

# Know-How

## ■ Planning, Organizing and Integrating (Manage)

|   |                         |
|---|-------------------------|
|  | Likely combination      |
|  | Less likely combination |
|  | Improbable combination  |

**I. Task Focused**  
Performance of a task or tasks which are highly specific as to objective and content with limited awareness of surrounding circumstances and events.

**II. Specific**  
Performance or supervision of multiple activities which are specific as to objective and content. There is a requirement to interact with co-workers and maintain an awareness of related activities.

**III. Related**  
Integration of operations or services which are generally related in nature and objective and where there is a requirement for coordination with associated functions.

**IV. Diverse**  
Overall concept of function diverse objectives the achievement of overall

## ■■■ Communicating & Influencing Skills →

### ● Practical/Technical Knowledge

**I. Communicate**  
Dealing with others is primarily concerned with requesting and providing information. Courtesy, tact and effectiveness are required.

100%

**A. BASIC:** Basic numeracy, literacy and knowledge of simple instructions and routines generally acquired through a short explanation.

**B. INTRODUCTORY:** Knowledge of standardized work routines and methods, general facts and information and/or the use of simple equipment, machines and materials. Knowledge is usually acquired through training on the job.

|  | 1  | 2  | 3  | 1  | 2   | 3   | 1   | 2   | 3   | 1   |
|--|----|----|----|----|-----|-----|-----|-----|-----|-----|
|  |    |    |    |    |     |     |     |     |     |     |
|  | 38 | 43 | 50 | 50 | 57  | 66  | 66  | 76  | 87  | 87  |
|  | 43 | 50 | 57 | 57 | 66  | 76  | 76  | 87  | 100 | 100 |
|  | 50 | 57 | 66 | 66 | 76  | 87  | 87  | 100 | 115 | 115 |
|  | 50 | 57 | 66 | 66 | 76  | 87  | 87  | 100 | 115 | 115 |
|  | 57 | 66 | 76 | 76 | 87  | 100 | 100 | 115 | 132 | 132 |
|  | 66 | 76 | 87 | 87 | 100 | 115 | 115 | 132 | 152 | 152 |

# Hay Guide Charts

**Christine Bose, Glenna Spitze**



## Hay Guide Charts:

## Hay Guide Charts Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the power of words has be evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Hay Guide Charts**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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