

WORKING WITH OTHERS

PROBLEM SOLVING

IMPROVING OWN LEARNING & PERFORMANCE APPLICATION OF NUMBER

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

KEY SKILLS

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

Having a positive attitude to work

- How to prepare and make a presentation

WORK SKILLS

- How to use the telephone
- How to use a photocopier or fax machine

Recognising new skills you have gained

EMPLOYABILITY SKILLS

Negotiating your work experience programme

How to layout articles or photographs

- Producing articles

WORK TASKS

- Making sure you and others follow health and safety rules

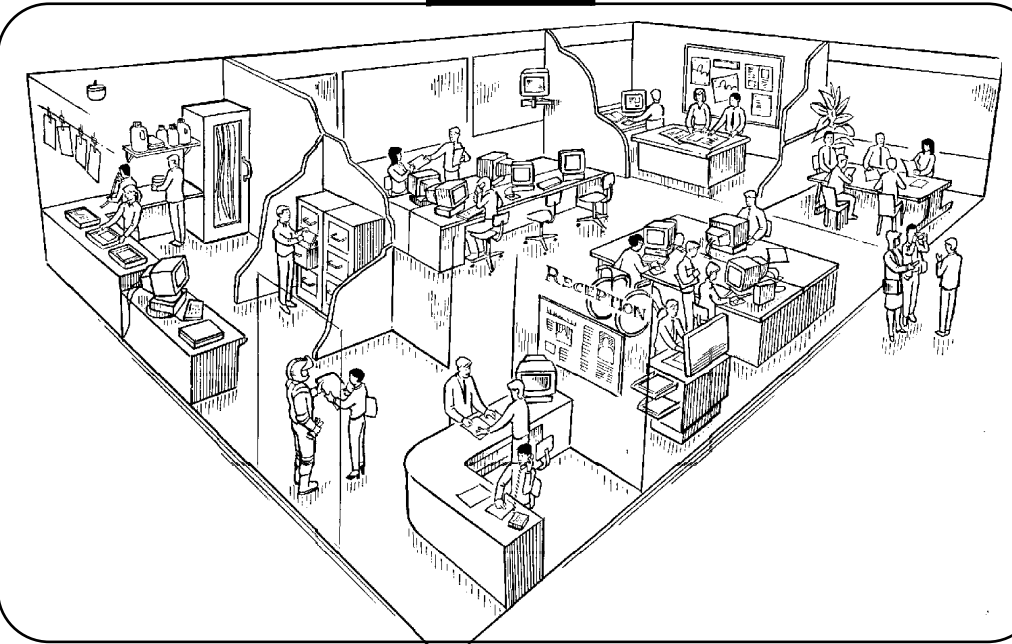
How to keep the work area clean and tidy

Setting targets with your supervisor

Getting on well with many different types of people

How to use photographic equipment

Working with office equipment



Cleaning and tidying work area

How to avoid accidents

Meeting targets and deadlines

Being flexible and willing

How to use a PC to produce articles

Using a computer

Receiving and making telephone calls

Receiving and delivering post

How to deal with customers

Identifying new skills

Showing that you are confident and determined

How to work to a plan with targets

How to edit and evaluate articles or photographs

How to interview people

How to use spreadsheet software

How to present yourself and give a good impression

Dealing with visitors

Estimating numbers or time

Preparing displays

Assisting a journalist or photographer

Filing and retrieving documents

Checking records

Using measuring instruments

Reading charts, tables and diagrams

Taking part in discussions with colleagues and members of the public

Writing articles

Using communications technology

Reading drawings and illustrations

Using word processing package

Using desktop publishing

Evaluating the use of IT

Using databases and flow charts

COMMUNICATION

INFORMATION TECHNOLOGY