

BSBOPS201 Work effectively in business environments

Assignment

Complete the following tasks

Task 1

Create an example of a schedule to manage the workload of an office employee. Including the following tasks and activities:

- Meetings
- Returning phone calls
- Break times
- Daily administration tasks

Task 2

Write a report on one time you have worked in a team on a task. Include the following:

- discuss the roles of each member in the team
- what the task was
- any issues encountered
- how the team would communicate

Minimum 300 words

Task 3

Recall a time where you had to follow organisational standards set by your employer or the business you have worked at. Discuss:

- what the standards were
- how you adapted to those standards
- what you liked and disliked about those standards
- if you ever had issues following those standards

Task 4

Create a PowerPoint presentation on how to improve teamwork in the workplace.

Discuss:

- common issues
- how to handle issues and conflict
- examples of team building activities
- benefits of working in a team environment

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- complete at least four tasks in a business environment, including:
- working to organisational standards
- managing workload
- working as part of a team.

In the course of the above, the candidate must:

- comply with legal responsibilities, and organisational requirements
- escalate issues and seek assistance.

Submit Documents via email to admin@globalfitness.edu.au

Submit Video Assessment to :

<https://drive.google.com/drive/folders/1Ckdcmig1XkVBIgGMacQEIx0Lxb7BNPE?usp=sharing>