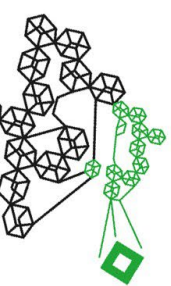


DiVa workbook



By combining this workbook with the DiVa-Tool, you will gain more insight into your digital skills. The DiVa-Tool facilitates the conversation about your digital skills, while the workbook allows you to write down your talents and development opportunities. Combined, the DiVa tool and the workbook provide a clear overview of concrete development opportunities (learning objectives) and follow-up agreements.

Take your time to fill this out carefully.



Basics

Behaviour

These are my development opportunities:

Social

These are my development opportunities:

Digital content

These are my development opportunities:

Your personal learning objectives – Basic level

Learning objectives: formulate your personal learning objectives based on the above-mentioned development opportunities in the basic level. Choose 1 or 2 development opportunities that are most important for you to work at the moment. Do this (if desired) together with your manager.

Note: keep it realistic!

Function specific

Digital Content Creation

You have indicated in the tool which skills you require in your job in the category **Digital Content Creation**. Please use this information to answer the questions below.

Are there any other skills in this category **Digital Content Creation** that are relevant to your work but were not mentioned in the tool? Please also indicate whether these skills are a talent or a development opportunity.

If applicable, if you aspire to grow into different role eventually, which skills within the category **Digital Content Creation** do you need for this?

If not applicable, please skip this question.

These are my talents in the category **Digital Content Creation:**

These are my development opportunities in the category **Digital Content Creation:**

If applicable:

Learning objectives: formulate your personal learning objective based on the above-mentioned development opportunities in the category **Digital Content Creation**:

Work agreement: formulate your personal work agreement based on the above-mentioned talents in the category **Digital Content Creation**:

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Safety & Well-being

You have indicated in the tool which skills you require in your job in the category **Safety & Well-being**. Please use this information to answer the questions below.

Are there any other skills in this category **Safety & Well-being** that are relevant to your work but were not mentioned in the tool? Please also indicate whether these skills are a talent or a development opportunity.

If applicable, if you aspire to grow into different role eventually, which skills within the category **Safety & Well-being** do you need for this?

If not applicable, please skip this question.

These are my talents in the category **Safety & Well-being:**

These are my development opportunities in the category **Safety & Well-being:**

If applicable:

Learning objectives: formulate your personal learning objective based on the above-mentioned development opportunities in the category **Safety & Well-being**:

Work agreement: formulate your personal work agreement based on the above-mentioned talents in the category **Safety & Well-being**:

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Problem solving

You have indicated in the tool which skills you require in your job in the category **Problem solving**. Please use this information to answer the questions below.

Are there any other skills in this category **Problem solving** that are relevant to your work but were not mentioned in the tool? Please also indicate whether these skills are a talent or a development opportunity.

If applicable, if you aspire to grow into different role eventually, which skills within the category **Problem solving** do you need for this?

If not applicable, please skip this question.

These are my talents in the category **Problem solving:**

These are my development opportunities in the category **Problem solving:**

If applicable:

Learning objectives: formulate your personal learning objective based on the above-mentioned development opportunities in the category **Problem solving**:

Work agreement: formulate your personal work agreement based on the above-mentioned talents in the category **Problem solving**:

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Communication & Collaboration

You have indicated in the tool which skills you require in your job in the category **Communication & Collaboration**. Please use this information to answer the questions below.

Are there any other skills in this category **Communication & Collaboration** that are relevant to your work but were not mentioned in the tool? Please also indicate whether these skills are a talent or a development opportunity.

If applicable, if you aspire to grow into different role eventually, which skills within the category **Communication & Collaboration** do you need for this?
If not applicable, please skip this question.

These are my talents in the category Communication & Collaboration:

These are my development opportunities in the category Communication & Collaboration:

If applicable:

Learning objectives: formulate your personal learning objective based on the above-mentioned development opportunities in the category **Communication & Collaboration**:

Work agreement: formulate your personal work agreement based on the above-mentioned talents in the category **Communication & Collaboration**:

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Information & Data Literacy

You have indicated in the tool which skills you require in your job in the category **Information & Data Literacy**. Please use this information to answer the questions below.

Are there any other skills in this category **Information & Data Literacy** that are relevant to your work but were not mentioned in the tool? Please also indicate whether these skills are a talent or a development opportunity.

If applicable, if you aspire to grow into different role eventually, which skills within the category **Information & Data Literacy** do you need for this?
If not applicable, please skip this question.

These are my talents in the category **Information & Data Literacy:**

These are my development opportunities in the category **Information & Data Literacy:**

If applicable:

Learning objectives: formulate your personal learning objective based on the above-mentioned development opportunities in the category **Information & Data Literacy**:

Work appointment: formulate your personal work agreement based on the above-mentioned talents in the category **Information & Data Literacy**: