

Title of the Learning Unit	Productivity in your daily work performance
Sub Units	<ul style="list-style-type: none"> a) Acting efficiently and being persistent b) Being pro-active c) Showing discipline and responsibility
EQF	1 - 5
Learning Outcome	<ul style="list-style-type: none"> a) He chooses the most efficient way to get the job done and makes sure it actually gets done b) When the time is right, he brings in ideas of his own that benefit himself, colleagues and/or the organisation. c) He takes action, even if he does not benefit from those actions himself and doesn't stop until the job is finished well.
Subunit a): Acting efficiently and being persistent Key behaviour aspects in levels:	<p>EQF Level 1 After instruction, he keeps working until the job is done</p> <p>EQF Level 2 In unusual situations, he asks for help when he doesn't succeed on his own the first time</p> <p>EQF Level 3 When he doesn't succeed the first time, he finds a solution within the context of his job and expertise</p> <p>EQF Level 4 He chooses the most efficient method for his own work and for the team before work starts and adapts method when this gives better results</p> <p>EQF Level 5 He reflects on the efficiency of the work of others/teams and facilitates them so they can work efficiently in a constantly changing situation</p>

Competence for subunit a	Knowledge for subunit a	Skills for subunit a
<p>S/he ...</p> <p>EQF Level 1 After instruction, he keeps working until the job is done</p> <p>EQF Level 2 In unusual situations, he asks for help when he doesn't succeed on his own the first time</p> <p>EQF Level 3 When he doesn't succeed the first time, he finds a solution within the context of his job and expertise</p> <p>EQF Level 4 He chooses the most efficient method for his own work and for the team before work starts and adapts method when this gives better results</p> <p>EQF Level 5 He reflects on the efficiency of the work of others/teams and facilitates them so they can work efficiently in a constantly changing situation</p>	<p>S/he ...</p> <ul style="list-style-type: none"> • How to make use of the knowledge you already have in the moment that you are creative. • Time management and productivity methods appropriate to the context and job 	<p>S/he ...</p> <ul style="list-style-type: none"> • staying focused on the goal, even when he doesn't succeed the first time • taking responsibility for his own mistakes • taking initiative for example to correct mistakes • acting independently when necessary and setting priorities • communicating in a self confident, determined way. • taking difficult decisions even when the outcome is unpleasant. • recognizing risks in his own work and that of others • taking (limited) risks and coping with uncertainty

<p>Subunit b): Being pro-active Key behaviour aspects in levels:</p>	<p>EQF Level 1 He is responsive to instruction</p> <p>EQF Level 2 He is aware of how well his own task goes and when something goes wrong within the task he reports this</p> <p>EQF Level 3 Before he starts with the task he reviews what needs to be done for this specific job and for the company or the customer, and taking action on it</p> <p>EQF Level 4 He observes what is changing inside and outside the company, and is adapts procedures/activities/methods with the future in mind</p> <p>EQF Level 5 He actively finds out what is changing inside and outside the company and develops procedures/activities/methods to stay up to date</p>
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<p>Competence for subunit b</p>	<p>Knowledge for sub unit b</p>	<p>Skills for subunit b</p>
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S/he ...

EQF Level 1 He is responsive to instruction

EQF Level 2 He is aware of how well his own task goes and when something goes wrong within the task he reports this

EQF Level 3 Before he starts with the task he reviews what needs to be done for this specific job and for the company or the customer, and taking action on it

EQF Level 4 He observes what is changing inside and outside the company, and is adapts procedures/activities/methods with the future in mind

EQF Level 5 He actively finds out what is changing inside and outside the company and develops procedures/activities/methods to stay up to date

S/he ...

- How to make use of the knowledge you already have in the moment that you are creative.
- Time management and productivity methods appropriate to the context and job

S/he ...

- listening carefully to what others say and acting on it immediately
- putting ideas into realistic action
- taking initiative
- observing what is happening and analyzing what can be done
- coming up with ideas that are good for himself, others and/or the organization.

Subunit c):
Showing discipline and responsibility
Key behaviour aspects in levels:

- EQF Level 1 Has a steady work routine under supervision and is proud of the work done
- EQF Level 2 After clear instruction, he works on his own tasks, improving his work after extra instruction
- EQF Level 3 Is aware of the responsibilities/tasks of a (small) team; works on preparation, trouble shooting and takes into account the perspective of the customer
- EQF Level 4 Gives instruction to others, helps/facilitates them to work well, monitors progress of team or (small) company, communicates with customer about the job
- EQF Level 5 Gives instruction to team leaders/larger teams, monitors progress of teams or company, communicates with customer about the job

Competence for subunit c

Knowledge for subunit c

Skills for subunit c

S/he ...

EQF Level 1 Has a steady work routine under supervision and is proud of the work done

EQF Level 2 After clear instruction, he works on his own tasks, improving his work after extra instruction

EQF Level 3 Is aware of the responsibilities/tasks of a (small) team; works on preparation, trouble shooting and takes into account the perspective of the customer

EQF Level 4 Gives instruction to others, helps/facilitates them to work well, monitors progress of team or (small) company, communicates with customer about the job

EQF Level 5 Gives instruction to team leaders/larger teams, monitors progress of teams or company, communicates with customer about the job

S/he ...

- How to make use of the knowledge you already have in the moment that you are creative.
- Time management and productivity methods appropriate to the context and job
- Level 3-5 need knowledge about how to instruct other levels

S/he ...

- not giving up until the job has been done well
- acting in a customer- oriented way
- taking action even if he does not benefit from it (for example: helping others, doing something extra)
- giving clear and helpful instructions to others
- coming up with suggestions to improve existing work processes in
- coming up with ideas that do not always concern or benefit himself
- asking feedback to improve his work, that of others and the organisation
- asking critical question that help to create progress
- reasoning and acting according to the ethics of the profession