

WORKING WITH OTHERS

PROBLEM SOLVING

EMPLOYABILITY SKILLS

IMPROVING OWN LEARNING & PERFORMANCE APPLICATION OF NUMBER

Being a member of the team Following instructions from the supervisor Attending briefings Helping other staff

KEY SKILLS

Identifying a problem Solving a problem Reviewing methods used to solve problems

Having a 'can do' attitude to work

How to produce a work plan

WORK SKILLS

How to lift and carry things How to keep the work area clean and tidy - good housekeeping

Negotiating your work experience programme

How to maintain stock records

Preparing for stocking/cropping

WORK TASKS

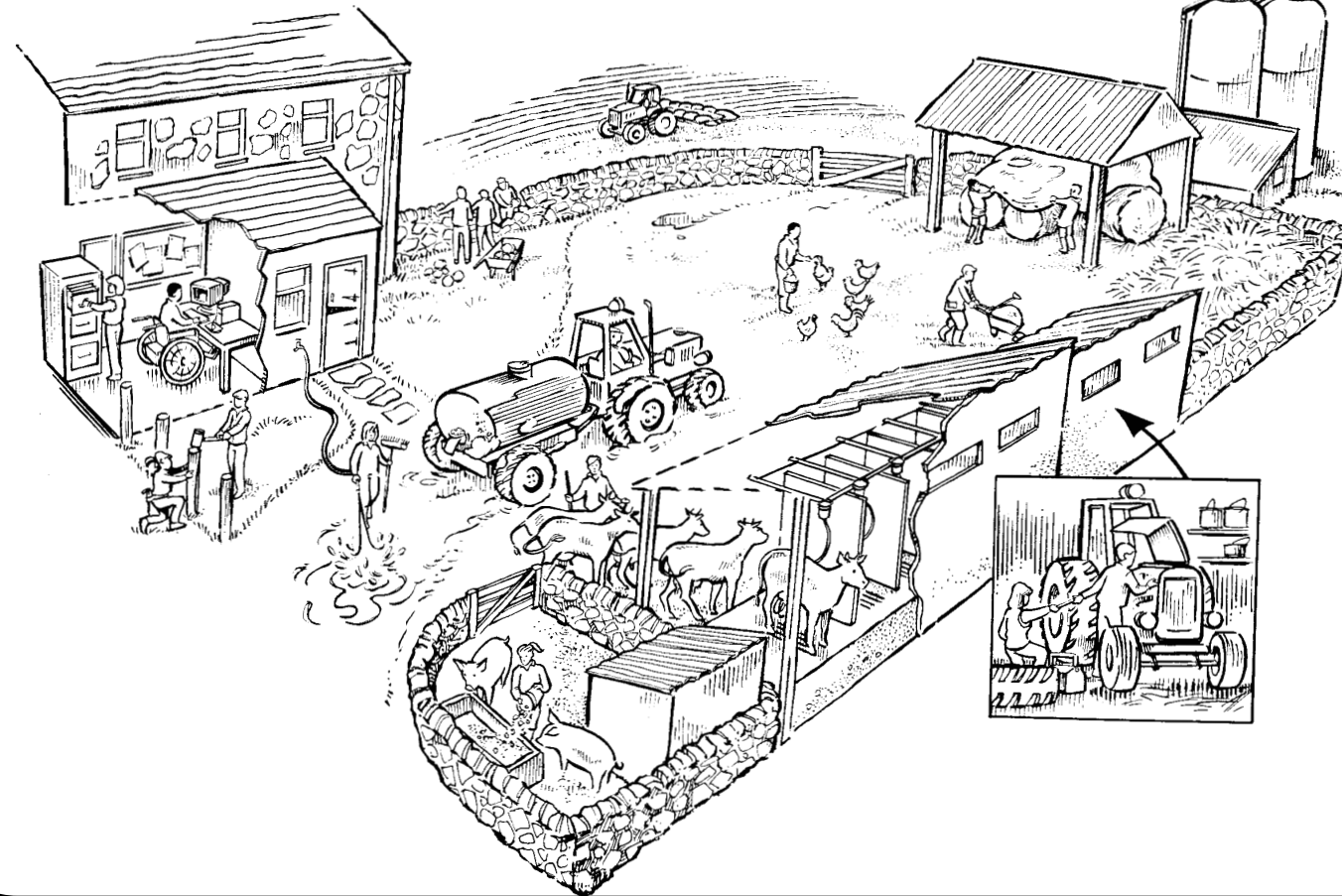
Receiving or despatching goods Working in the fields or sheds

Recognising new skills you have gained

Getting on well with people and animals

How to use tools and machinery

Moving and loading animals



Maintaining records

How to avoid accidents

Setting targets with your supervisor

Showing an interest in the work

How to use computer equipment

Monitoring and controlling stock

Receiving or despatching goods

Working in the fields or sheds

How to use safety wear and equipment

Meeting targets and deadlines

Presenting yourself well to the employer

How to load animals or produce for despatch

Feeding and watering the animals

Working with hand tools

How to care for crops

Identifying new skills

Showing that you are honest and hard-working

How to prepare for milking/feeding/spraying

Milking or calving

Following health and safety rules

Cleaning or tidying work area

Working with machinery

How to care for the health of animals

Checking stock numbers

How to check the quality of materials

How to follow quality control procedures

How to present yourself and give a good impression

How to deal with customers

How to spot hazards

Using measuring instruments

Creating production charts

Taking part in discussions with your colleagues

Taking part in discussions with your supervisor

Reading information on packaging

Reading technical drawings and illustrations

Evaluating the use of IT

Using spreadsheets and flow charts

COMMUNICATION

INFORMATION TECHNOLOGY