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| 1. Title | Basic knowledge of electrical and mechanical services management |
| 2. Code | EMCUOM102A |
| 3. Range | Capable to understand the basic concepts of electrical and mechanical services management, to build up team spirit and to assist the company to perform routine duties. |
| 4. Level | 1 |
| 5. Credits | 6 |
| 6. Competency | <p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about basic management theory</p> <ul style="list-style-type: none"> ◆ Understand team building and maintain team spirit, including: <ul style="list-style-type: none"> • Building of working team • Definition of working team • Classification of working team • Formulating clear and tangible goals • Trusting each other • Taking the initiative to listen carefully • Formulating practical and challenging goals ◆ Understand organization's basic way of operation, including: <ul style="list-style-type: none"> • Engineering workforce organizational chart • Engineering project schedules • Working procedure flow chart • Basic concept of logistics management for materials, tools, instruments, etc <p>6.2 Apply basic management theory in daily electrical and mechanical engineering works</p> <ul style="list-style-type: none"> ◆ Know how to apply basic management theory in daily electrical and mechanical engineering works, including: <ul style="list-style-type: none"> • Enhancing the efficiency of company's daily work • Fostering the spirit of cooperation among staff members • Minimizing misunderstanding of work • Strengthening self-confidence |
| 7. Assessment Criteria | <p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to know about basic theory of electrical and mechanical services management, to build up team spirit and to enhance the efficiency of organizational routines.</p> |
| 8. Remarks | This unit of competency is applicable to electrical and mechanical practitioners in general. |