

Know-How

■ Planning, Organizing and Integrating (Manage)



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.

I. 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.

II. 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.

III. 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

**John Shields,Michelle Brown,Sarah
Kaine,Catherine Dolle-Samuel,Andrea
North-Samardzic,Peter McLean,Robyn
Johns,Patrick O'Leary,Geoff
Plimmer,Jack Robinson**

Hay Guide Charts:

Hay Guide Charts Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Hay Guide Charts**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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