WORKING WITH OTHERS

PROBLEM SOLVING

EMPLOYABILITY SKILLS

IMPROVING OWN LEARNING & PERFORMANCE

APPLICATION OF NUMBER

COMMUNICATION

INFORMATION TECHNOLOGY

KEY SKILLS

Being a member of the team

Attending briefings

Helping other staff

Following instructions from the supervisor

Identifying a problem

Solving a problem

Reviewing methods used to solve problems

WORK SKILLS

How to layout designs

How to prepare and make a presentation

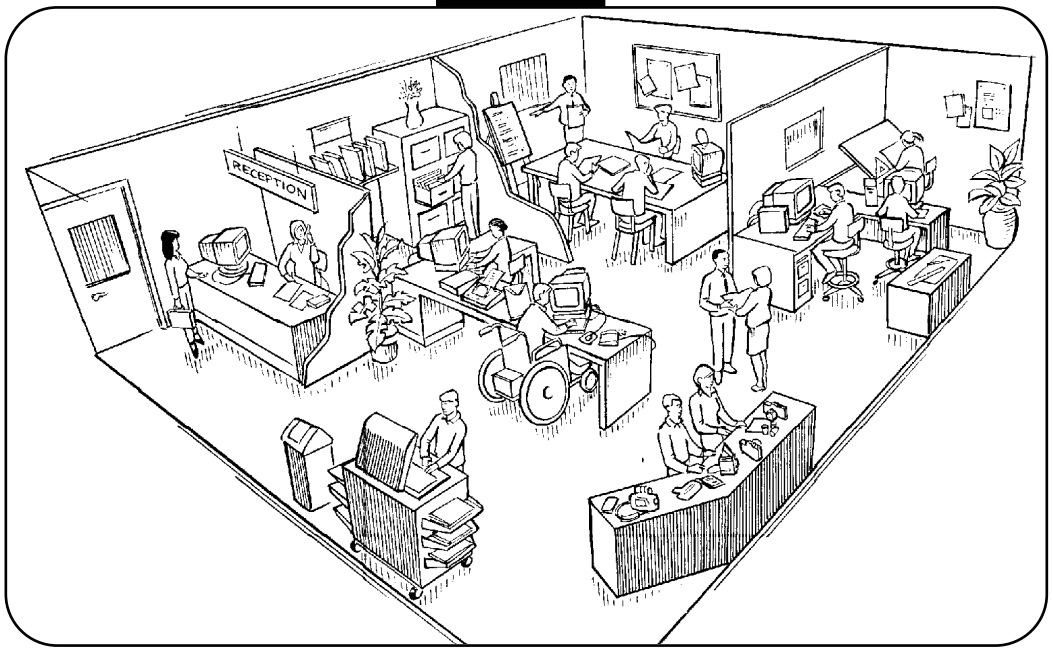
How to use the telephone

How to use a photocopier or fax machine

WORK TASKS

Working with design tools

Making sure you and others follow health and safety rules



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

How to use drawing instruments

Working with office equipment

How to use photographic equipment

Using a computer

How to produce technical drawings

Cleaning and tidying work area

Ordering and controlling stock

How to keep the work area clean and tidy

How to avoid accidents

How to deal with clients

How to present yourself and give a good impression

Recognising new skills you have gained

Setting targets with your supervisor

Meeting targets and deadlines

Identifying new skills

Checking stock numbers

Using measuring instruments

Reading charts and diagrams

Producing plans, sketches, or drawings

Preparing displays

Taking and receiving messages

How to use a PC to create designs

How to estimate costs for tender enquiries

How to produce invoices

How to store and check materials

How to follow quality control procedures

Taking part in discussions with staff and supervisors

Reading information in manuals and on packaging

Speaking to customers

Reading technical drawings and illustrations

Evaluating the use of IT

Using databases and flow charts

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