

SKILLS CATALOG

OFFICE WORK



**PROJECT
AION**

Iceland 
Liechtenstein
Norway grants



Iceland Liechtenstein Norway grants

The AION project benefits from a grant of € 195828 received from Iceland, Liechtenstein and Norway under the EEA Grants.

The aim of the project is to develop a comprehensive, systemic model of preparation for professional activity of people with deeper intellectual disabilities.

Preparation of professional laboratories with training programs and methodology.

Development of a coherent and systemic strategy for supporting the employment of people with intellectual disabilities on the labor market in cooperation with the District Labor Office in Sosnowiec.

Working out a path of professional development and a strategy of inclusion in the open and / or protected labor market, taking into account the educational, legal, organizational housing for schools, people with disabilities, public institutions and entrepreneurs that can potentially employ people with disabilities.

Skills catalog **office work**

1. I can keep order in the office
2. I can operate a multifunction device
3. I am cultured

RATING:

green color – task completed correctly

Red colour – you should continue to practice the skill

The student can start learning the next skill when both assessments (self-assessment and teacher feedback) are green.

I CAN KEEP ORDER IN THE OFFICE

Level 1

Skill	Self-esteem	Information from the teacher
I recognize office accessories needed to organize and complete documents (stapler, hole punch, binder, folder)		
I distinguish different types of documents and other materials (e.g. photocopy paper, envelopes, etc.)		
I know where documents, accessories and office supplies are		
I know the safety rules		

I CAN KEEP ORDER IN THE OFFICE

Level 2

Skill	Self-esteem	Information from the teacher
I can sort documents according to the indicated characteristics		
I can use a stapler and a hole punch		
I can place documents in a binder and binder		
I fold and complete leaflets and advertising materials		
I can keep order at my workplace		
I follow safety rules during work		

I CAN OPERATE A MULTIFUNCTIONAL DEVICE

Level 1

Skill	Self-esteem	Information from the teacher
I recognize office supplies: laminating foil, inks, toners, binding accessories)		
I know what a photocopier is for		
I know how to run a shredder		
I know how to run a laminator		
I know how to run the binding machine		
I know the safety rules that must be followed when using office equipment		

I CAN OPERATE A MULTIFUNCTIONAL DEVICE

Level 2

Skill	Self-esteem	Information from the teacher
I can replace toners in the printer		
I can photocopy documents		
I can laminate		
I can bind		
I can operate a shredder		
I follow safety rules		

I AM CULTURAL

Level 1

Skill	Self-esteem	Information from the teacher
I know how to behave in contacts with applicants		
I know the rules of cooperation with other employees		
I know how to talk to my superiors		
I know how to express my emotions, e.g. dissatisfaction, anger, nervousness		

I AM CULTURAL

Level 2

Skill	Self-esteem	Information from the teacher
I can talk politely with petitioners		
I cooperate well with other employees		
I talk politely to my superiors		
I express my emotions calmly and clearly, e.g. dissatisfaction, anger, nervousness		