Task Planning Sheet

Task 1 – Completing your induction at Bunjappy Regional Tourism Centre

The Task Planning Sheet provides you with a clear list of the activities you will need to undertake to complete your assigned tasks. It is suggested that you complete the activities in the order they are listed. You must submit your completed ‘Task Planning Sheet’ to verify completion of the competencies that form a part of this task.

By submitting your completed sheet, you are confirming that you have undertaken all activities associated with the task.

In this task, you need to complete your induction program that is required of all new employees. The Bunjappy Regional Tourism Centre (BRTC) values strong teams so one element you must undertake is their program of team awareness. The other major element is an introductory level of workplace health and safety which is essential to all new employees in any business.

**Working as part of our team:**

* Read incoming email. (Monitor)
* Read and print ***Your task*** (Paper tray near printer)
* Complete the Self-Assessment Survey that accompanied your email from Margaret. (Attachment to Margaret’s email) Consider your responses to this survey and what you may need to do to enhance your ability to build and sustain work relationships.
* Read and analyse the first two parts of your assigned Induction activities: ***Relationships Within Your Team***and ***Effective Workplace Relationships***. (Folders on desk then to Induction Information)
* Read and analyse the third part of your assigned Induction activities: ***Teams*** (Folders on desk then to Induction Information)
* Read and analyse the fourth part of your assigned Induction activities: ***Dealing with problems***.(Folders on desk then to Induction Information)
* Research, using the Internet, different ways of managing and resolving conflict in the workplace.

**General Manager’s Questionnaire:**

* Complete the Manager’s Questionnaire. (Attachment on General manager’s email)

**Workplace Health and Safety:**

* Complete the online Workplace Health and Safety course set up by the Bunjappy Regional Tourist Centre. Construct a portfolio of your work consisting of the completed activities throughout this course. (Monitor)

**Establish a work area and identify and minimise WHS issues:**

* Read and print ***Your task*** (Vertical paper tray near printer).
* Set up your work area to be as safe as possible and to align with WHS expectations.
* Print or download the Workplace Safety Checklist (Folders).
* Conduct a health and safety audit of your work area (or area identified by your teacher). Complete the Workplace Safety Checklist (Folders).
* Take digital photographs of identified risks.
* Take appropriate action to eliminate or reduce risk. Record action and forma report using the photographs with resulting action.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| The completed Self-Assessment Survey |  |
| Responses to Manager’s Questionnaire – must be submitted in word processed format and to a business standard (i.e. correct spelling, grammar and punctuation). |  |
| Portfolio from the online WHS course |  |
| Completed Workplace Safety Checklist. |  |
| Hazard report with photographs and remedial action listed. |  |