



Überprüfen eines Urlaubsantragsformulars (Unterweisung Industriekaufmann / -kauffrau) (German Edition)

Ina Klukas

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Unterweisung / Unterweisungsentwurf aus dem Jahr 2005 im Fachbereich AdA Kaufmännische Berufe / Verwaltung, Note: 1,6, Duale Hochschule Baden-Württemberg Mannheim, früher: Berufsakademie Mannheim, Veranstaltung: AdA, 0 Quellen im Literaturverzeichnis, Sprache: Deutsch, Abstract: Unterweisung einer Auszubildenden, die sich im ersten Lehrjahr zur Industriekauffrau befindet. Das Thema der Unterweisung folgt der Ausbildungsordnung im Bereich Personalverwaltung: "Überprüfen eines Urlaubsantragsformulars".

Neben Darstellung der Lernziele beinhaltet die Bearbeitung die ausformulierte Unterweisung nach der modifizierten Vier-Stufen-Methode, sowie eine tabellarische Ansicht. Im Anhang enthält die Arbeit Übungsbeispiele und ein Arbeitsblatt.

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