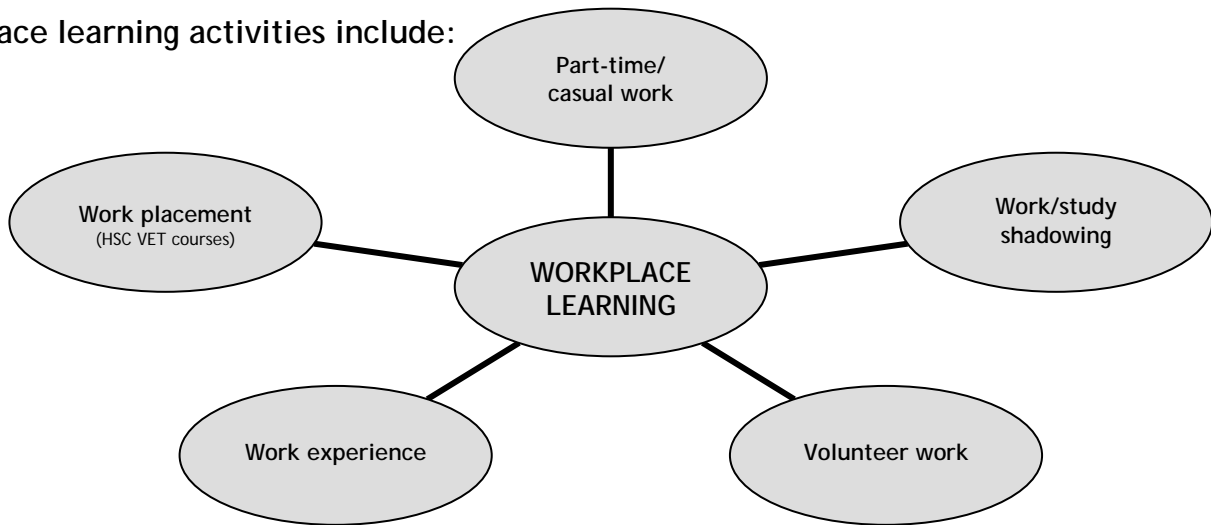


EXAMPLES OF WORKPLACE LEARNING

Workplace learning activities include:



Examples of Personal Attributes	Examples of Responsibilities/Duties <i>I have...</i>	Examples of Employment Related Skills <i>I can.../ I am able to.../ I know how to ...</i>
<ul style="list-style-type: none"> • Loyalty • Commitment • Honesty and integrity • Enthusiasm • Reliability • Personal presentation • Commonsense • Positive self-esteem • Sense of humour • Balanced attitude to work and home life • Ability to deal with pressure • Motivation • Adaptability • Resilience 	<ul style="list-style-type: none"> • Served customers • Handled money (added, subtracted, divided and multiplied and given change accurately) • Answered and made business calls • Taken and relayed messages • Counted floor stock • Used a word processor/database/spreadsheets • Used a number of computer programs including: <ul style="list-style-type: none"> - Microsoft Word - Microsoft Excel - Microsoft PowerPoint • Recorded information using charts and graphs • Calculated percentages • Used e-mail • Scanned and filed documents • Applied basic First Aid • Used/maintained the following equipment: 	<p>SELF MANAGEMENT</p> <ul style="list-style-type: none"> • Evaluate my own work <p>INITIATIVE & ENTERPRISE</p> <ul style="list-style-type: none"> • Show independence and initiative in completing tasks <p>LEARNING</p> <ul style="list-style-type: none"> • Learn new tasks quickly <p>COMMUNICATION</p> <ul style="list-style-type: none"> • Follow verbal and written instructions <p>TEAM WORK</p> <ul style="list-style-type: none"> • Work with a group of people to complete a task <p>PLANNING & ORGANISING</p> <ul style="list-style-type: none"> • Meet deadlines <p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Find solutions through negotiation <p>TECHNOLOGY</p> <ul style="list-style-type: none"> • Use appropriate software to complete tasks <p>CROSS-CULTURAL UNDERSTANDING</p> <ul style="list-style-type: none"> • Respect cultural diversity in the workplace