Unit 21 Solving Work-related problems

Task 2

Worksheet 2

2.1 Identify sources of help, support and guidance for work-related problems

2.2 Identify how listening to the suggestions of others helps when solving problems in the workplace

3.1 Identify possible solutions to a problem, using given sources of help, support and guidance

3.2 Identify how own experiences of problem solving can help to find solutions to a problem

1. You will complete the table in worksheet 2 to identify at least two sources of general help, support or guidance.

2. You will give at least one example of identifying how listening to others can help you with solving problems in your workplace. The sources identified can be straightforward, but should be different.

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| Identify at least two sources of general help, support or guidance for work related problems. |
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| Identify how listening to the suggestions of others helps when solving problems in the workplace |
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| Identify possible solutions to a problem, using given sources of help, support and guidance |
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| Identify how own experiences of problem solving can help to find solutions to a problem |
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