

WORKING WITH OTHERS

PROBLEM SOLVING

IMPROVING OWN LEARNING & PERFORMANCE APPLICATION OF NUMBER

KEY SKILLS

- Being a member of the construction 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

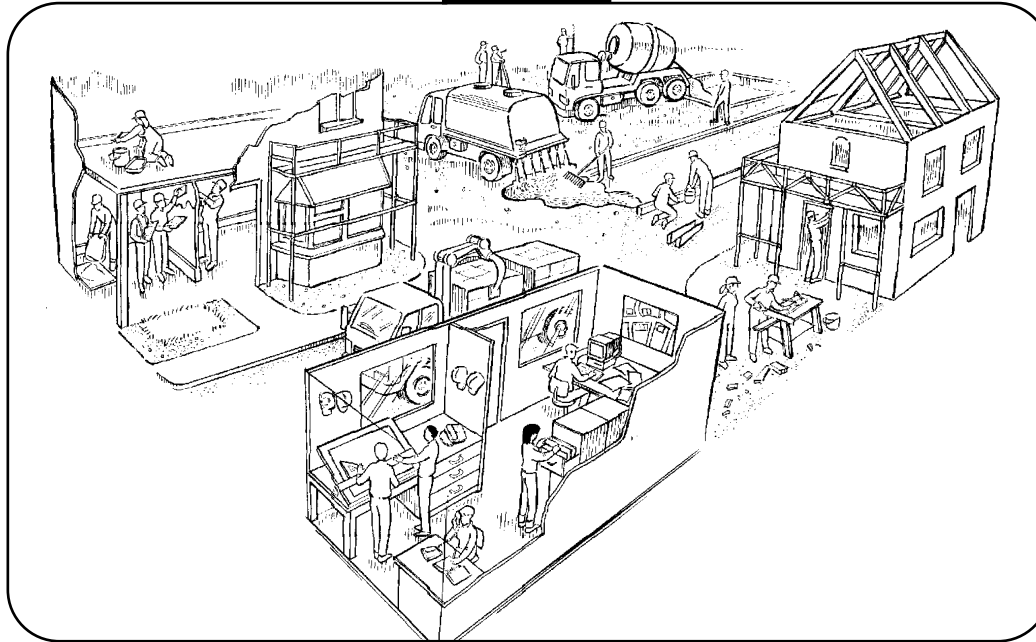
- How to maintain a work plan and stock records
- How to produce a work plan

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

WORK TASKS

- Cleaning and tidying the work area

- Check and record material deliveries



- Taking and receiving messages

- Working on site

- Working on the construction process

- Working in an office

- How to store and stack materials

- Using a computer

- Making sure you and others follow health and safety rules

- Working with hand tools

- Working with equipment (eg. theodolite)

- How to prevent accidents
- How to use safety wear and equipment

- How to deal with construction problems

- How to follow quality control procedures

- How to present yourself and give a good impression

- How to deal with clients

- How to recognise hazards

- How to solve problems

- Taking part in discussions with your colleagues and supervisor

- Reading plans and interpreting models

- Reading company information and training manuals

- Reading drawings and illustrations

- Writing reports or promotional literature

- Using CAD

- Using spreadsheets and flow charts

- Evaluating the use of IT

- Having a positive attitude to work

- Negotiating your work experience programme

- Getting on well with many different types of people

- Being flexible and willing

- Presenting yourself well to the employer

- Showing that you are honest and hard-working

- Working well in a team

EMPLOYABILITY SKILLS

COMMUNICATION

INFORMATION TECHNOLOGY