## 119742 practical -workplace and logbook

## Observation sheet

Observed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Observation Sheet 1

Prepare a short presentation on a subject of your choice. Your presentation should not last longer than eight minutes, which should include time for questions from the audience. Write out a plan of your presentation, what visual aids you intend using and also give details of the techniques to maintain continuity and interaction you plan to use. Highlight key words that you are going to use.

Prepare visual aids to enhance your presentation. Use at least two visual aids.

Which techniques to maintain continuity and interaction do you plan on using? Explain how you will use at least two techniques.

Give the presentation to your facilitator/supervisor and group members.

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| Name of learner being assessed: |
| Date and time of presentation: |
| Purpose of presentation: |
| **Evaluation** | **Motivation of your answer** | **Yes/No** |
| Did the learner use strategies to capture and retain the interest of the audience?  | Give examples of the strategies. |  |
| Did the learner’s body language reinforce the main ideas of the presentation? | Quote examples |  |
| Were the visual aids appropriate to the topic that was discussed? | Give an example of the visual aids that were used |  |
| Did the visual aids enhance the presentation? | Give an example of the visual aids that were used |  |
| Did the learner use negotiation skills in order to reach consensus? | Give an example of the visual aids that were used |  |
| What techniques did the learner use to maintain continuity and interaction: | Give an example of techniques that were used |  |
|  |  |
| Learner signature | Date |
|  |  |
| Supervisor/facilitator signature | Date |

## Observation sheet 2

Prepare and present a presentation to the team about any aspect of the work the team is involved in. The presentation should address a knowledge or skills shortage in the team.

Your presentation should not last longer than 30 minutes, which should include time for questions from the team.

Write out a plan of your presentation, what visual aids you intend using and also give details of the techniques to maintain continuity and interaction you plan to use. Highlight key words that you are going to use.

Prepare visual aids to enhance your presentation. Use at least two visual aids.

Give the presentation. Your team members and supervisor / mentor will assess you, using the check list

Attach the plan of your presentation, your visual aids and the assessment lists to this workbook.

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| --- |
| Name of learner being assessed: |
| Date and time of presentation: |
| Purpose of presentation: |
| **Evaluation** | **Motivation of your answer** | **Yes/No** |
| Did the learner use strategies to capture and retain the interest of the audience?  | Give examples of the strategies. |  |
| Did the learner’s body language reinforce the main ideas of the presentation? | Quote examples |  |
| Were the visual aids appropriate to the topic that was discussed? | Give an example of the visual aids that were used |  |
| Did the visual aids enhance the presentation? | Give an example of the visual aids that were used |  |
| Did the learner use negotiation skills in order to reach consensus? | Give an example of the visual aids that were used |  |
| What techniques did the learner use to maintain continuity and interaction: | Give an example of techniques that were used |  |
|  |  |
| Learner signature | Date |
|  |  |
| Observer name and signature | Date |

## practical assignment 1

You have to attend at least two team meetings and a workshop or other learning activity

During the meetings, you must take your turn to take the minutes of the meeting and chair the meeting or merely attend the meeting. A copy of the minutes must be attached to this assessment.

You will be assessed by his/her peers about his/her conduct during the meeting regarding the following: Use the checklist provided

* negotiating techniques
* conflict management
* checking understanding and clarifying meaning by asking questions and applying listening skills
* getting additional information as required

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| --- |
| Name of learner being assessed: |
| Date and time of meeting: |
| Purpose of meeting: |
| **Evaluation** | **Motivation of your answer** | **Yes/No** |
| Did the learner ask questions to check understanding?  | Give an example of a question asked by the learner. |  |
| Did the learner ask questions to clarify meaning? | Give an example of a question asked by the learner |  |
| Did the learner listen to what other people were saying? | Give an example  |  |
| Did the learner use conflict management techniques to defuse potential conflict situations? | Give an example  |  |
| Did the learner use negotiation skills in order to reach consensus? | Give an example  |  |
|  |  |
| Learner signature | Date |
|  |  |
| Observer signature | Date |

## Workplace assignment 2

As part of your duties at work and in order to enhance group work and gain experience in meetings and oral communication in general, You have to perform the tasks specified in the observation sheet and you will be marked by your supervisor.

| **Tasks to be performed** | **Tasks carried out successfully** | **Remarks** |
| --- | --- | --- |
|  | **Yes** | **No** |  |
| Actively participate in team meetings  |  |  |  |
| Chair meetings |  |  |  |
| Take minutes |  |  |  |
| Arrange meetings |  |  |  |
| Take op own responsibilities in the team |  |  |  |
| Finish tasks on time |  |  |  |
| Be willing to rotate roles, in other words swap responsibilities with another team member |  |  |  |
| Contribute to the setting of objectives of the group and identifying the purpose of the group |  |  |  |
| Willing to abide by group decisions |  |  |  |
| Willing to accept responsibility for the actions of the group |  |  |  |
| Willing to support and assist other group members |  |  |  |
|  |  |
| Learner signature | Date |
|  |  |
| Supervisor signature | Date |

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| --- |
| Logbook 119472 |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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| Date | Candidate signature | Date | Mentor/supervisor signature |