VCAL Work Related Skills

Unit 1 Senior

LO2: Communicate ideas and information about OH&S requirements for a work environment.

**Topic: Work place Violence and Bullying**

Based on your research and understanding of this issue complete the following task;

2.1 *Select and use appropriate forms of communication to convey OH&S in the work environment.*

Choose one of the following aspects of work place violence and bullying:

- Work Place Violence
- Work Place Bullying
- Sexual Harassment in the Workplace

The form of the presentation is a poster.

Your audience is apprentices or new employees.

Your task is to *inform* your audience and should include the following;

- What is the problem by definition of the law?
- What rights does an employee have?
- What obligations does an employer have?
- What action should be taken in the event of work place bullying or violence?
- How can work place bullying and violence be avoided?

2.2 *Evaluate communication methods incorporating feedback.*

Present a draft of your work to your target audience to receive feedback. Check for the following;

- Is the information is clearly understandable?
- Is the format you have chosen appropriate for your audience?
- Has the information been presented in a manner appropriate to the serious nature of the subject matter?

2.3 *Adapt information in response to feedback*

Once you have received feedback complete the task.
2.2 and 2.3 of the Work Related Skills section of the assignment will also incorporate Literacy Skills Senior Oracy LO2 as follows:

When presenting your work to your target audience;

a) Plan and deliver a sustained presentation in a group setting using appropriate staging and including question time

When giving feedback;

b) Make notes systematically from information presented orally covering key points and supporting information

When using feedback to refine your work;

c) Evaluate the content and effectiveness of a complex oral text.

Checklist

Have you completed the task?

- I have chosen an aspect of work place violence and bullying to present.
- I have researched the subject matter from appropriate sources.
- I have included the necessary information on my poster.
- I have used colour, images and graphics that are appropriate to the message.
- I have presented a draft of my work to the class and received feedback.
- I have given constructive feedback to others in the class.
- I have used the feedback to refine my work.
- I have completed my poster.
- I have handed it in to my teacher.

Due Date: