

Part B

Working is very often about dealing with other people. Customers, clients, managers, colleagues, suppliers, volunteers and so on. But sometimes problems and conflict can occur.

1. Apply these skills of emotional intelligence to handle these work-related situations that you might have to deal with.

A co-worker complains about waiting for you to finish packing the order. **Being Resilient**	You have been given the responsibility for showing the new trainee around. **Communication**
An angry customer is complaining about getting a refund on a faulty item. **Conflict resolution**	A colleague still keeps making errors that you have to cover for. **Problem-solving**
A delivery consists of boxes that are way too big and heavy to shift on your own. **Teamwork**	You wake up but it is already your work shift starting time. **Time Management**

2. Interview an experienced worker or manager. Get their advice about how to apply these skills to day-to-day workplace problems and issues that might occur.

Interviewee:	**Role:**
Communication	**Teamwork**
Time Management	**Problem-solving**

10 Management Styles

When you are working you will be exposed to a range of management styles.

1. What are the key characteristics of each of these styles?

2. When have you experienced these in work-related situations?

3. Was this an effective application of the style? Why/why not?

4. Interview a worker(s). When have they experienced these in work-related situations?

5. Do they think that this was an effective application of the style? Why/why not?

Autocratic style & main characteristics			
When have you experienced this?			
Effectiveness?			
Worker: Their experiences.			
Effectiveness?			

Participative style & main characteristics			
When have you experienced this?			
Effectiveness?			
Worker: Their experiences.			
Effectiveness?			

Persuasive style & main characteristics

When have you experienced this?			
Effectiveness?			
Worker: Their experiences.			
Effectiveness?			

Consultative style & main characteristics

When have you experienced this?			
Effectiveness?			
Worker: Their experiences.			
Effectiveness?			

Laissez-faire style & main characteristics

When have you experienced this?			
Effectiveness?			
Worker: Their experiences.			
Effectiveness?			

11 Distributed Leadership Approach

1. What are the key characteristics of a distributed leadership approach?

2. What communication methods and language would you expect a leader using a distributed leadership approach to use?

3. Interview different people using the prompts in the tables. Interview a manager from a business or community organisation, a young worker, and a teacher not from VPC.

Note: Not all your interviewees will be familiar with the definitional term 'distributed leadership'. But they are likely to have experienced this approach in action in work and community situations. So you might have to explain the definition to them at the beginning, perhaps by using some applied examples.

Manager & role:	
How do managers usually communicate with workers in your workplace?	How much involvement do workers have in making decisions in the workplace?
Give examples when a distributed leadership approach is used in the workplace.	What are the benefits of using a distributed leadership approach?
What are the limitations with using a distributed leadership approach?	Explain the extent to which you prefer to apply a distributed leadership approach.

Young worker & role:

How do managers usually communicate with workers in your workplace?	How much involvement do workers have in making decisions in the workplace?
Give examples when a distributed leadership approach is used in the workplace.	What are the benefits of using a distributed leadership approach?
What are the limitations with using a distributed leadership approach?	Explain the extent to which you prefer to apply a distributed leadership approach.

Teacher role:

How do managers usually communicate with workers in your workplace?	How much involvement do workers have in making decisions in the workplace?
Give examples when a distributed leadership approach is used in the workplace.	What are the benefits of using a distributed leadership approach?
What are the limitations with using a distributed leadership approach?	Explain the extent to which you prefer to apply a distributed leadership approach.

4. What elements of a distributed leadership approach could you apply to your community activities/projects? Why?

12 Charismatic Leadership Approach

1. What are the key characteristics of a charismatic leadership approach?

2. What communication methods and language would you expect a leader using a charismatic leadership approach to use?

3. Interview different people using the prompts in the tables. Interview a manager from a business or community organisation, a young worker, and a teacher not from VPC.

Note: Not all your interviewees will be familiar with the definitional term 'charismatic leadership'. But they are likely to have experienced this approach in action in work and community situations. So you might have to explain the definition to them at the beginning, perhaps by using some applied examples.

Manager & role:	
How do managers usually communicate with workers in your workplace?	How much involvement do workers have in making decisions in the workplace?
Give examples when a charismatic leadership approach is used in the workplace.	What are the benefits of using a charismatic leadership approach?
What are the limitations with using a charismatic leadership approach?	Explain the extent to which you prefer to apply a charismatic leadership approach.

Young worker & role:

How do managers usually communicate with workers in your workplace?	How much involvement do workers have in making decisions in the workplace?
Give examples when a charismatic leadership approach is used in the workplace.	What are the benefits of working under a charismatic leadership approach?
What are the limitations of working under a charismatic leadership approach?	Explain the extent to which you prefer to work under a charismatic leadership approach.

Teacher & role:

How do managers usually communicate with workers in your workplace?	How much involvement do workers have in making decisions in the workplace?
Give examples when a charismatic leadership approach is used in the workplace.	What are the benefits of working under a charismatic leadership approach?
What are the limitations of working under a charismatic leadership approach?	Explain the extent to which you prefer to work under a charismatic leadership approach.

4. What elements of a charismatic leadership approach could you apply to your community activities/projects? Why?

13 Transformational Leadership Approach

1. What are the key characteristics of a transformational leadership approach?

2. What communication methods and language would you expect a leader using a transformational leadership approach to use?

3. Interview different people using the prompts in the tables. Interview a manager from a business or community organisation, a young worker, and a teacher not from VPC.

Note: Not all your interviewees will be familiar with the definitional term 'transformational leadership'. But they are likely to have experienced this approach in action in work and community situations. So you might have to explain the definition to them at the beginning, perhaps by using some applied examples.

Manager & role:	
How do managers usually communicate with workers in your workplace?	How much involvement do workers have in making decisions in the workplace?
Give examples when a transformational leadership approach is used in the workplace.	What are the benefits of using a transformational leadership approach?
What are the limitations with using a transformational leadership approach?	Explain the extent to which you prefer to apply a transformational leadership approach.

Young worker & role:	
How do managers usually communicate with workers in your workplace?	How much involvement do workers have in making decisions in the workplace?
Give examples when a transformational leadership approach is used in the workplace.	What are the benefits of using a transformational leadership approach?
What are the limitations with using a transformational leadership approach?	Explain the extent to which you prefer to apply a transformational leadership approach.

Teacher & role:	
How do managers usually communicate with workers in your workplace?	How much involvement do workers have in making decisions in the workplace?
Give examples when a transformational leadership approach is used in the workplace.	What are the benefits of using a transformational leadership approach?
What are the limitations with using a transformational leadership approach?	Explain the extent to which you prefer to apply a transformational leadership approach.

4. What elements of a transformational leadership approach could you apply to your community activities/projects? Why?

14 Shooting for Goal

Part A

We all need to set goals. And our goals change over time; perhaps for you - since last year? And we always need to do 'things' to enable us to achieve our goals.

1. Describe some key **personal** goals, and the actions you could take to achieve those goals, within these time periods listed below.

Time period	Goal	Actions
By the end of today.		
By the end of tomorrow.		
By the end of the week.		
By the end of the month.		
By the end of the term.		
By the end of 3 months time.		
By the end of the semester.		
By when I finish Year 12.		
By the start of next year.		

2. What help and support might you need to achieve your personal goals?

Part B

Nobody is ever going to come knocking on your door and offer you a job. You have to identify and set your own career pathways goals. And just as with our personal goals, we also have to do 'things' to enable us to achieve our vocational goals. And the best time to start is right away.

1. Describe some key **vocational** goals, and the actions you could take to achieve those goals, within these time periods listed below.

Time period	Goal	Actions
By the end of today.		
By the end of the week.		
By the end of the month.		
By the end of the term.		
By the end of 3 months' time.		
By the end of the semester.		
By when I finish Year 12.		
By the start of next year.		

2. What help and support might you need to achieve your vocational goals?

15 Motivation

1. What is it that gets you out of bed each day to go to school? Explain your answer.

2. Which are your favourite subjects or activities at school? Why so?

3. What are your favourite tasks or activities at work? Why so?

4. We all try harder at some things than other things. List 3 things that you regularly try harder at doing, or try harder to succeed at. Why so?

5. Consider these statements. "Whatever." "What's in it for me?" "Near enough is good enough." "If something is worth doing, it's worth doing well." Which of these sound more like you? Does this change depending on the situation?

1. Create a 4-panel narrative that uses text and/or images to illustrate team members not being motivated in community activity/project situations.

i.	ii.
iii.	iv.

2. Now create a 4-panel narrative that uses text and/or images to illustrate team members being motivated in community activity/project situations.

i.	ii.
iii.	iv.

16 In the Community

Part A

1. List the members of your local community that you have had contact with during your VPC.

2. Briefly outline the roles of each of these in the community.

3. Are they volunteers; or employed (if so, what's their job)?

Community member	Role/actions of these community members	Employed or volunteer?

Part B

1. Brainstorm 20 different terms related to the following issue. (You choose how to set this out.)

   "What can we do to be agents of change to create better outcomes for community members?"

2. Choose 6 of the most appropriate terms, and for each one write a 1-sentence action statement to help you achieve that outcome. e.g. I will find out what I need to do to volunteer with the local foodbank.

3. How might your actions create transferable skills for your vocational career?

Preview Sample: Do not copy

Part A

By now you might have done some volunteering for your VPC. And you might be strongly considering doing more volunteering for your PDS Community Project.

1. Why does the community need volunteers?

2. What volunteer activities and programs have you participated in?

3. What were the benefits for others of you volunteering?

4. What were the benefits for you from your volunteering?

5. What are some 'causes' for which you'd like to be a volunteer for a Community Project? Why so? Who could be some potential community partners?

6. What skills could you offer as a volunteer for a Community Project?

Part B

Interview 2 community leaders who work with volunteers for different community activities or community groups. Complete the table based on their responses.

	Person 1	Person 2
Name, age, etc.? Community group Other relevant personal details.		
For what purposes do they use volunteers? How often, how many hours?		
What requirements do people have to meet to become a volunteer? Why?		
What activities do their volunteers do?		
What training do their volunteers undertake? How?		
What skills do their volunteers develop? How?		
How does their volunteering help others?		
How does their volunteering help them?		
Is there an opportunity to partner up for our Community Project?		

18 Community Leaders

Part A

Describe examples of how community leaders take action to deal with issues that communities are facing. Suggest what you could (or might) do as a response.

Community actions deal with:	How the issue impacts on my community.	Actions of the community leader.	What could you do to help?
A safety issue such as:			
A social issue such as:			
An environmental issue such as:			
An economic issue such as:			
Your choice:			

Part B

Millions of people work in community support roles, with millions more volunteering. These people work to help people, make their communities better and create a better society overall. They have a true vocation in life.

1. What are some of the most common and/or most vital community support occupations?

2. Who do you know who works in community support occupations?

3. Ask them why they do this job.

4. Ask them if they have any advice that they could give to you.

5. Do you think you might be suited to developing a career in a community support role? Explain using examples.

6. What about volunteering? Could you help out by giving back to your community?

19 It's Me in Action

Part A

Use examples to describe the types of activities you regularly do (or would like to do) as part of your involvement with various communities.

Situation	Descriptions of activities
Burning some excess energy and/or a good way to exercise and get fitter.	
Hanging with friends during the day.	
Meeting and contacting new and diverse people.	
Doing something positive without being asked to.	
Helping out people less fortunate.	
Training others to help them develop and improve their life.	

Part B

1. Create 2 selfies or images of you participating in community activities.

2. Briefly describe the community setting and what you are doing.

3. Now ask one of the community leaders to take photos of you participating in community activities.

4. Briefly describe what you are doing.

5. Do their photos showcase you in a different way? Why/why not?

20 Follow the Leader

Part A

Create a profile of a leader who has turned community participation into their vocation. Summarise key points about their journey. Include an image.

Person:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

_____

Part B

Using your profiled leader as a model, explain specific actions you could do to develop your leadership skills and qualities in your Community Project. Who could help you and how? Include an image of you demonstrating leadership.

Preview Sample: Do not copy

1. Interview an **employer** or a **manager** in a **business**. Find out:

   a. their most vital **time** management issues,

   b. the 'tools' and techniques they use, and

   c. advice that you could apply to managing your Community Project.

Person: _____   **Role: _____**

Time issue
Tools and techniques

Time issue
Tools and techniques

Time issue
Tools and techniques

Time issue
Tools and techniques

How could we apply this to managing time for our Community Project?

2. Interview a **community leader** or manager. Find out:

    a. their most vital **time** management issues,

    b. the 'tools' and techniques they use, and

    c. advice that you could apply to managing your Community Project.

Person: _____ **Role:** _____

Time issue
Tools and techniques

Time issue
Tools and techniques

Time issue
Tools and techniques

Time issue
Tools and techniques

How could we apply this to managing time for our Community Project?

22 People Management

1. Interview an **employer** or a **manager** in a **business**. Find out:

    a. their most vital **people** management issues,

    b. the 'tools' and techniques they use, and

    c. advice that you could apply to managing your Community Project.

Person: _____ **Role:** _____

People issue
Tools and techniques

People issue
Tools and techniques

People issue
Tools and techniques

People issue
Tools and techniques

How could we apply this to managing people in our Community Project?		

2. Interview a **community leader** or manager. Find out:

   a. their most vital **people** management issues,

   b. the 'tools' and techniques they use, and

   c. advice that you could apply to managing your Community Project.

Person: _____   **Role: _____**

People issue	**People issue**
Tools and techniques	**Tools and techniques**

People issue	**People issue**
Tools and techniques	**Tools and techniques**

How could we apply this to managing people in our Community Project?		

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23 Materials & Inputs Management

1. Interview an **employer** or a **manager** in a **business**. Find out:

   a. their most vital **materials** and **inputs** management issues,

   b. the 'tools' and techniques they use, and

   c. advice that you could apply to managing your Community Project.

Person: _____ **Role: _____**

Materials and inputs issue	Materials and inputs issue
Tools and techniques	Tools and techniques
Materials and inputs issue	Materials and inputs issue
Tools and techniques	Tools and techniques

How could we apply this to managing materials and inputs for our Community Project?		

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2. Interview a **community leader** or manager. Find out:

    a. their most vital **materials** and **inputs** management issues,

    b. the 'tools' and techniques they use, and

    c. advice that you could apply to managing your Community Project.

Person: _____   **Role: _____**

Materials and inputs issue	**Materials and inputs issue**
Tools and techniques	**Tools and techniques**
Materials and inputs issue	**Materials and inputs issue**
Tools and techniques	**Tools and techniques**

How could we apply this to managing materials and inputs for our Community Project?		

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24 Equipment & Tech Management

1. Interview an **employer** or a **manager** in a **business**. Find out:

   a. their most vital **equipment** and **technology** management issues,

   b. the 'tools' and techniques they use, and

   c. advice that you could apply to managing your Community Project.

Person: _____ **Role:** _____

Equipment and technology issue
Tools and techniques

Equipment and technology issue
Tools and techniques

Equipment and technology issue
Tools and techniques

Equipment and technology issue
Tools and techniques

How could we apply this to managing equipment & technology for our Community Project?

2. Interview a **community leader** or manager. Find out:

    a. their most vital **equipment** and **technology** management issues,

    b. the 'tools' and techniques they use, and

    c. advice that you could apply to managing your Community Project.

Person: _____   **Role: _____**

Equipment and technology issue	Equipment and technology issue
Tools and techniques	**Tools and techniques**

Equipment and technology issue	Equipment and technology issue
Tools and techniques	**Tools and techniques**

How could we apply this to managing equipment & technology for our Community Project?		

25 Financial Management

1. Interview an **employer** or a **manager** in a **business**. Find out:

   a. their most vital **financial** management issues,

   b. the 'tools' and techniques they use, and

   c. advice that you could apply to managing your Community Project.

Person: _____   **Role: _____**

Financial issue
Tools and techniques

Financial issue
Tools and techniques

Financial issue
Tools and techniques

Financial issue
Tools and techniques

How could we apply this to managing finances for our Community Project?

2. Interview a **community leader** or manager. Find out:

   a. their most vital **financial** management issues,

   b. the 'tools' and techniques they use, and

   c. advice that you could apply to managing your Community Project.

Person: _____ **Role:** _____

Financial issue	Financial issue
Tools and techniques	**Tools and techniques**
Financial issue	**Financial issue**
Tools and techniques	**Tools and techniques**

How could we apply this to managing finances for our Community Project?		

1. Interview an **employer** or a **manager** in a **business**. Find out:

    a. their most vital **safety** and **risk** management issues,

    b. the 'tools' and techniques they use, and

    c. advice that you could apply to managing your Community Project.

Person: _____ **Role: _____**

Safety or risk issue	Safety or risk issue	Safety or risk issue
Tools and techniques	**Tools and techniques**	**Tools and techniques**

Safety or risk issue	Safety or risk issue	Safety or risk issue
Tools and techniques	**Tools and techniques**	**Tools and techniques**

How could we apply this to managing safety and risks for our Community Project?		

2. Interview a **community leader** or manager. Find out:

    a. their most vital **safety** and **risk** management issues,

    b. the 'tools' and techniques they use, and

    c. advice that you could apply to managing your Community Project.

Person: _____   **Role: _____**

Safety or risk issue	Safety or risk issue	Safety or risk issue
Tools and techniques	**Tools and techniques**	**Tools and techniques**

Safety or risk issue	Safety or risk issue	Safety or risk issue
Tools and techniques	**Tools and techniques**	**Tools and techniques**

How could we apply this to managing safety and risks for our Community Project?		

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Part A

Explain 5 things or issues that you previously believed or thought were true, but for which you've changed your mind as a result of your PDS studies. For each one, explain why you changed your mind/opinion. At least 1 must be vocational-related.

Preview Sample: Do not copy

Part B

Now that you have completed your VPC: PDS units 3&4, create an '**after**' representation of yourself. You might create an artwork, a graphic, an image, a song, a profile, a CV or some other representation.

Preview Sample: Do not copy

28 Review and Reflection

Complete this journal to reflect on your study of the PDS VPC units.

Journal of: _____ Date: _____

⇨ What did I most enjoy during this year as part of my PDS studies?

⇨ What major personal development skills and strategies did I develop and apply?

⇨ How did I use and apply what I learned for my personal and social activities?

⇨ How did I use and apply what I learned in my work related activities?

⇨ What might be the most important things for me to focus on next, and why?

⇨ What other information can I share; how would I summarise my experiences?

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