



Anlegen einer Personalakte (Unterweisungsentwurf Kaufmann, -frau für Büromanagement) (German Edition)

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Unterweisung / Unterweisungsentwurf aus dem Jahr 2015 im Fachbereich BWL - Personal und Organisation, Note: 1,5, Duale Hochschule Baden-Württemberg Mannheim, früher: Berufsakademie Mannheim, Veranstaltung: AdA Ausbildung der Ausbilder IHK Prüfung, Sprache: Deutsch, Abstract: Unterweisungsentwurf für die Praktische Ausbilderprüfung.

Das Lernziel ist, dass die Auszubildende nach der Unterweisung in der Lage ist, selbstständig Personalunterlagen bearbeiten zu können sowie die eigenständige Personalaktenführung.

Die Unterweisungsmethode der Auszubildenden erfolgt nach der modifizierten Vier-Stufen-Methode. Die Methode wurde gewählt, weil sie eine praktische Form der Unterweisung am Arbeitsplatz darstellt. Sie erfüllt alle Voraussetzungen für zielgerichtete Lernprozesse.

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Mary Thomas:

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