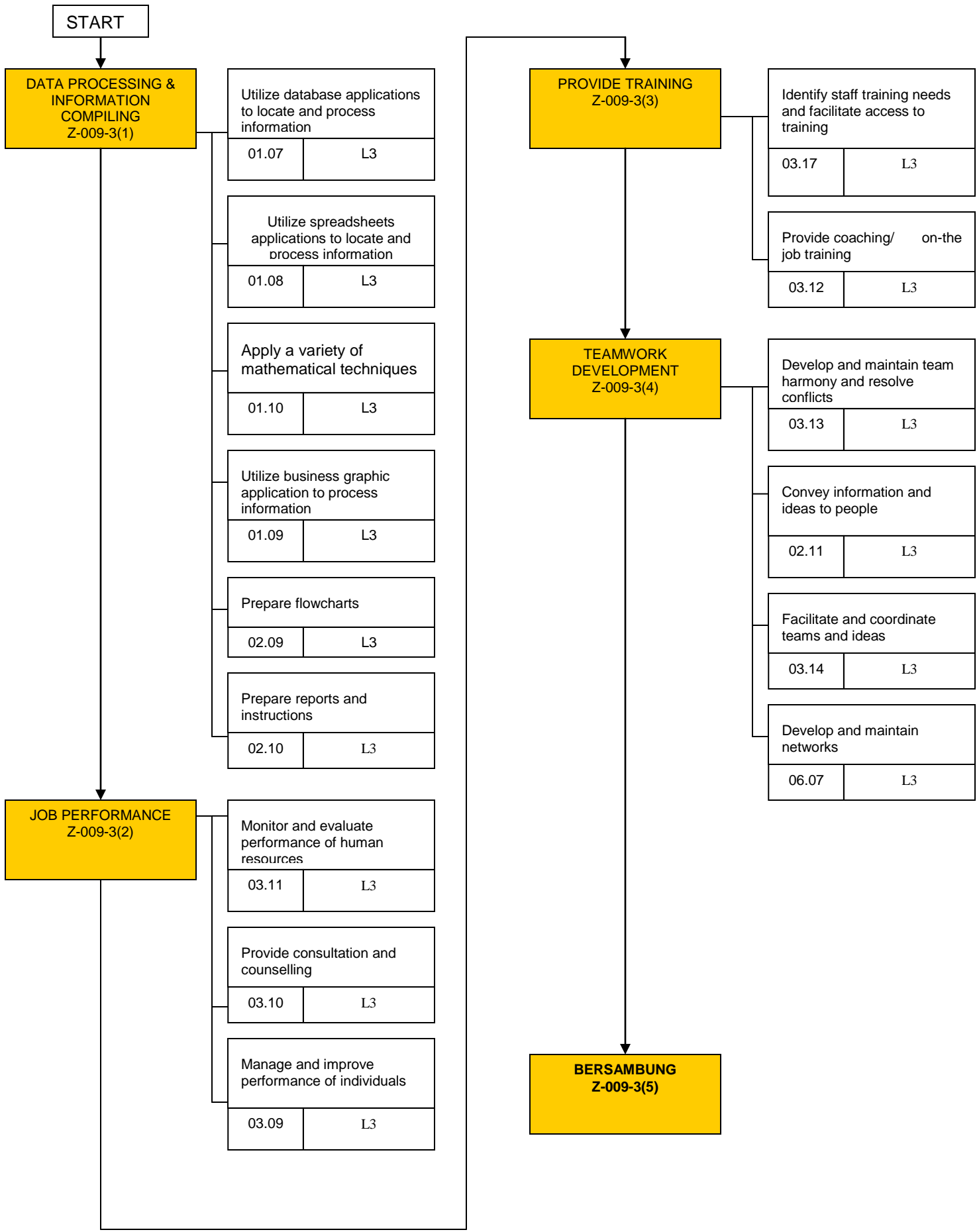


TRAINING PATHWAY : Z-009-3 CORE ABILITY LEVEL 3



START

DATA PROCESSING & INFORMATION COMPILING
Z-009-3(1)

Utilize database applications to locate and process information
01.07 L3

Utilize spreadsheets applications to locate and process information
01.08 L3

Apply a variety of mathematical techniques
01.10 L3

Utilize business graphic application to process information
01.09 L3

Prepare flowcharts
02.09 L3

Prepare reports and instructions
02.10 L3

JOB PERFORMANCE
Z-009-3(2)

Monitor and evaluate performance of human resources
03.11 L3

Provide consultation and counselling
03.10 L3

Manage and improve performance of individuals
03.09 L3

PROVIDE TRAINING
Z-009-3(3)

Identify staff training needs and facilitate access to training
03.17 L3

Provide coaching/ on-the job training
03.12 L3

TEAMWORK DEVELOPMENT
Z-009-3(4)

Develop and maintain team harmony and resolve conflicts
03.13 L3

Convey information and ideas to people
02.11 L3

Facilitate and coordinate teams and ideas
03.14 L3

Develop and maintain networks
06.07 L3

BERSAMBUNG
Z-009-3(5)

TRAINING PATHWAY : Z-009-3 CORE ABILITY LEVEL 3

