Unit 41 Solving Work-related Problems

2.1 Outline sources of help appropriate to the particular problem

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| Workplace problem  | Sources of help |
| Personality problems |  |
| Differences of opinion |  |
| Cultural issues  |  |
| Unequal workload |  |
| New systems or procedures |  |
| New equipment  |  |
| Equipment failure  |  |
| Not enough time  |  |
| Not enough resources  |  |
| Not understanding instructions  |  |
| Changes in situation  |  |
| Misunderstandings and poor communication |  |
| Poor instructions  |  |
| Lack of knowledge or skills in a particular area or task  |  |

2.2 State relevant information and/or advice obtained from sources of help for a particular problem

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| What information do you need to solve the problem? |
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| Identify a particular problem |
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| Where could you go to for help with the problem? |
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