
Form 4.1 SELF-ASSESSMENT CHECKLIST

Instructions:

This Self-Check Instrument will give the student necessary data of information which is essential in **Bookkeeping NC III**. Please check the appropriate box of your answer to the questions below.

BASIC COMPETENCIES				
CAN I...?			YES	NO
1	Lead Workplace Communication			
	1.1	Communicate information about workplace processes?		
	1.2	Lead workplace discussions?		
	1.3	Identify and communicate issues arising in the workplace?		
2	Lead Small Teams			
	2.1	Provide team leadership?		
	2.2	Assign responsibilities?		
	2.3	Set performance expectations for team members?		
	2.4	Supervised team performance?		
3	Develop And Practice Negotiation Skills			
	3.1	Plan negotiations?		
	3.2	Participate in negotiations?		
4	Solve Problems Related To Work Activities			
	4.1	Identify the problem?		
	4.2	Determine fundamental causes of the problem?		
	4.3	Determine corrective action?		
	4.4	Provide recommendation/s to manager?		
5	Use Mathematical Concepts And Techniques			
	5.1	Identify mathematical tools and techniques to solve problem?		
	5.2	Apply mathematical procedure/solution?		
	5.3	Analyze results?		
6	Use Relevant Technologies			
	6.1	Study/select appropriate technology?		
	6.2	Apply relevant technology?		
	6.3	Maintain/enhance relevant technology?		

Self Assessment Guide Iii

JE Gale



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