## 119467 *FORMATIVE ASSESSMENTS WORKBOOK*

## Unit Standard 119467

### Exercise 1

Write down some examples of sequences.

### Exercise 2

Write down some examples of categorisation.

### Exercise 3

Write down some examples of visualisation.

### Exercise 4

Write down some examples of rhythm and rhyme.

### Exercise 5

Write down some examples of abbreviations.

### Exercise 6

Have a brainstorming session about ways to improve the behaviour of bus and taxi drivers. After the brainstorming, have a short discussion about the suggestions. Make notes about the ideas that are considered the best.

### Exercise 7

In a group, develop a lending sheet for the video list below

|  |  |
| --- | --- |
| **Corporate Training Video Database** | |
| **Programme Name** | **Videos** |
| Integrated Management Development Programme | Unorganised Manager (1-4) |
| I'd like a word with you |
| How am I doing? |
| Dealing with conflict |
| Finance for Non Financial Managers | Income Statement |
| Balance Sheet |
| Cash Flow |
| Budgeting |
| Control of working capital |
| The Balance Sheet Barrier |
| Coaching for improved performance |  |
|  |
| Negotiating for results | Body Language |
|  |
| Creative Problem Solving (Supervisory) |  |
|  |
| Strategic Planning (Managerial) |  |
|  |
| Project Management | Australian Success Video |
| Report Writing |
| Project Management (complete) |
| From No to Yes |

### Exercise 8

* What can you do as team leader to improve the performance of your team? Note at least five things.
* What is the purpose of your work team?
* How does your supervisor usually handle conflict?
* In groups, negotiate a venue for a year end function

### Exercise 9

**This is a group activity**

**Select one organisation from the services industry that is also a small business, such as a hair dresser. Discuss the following:**

* Communication channels in the organisation
* Communication resources such as telephone, fax, computers
* Technological resources used by the organisation, such as computers.
* What multilingual needs exist in the organisation

**Select one educational organisation that is also a large organisation. In a group, discuss the following:**

* Communication channels in the organisation
* Communication resources such as telephone, fax, computers
* Technological resources used by the organisation, such as computers.
* What multilingual needs exist in the organisation

**Discuss your own organisation:**

* Communication channels in the organisation
* Communication resources such as telephone, fax, computers
* Technological resources used by the organisation, such as computers.
* What multilingual needs exist in the organisation
* List the similarities and differences between the organisations and how the differences impact on the occupational learning of the employees.