

1. Title	Communicate with staff in different departments of the organization
2. Code	BEZZOM415A
3. Range	Understand thoroughly the operational procedures of the organization in beauty workplaces and can communicate with staff in different departments.
4. Level	4
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of communication formats and skills</p> <ul style="list-style-type: none"> <li>◆ Understand different document formats and application skills such as e-mail, memorandum, forms, etc. as well as their differences and characteristics</li> <li>◆ Understand the procedures, objectives and uses of the organization's meetings</li> </ul> <p>6.2 Apply communication formats and skills</p> <ul style="list-style-type: none"> <li>◆ Flexibly apply different document formats, such as memorandum, email and form, etc. to communicate with staff in different departments</li> <li>◆ Flexibly apply meeting skills to take part in or conduct internal meetings, and to communicate with staff in different departments so as to enhance their efficiency at work</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to master different document formats and application skills ; and Capable to flexibly apply meeting skills to take part in or conduct internal meetings, and</p> <p>(ii) to communicate with staff in different departments of the organization to enhance efficiency at work.</p>
8. Remarks	