

COGPOLY43

Contribute to the efficiency and effectiveness of work



Overview

This unit is for those with responsibility for contributing to the efficiency and effectiveness of work by ensuring that your own activities and actions which need to be co-ordinated with others are carried out in an efficient and effective way. It is suitable for process industries personnel who have a range of responsibilities to discharge and who need to work in a co-ordinated fashion with others in the workplace.

This unit deals with the following:

1. Plan and organise your own work
2. Coordinate your work with others

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Previous Version

Adapted from Unit M5 of Polymer Processing and Related Operations NOS – version November 2004. NB This unit is a tailored version of a Combined Working Practices unit produced by PINTOG, which was originally designated Unit 26.

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Performance criteria

You must be able to:

- P1 find out what priorities apply to the different objectives you have been given
- P2 make sure you have full details of the actions you need to take to meet the work objectives you have been given
- P3 check that the resources you will need are available in the right quantities and qualities and take prompt steps to deal with any shortfall
- P4 work efficiently and safely, making good use of the time available
- P5 tell the appropriate person as soon as possible about any difficulties which prevent you from meeting your work objectives
- P6 confirm your understanding of the work to be carried out and the responsibilities you are to cover
- P7 complete the actions you have been set on time
- P8 cooperate effectively in tasks requiring interactions with others
- P9 keep your colleagues up-to-date and accurately informed on aspects of the work which may affect them
- P10 use shared resources in an efficient manner, leaving them in a fit state for others to use
- P11 offer support to others where necessary for the achievement of work objectives and quality standards
- P12 make constructive suggestions on how to overcome difficulties which arise when coordinating our actions with those of others

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Knowledge and understanding

You need to know and understand:

- K1 how to communicate effectively with others
- K2 why it is important for team members to support each other effectively
- K3 what sort of information is needed by each team member for their role
- K4 how to give clear instructions
- K5 why effective communication is essential to good working relationship
- K6 why it is usually best to try to resolve a problem in working relationships as soon as possible and by direct discussion
- K7 what an individual can do to support his/her work colleagues
- K8 why it is so important to have a clear plan of what to do before starting work
- K9 how to read and interpret work instructions
- K10 why some tasks need to be done before or after others
- K11 how to deal with conflicting demands on your time
- K12 where information is stored in the workplace
- K13 how information is passed on to those who need to know it
- K14 why it is important to make sure that the information you have been given for a task is accurate, complete and up-to-date

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Additional Information

Glossary

Priorities

Routine work, work which involves some changes to routine

Resources

Tools and equipment, Personal Protective Equipment, materials

Others

With your usual work colleagues, with colleagues you work with on an occasional basis (e.g. maintenance staff)

Cooperate with others

Routine work, work which involves some changes to routine

Tasks to be completed

Difficulties in meeting the work plan which affect others, difficulties in meeting the work plan which affect you

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