

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. Credit	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"> <li>◆ Understand team building and maintain team spirit, including: <ul style="list-style-type: none"> <li>• Building of working team</li> <li>• Definition of working team</li> <li>• Classification of working team</li> <li>• Formulating clear and tangible goals</li> <li>• Trusting each other</li> <li>• Taking the initiative to listen carefully</li> <li>• Formulating practical and challenging goals</li> </ul> </li> <li>◆ Understand organization's basic way of operation, including: <ul style="list-style-type: none"> <li>• Engineering workforce organizational chart</li> <li>• Engineering project schedules</li> <li>• Working procedure flow chart</li> <li>• Basic concept of logistics management for materials, tools, instruments, etc</li> </ul> </li> </ul> <p>6.2 Apply basic management theory in daily electrical and mechanical engineering works</p> <ul style="list-style-type: none"> <li>◆ Know how to apply basic management theory in daily electrical and mechanical engineering works, including: <ul style="list-style-type: none"> <li>• Enhancing the efficiency of company's daily work</li> <li>• Fostering the spirit of cooperation among staff members</li> <li>• Minimizing misunderstanding of work</li> <li>• Strengthening self-confidence</li> </ul> </li> </ul>
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.