

WORKING WITH OTHERS

PROBLEM SOLVING

IMPROVING OWN LEARNING & PERFORMANCE APPLICATION OF NUMBER

KEY SKILLS

- Being a member of the production team
- Attending meetings
- Helping other staff
- Following instructions from the supervisor

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

WORK SKILLS

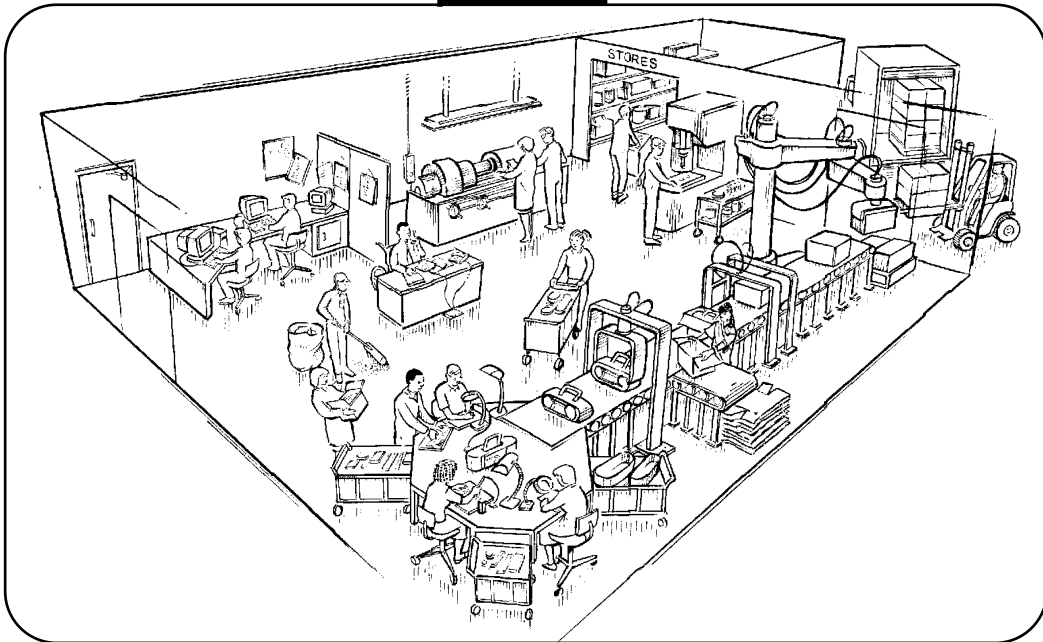
- How to maintain stock records
- How to produce a production plan

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

WORK TASKS

- Ordering and controlling stock

- Cleaning or tidying work area



- Working on a production run or process

- Receiving or despatching goods

- Making sure you and others follow health and safety rules

- Working in the stockroom or warehouse

- Working with hand tools

- Working with machinery

- Using a computer

- How to shut down a work station

- 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

- Taking part in discussions with your colleagues

- Reading company information and training manuals

- Taking part in discussions with your supervisor

- Reading technical drawings and illustrations

- Evaluating the use of IT in the factory

- Using spreadsheets and flow charts

- Using CAD

- Recognising new skills you have gained

- Setting targets with your supervisor

- Meeting targets and deadlines

- Identifying new skills

- Checking stock numbers

- Using measuring instruments

- Creating production charts

- Having a 'can do' attitude to work

- Negotiating your work experience programme

- Getting on well with many different types of people

- Presenting yourself well to the employer

- Preparing well for an interview

- Showing that you are honest and hard-working

- How to use tools and machinery

- How to use computer equipment

- How to pack goods for despatch

EMPLOYABILITY SKILLS

COMMUNICATION

INFORMATION TECHNOLOGY