UNIT 40: BUSINESS WORK EXPEREINCE
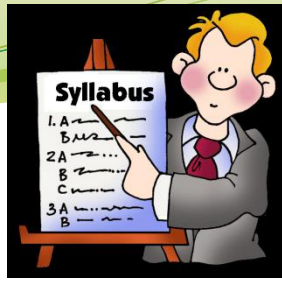
LECTURER:JUDITH ROBB-WALTERS

UNIT 40: BUSINESS WORK EXPEREINCE

- LEARNING OUTCOME 2:Be able to agree aims and objectives of work-based project with others

THE BASIC SYLLABUS

- 1. Understand ways to arrange appropriate industry experience.

- 2. Be able to agree aims and objectives of work-based project with others.

- 3. Be able to monitor and evaluate progress of work-based project.

- 4. Be able to present report on work-based project.

LEARNING OUTCOMES

- Be able to agree aims and objectives of work based project with others

- At the end of the class the students should be able to:
- AC 2.1 Negotiate appropriate aims, objectives and targets for the work-based project task

OVERVIEW

- The aim of an organisation may be an expression of its function or role or indeed its mission. Objectives and targets can therefore have aims. They also have a purpose i.e. the reason why they have been established, set or defined.

- Objective: This can be used to express anything that is to be achieved at any level in an organisation.

- Aim: The term aim can be used to express a direction for something , the aim signals the direction taken to get there.

- Target: Should be measurable and realistic, but challenging. Targets should be expressed in a manner that establishes a clear focus for all actions and decisions additionally it can be used to provide a structure to constantly assess the performance of your business.

PERSONAL/CAREER DEVELOPMENT

- Creating a personal career development plan is hard work. And following through on the plan and sustaining your efforts is something that may not come easy at first. It is bound to take time and a considerable amount of discipline.

- Do you have habits that prevent you from developing and following through on goals? Is it difficult for you to form meaningful relationships? Does constant worry sap your strength and energy?

PERSONAL/CAREER DEVELOPMENT

- Here are five steps you can take to get your personal career development plan moving in the right direction:
- 1. Make a Self-Assessment
- 2. Set Realistic Goals
- 3. Never Stop Learning New Skills
- 4. Find Someone Willing to Coach You
- 5. Measure Your Progress

JOB COMPETENCES

- Job competency relates to the demonstration of various skills, aptitudes, and performance levels as they are related to a specific position or job within a company. There are several ways to evaluate competency for a job, based on what level of activity or performance is considered to be acceptable within an organization. Here are some examples of criteria that are often associated with evaluating job competency.

ROLES AND RESPONSIBLITIES

- In order to effectively manage your staff, it is important to provide them with a clear definition and understanding of their role, function, and responsibilities in the workplace. This will provide them with a good understanding of the job and tasks they are to perform as an individual and within any teams they are a part of. It also provides information on where they fit within the organisation and who they report to, helping to avoid disputes and misunderstandings over authority.

OPERATIONAL

- An operational definition, when applied to data collection, is a clear, concise detailed definition of a measure. The need for operational definitions is fundamental when collecting all types of data. It is particularly important when a decision is being made about whether something is correct or incorrect, or when a visual check is being made where there is room for confusion.

PRATICAL

- **Of or concerned with the actual doing or use of something rather than with theory and ideas.**

TECHNICAL

- This is were an individual can relate to the practical use of machines or science in industry, medicine, etc. having special knowledge especially of how machines work or of how a particular kind of work is done.

PEOPLE RELATED

- Professional success is important to everyone, but still, success in business and in life means different things to different people--as well it should.

- But one fact is universal: Real success, the kind that exists on multiple levels, is impossible without building great relationships. Real success is impossible unless you treat other people with kindness, regard, and respect.

PEOPLE RELATED

- In any organisation people related or relationship is very important as it shows that people need to work together to achieve the objectives of the organisation.

LEARNING AND DEVELOPMENT

- Training and development -- or "learning and development" as many refer to it now -- is one of the most important aspects of our lives and our work. (Many people view "training" as an activity that produces the result or outcome of "learning" -- and learning is typically viewed as new knowledge, skills and competencies or abilities.) In our culture, we highly value learning. Yet, despite our having attended many years of schooling, many of us have no idea how to carefully design an approach to training and development.

QUALITY

- Quality itself has been defined as fundamentally relational: Quality is the ongoing process of building and sustaining relationships by assessing, anticipating, and fulfilling stated and implied needs.

HEALTH AND SAFETY

- Workplace health and safety–also referred to as occupational health and safety–refers to the right of every employee, regardless of industry, to carry out his daily work in a safe environment. There are various laws and legislations that dictate what employers must do to facilitate this, to minimize accidents, injuries and fatalities.

EQUAL OPPORTUNITIES

- Equal opportunity refers to the equality of access to jobs, promotions, and other opportunities in corporations, associations and nonprofit organizations.

- The definition of equal opportunity has expanded over the years to encompass equal opportunity in recruitment, hiring, training, layoffs, discharge, recall, promotions, responsibility, wages, sick leave, vacation, overtime, insurance, retirement, pensions, and various other benefits.

BENEFIT TO THE LEARNER/ORGANISATION

- A learning organization gives employees the information needed to enable a company to cope with the loss of key staff and continually transform itself. When more than one person knows the critical aspects of an operation, the loss of a staff member becomes less disruptive.

- Learning organizations also enhance employee morale, improving performance, recruitment and retention. Research has shown that learning organizations give companies a competitive advantage over their competitors.

- The importance of learning was first put forward by a Chinese philosopher, Confucius (551 - 479 BC). He believed that everyone should benefit from learning.

- "Without learning, the wise become foolish; by learning, the foolish become wise."

- "Learn as if you could never have enough of learning, as if you might miss something."

REVIEW/ACHIEVING DATES

- Regularly reviewing your progress will give you an idea of how you can benefit in your current market, access new customers and find new business opportunities. However, it is important that you understand how to correctly review and assess your performance to make the most out of the information available to you.

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