

**Specification of Competency Standards**  
**for the Property Management Industry**  
**Unit of Competency**

Functional Area - Human Resources Management relating to a Property

Title	Work in accord with colleagues
Code	110594L2
Range	Establishment of teamwork, applicable to frontline personnel in working in cooperation with colleagues
Level	2
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Understand communications and code of conduct</p> <ul style="list-style-type: none"> <li>• Be able to understand the communication methods with colleagues</li> <li>• Be able to understand the proper conduct and behaviour</li> </ul> <p>2. Build up work relations</p> <ul style="list-style-type: none"> <li>• Be able to communicate clearly with colleagues</li> <li>• Be able to maintain good communications with colleagues in both formal and informal ways</li> <li>• Be able to accept instructions and supervision from superiors willingly, and be willing to accept the opinions of colleagues</li> <li>• Be able to admit mistakes and accept criticism with a positive attitude</li> <li>• Be able to fully cooperate with the team with integrity and honesty to complete the team's duties and goals</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to understand the communication methods with colleagues and the proper conduct and behaviour; and</li> <li>• Be able to communicate clearly with superiors and colleagues, establish a harmonious working relationship with colleagues and teams, and properly complete the duties and goals of the team.</li> </ul>
Remark	