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MISZTÖB SÍMÉNTUDAR A SZÜBBREKSIUM

WORKING IN THE STORE

Skills	Tasks on the workplace Superstore	Self-assessment	Coach's evaluation
Rehabilitator / employee / student knows how to...		I can / I have to learn more	Competence is there
Adaptability Adapts to situations as needed to be successful in ever-changing situations and in working with different individuals and groups.	Recognizes the need for adaptation		
	Understands and acknowledges the value of other points of view and ideas about how to do things.		
	Demonstrates a positive attitude when dealing with changes.		
	Is ready to change the way of working if necessary.		
Responsible use Uses value* cost-effectively and intelligently to achieve goals.	Uses valuables in an efficient way.		
	Handles valuables carefully and uses them efficiently.		
	Prioritizes and organizes time to complete tasks.		
	Looks for ways to improve their results and performance and results.		

*Values refer to both tangible and subjective values, e.g.: people, products, supplies, money, knowledge, etc.	Understands the importance of subjective values in the work environment (e.g. time, human resources and knowledge) and why they need to be used responsibly.		
Effective communication	Promotes communication with others.		
Listens to others, communicates clearly and promotes open communication. (Individuals with hearing loss can use sign language).	Respects the opinions of others and takes them into account in his own communication.		
	Checks his understanding of other people's expressions, e.g. asks if he does not understand, repeats to get confirmation of correct understanding.		
	Calls for comment or feedback on what has been said.		
	Has an open and honest communication with others.		
	Is consistent with himself in communication with others.		
	Works as a part of a team		

<p>Collaboration</p> <p>Works with others to achieve company goals.</p>	<p>Shares all useful information and knowledge with others.</p>		
	<p>Treats others honestly and fairly, shows consideration and respects the unique characteristics of others.</p>		
	<p>Assists colleagues.</p>		
<p>Security awareness</p> <p>Spots situations that can create a risk in the workplace and takes appropriate measures to keep the work environment safe (for himself and others).</p>	<p>Follows instructions and guidelines on workplace safety.</p>		
	<p>Uses safety equipment when required.</p>		
	<p>Follows instructions for proper posture at work.</p>		
	<p>Follows instructions on the use of materials and equipment to prevent damage/accidents.</p>		

	Know where to seek help in case of unsafe/dangerous situations.		
	Notifies of obvious dangers.		
Initiative Shows initiative and resilience in dealing with situations and issues and seizes the opportunities that arise.	Indicates the need for necessary action.		
	Handles obvious tasks that are outside the regular scope of work without hesitation without being asked to do so (e.g. when own tasks are completed.)		
	Brings ideas and suggestions for solutions when the occasion arises.		
Self control Constantly reflects on his experiences in order to improve his own performance.	Is positive and copes with difficulties.		

	Copes with difficulties and changes by reviewing circumstances.		
	Gets stronger facing major obstacles.		
	Approaches new situations with a positive attitude, despite previous experiences that have been disappointing.		
Confidence Demonstrates a realistic belief in one's own abilities.	Demonstrates confidence in daily tasks.		
	Works independently and collaboratively with others, without constantly seeking approval or recognition (i.e. makes independent, relevant decisions where appropriate).		
	Willingly and confidently expresses his opinion but is also open to the opinions of others.		
Understanding the Activity Understands and uses work processes, work environment	Understands and uses formal/documented work procedures.		

and company culture to achieve success.			
	Knows and uses formal workplace's organization, rules, processes and procedures to achieve results.		
	Understands the internal and external working environment of the company.		
The customer in focus. Provides excellent customer service.	Responds to key customer needs.		
	Responds in a timely and professional manner to the customer's needs/wishes and shows helpfulness and courtesy regardless of his behavior.		
	Shows the customer in a clear way that their attitude and point of view is respected.		
	Constantly aims to provide good and appropriate service.		
To be taken into account			

	<ul style="list-style-type: none"> ○ positive approaching for the work ○ possibility to practice skills ○ language skills should be tested and improved if necessary ○ representing work place and employer ○ filling the form with the coach <ul style="list-style-type: none"> ○ it is easier to notice that there is more competence <ul style="list-style-type: none"> ○ what rehabilitator / employee / student already can do ○ what skills she/he has to learn more 		
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Future plans	Discussion
<ul style="list-style-type: none"> ○ how can I utilize the skills I have achieved <ul style="list-style-type: none"> ○ employment <ul style="list-style-type: none"> ○ what kind of jobs could I apply for ○ studies <ul style="list-style-type: none"> ○ what kind of studies could I apply for ○ everyday life <ul style="list-style-type: none"> ○ stimulating the quality of life 	
<ul style="list-style-type: none"> ○ what kind of skills it would be good to learn so that I can make my dreams come true 	