

SECTION B: WORK-SHADOWING EVALUATION FORM

1. Describe the type of work observed.

Office co-ordinator / Ass. Secrat

2. What personal qualities, skills, attitude, values and educational qualifications are needed by people who do this work?

Receptionist: Manage Switchboard, deal with visitor, liaise Boardroom bookings: Managing the organization and preparing boardroom for Meetings.

Office: Manage staff daily attendance, keep stock of groceries general office work (cleaning, filing, faxing, binding)

General: Assist with Membership Management

3. Describe, in no less than 80 words, the effect the work experience had on you. What did you learn about yourself and the knowledge and skills required for this type of work?

I learnt that you have to be good at communicating with people and that you also have to be friendly to them. You should also be able to remember a lot of things and also have great computer skills.

I think that it has had a good effect on me and because I have learnt so much stuff that I can use anywhere I go in the future.

4. As a result of this experience what would you like to do to make a more informed choice of career training?

Do some research on the career that I want choose and the experience I would also go and do the job just to see how it is.

If you have medical related work experience, please keep a copy of this form for inclusion in your application to a Medical (Health) School or University Technikon.

Declaration

I Hingwani Litzhegu completed 16

hours of Work-shadowing at Association of Arbitrators

and declare all the above to be true and accurate.

Signature of learner [Signature]

Date 2 December 2016

Signature of Work-shadowing supervisor [Signature]

Date 2 December 2016

Please attach a business card or stamp with company stamp.

**Association of Arbitrators
(Southern Africa)**
P.O. Box 653141
Benmore 2010 South Africa
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Fax: (011) 884 9167

This form must be handed to your Registered teacher by 08:00 on the last day of school, 7 December 2016.