BASIC TEXTILE OPERATION

NTQF Level -I

Learning Guide -15

Unit of Competence: Work in the Textile Industry

Module Title: Working in the Textile Industry

LG Code: IND BTO1 M03 LO6-LG-15

TTLM Code: IND BTO1 TTLM 0919v1

LO 6: Manage Own Work

Instruction Sheet	**Learning Guide #-**

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Taking responsibility for own work tasks and role
- Using articulate ideas and suggestions
- Using problem-solving strategies
- Monitoring own work
- Working effectively and cooperatively with work team

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to:

- Take responsibilities for own work
- Use initiative ideas and suggestions
- Use problem solving strategies
- Monitor own work
- Work effectively and cooperatively

Learning Instructions:

1. Read the specific objectives of this Learning Guide.

2. Follow the instructions described below

3. Read the information written in the "Information Sheets". Try to understand what are being discussed. Ask your teacher for assistance if you have hard time understanding them.

4. Accomplish the "Self-checks" in each information sheets.

5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You may get the key answer only after you finished answering the Self-checks).

6. If you earned a satisfactory evaluation proceed to "Operation sheets and LAP Tests if any". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.

7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result;

8. Then proceed to the next information sheet

Information Sheet-1	**Taking Responsibility For Own Work Tasks And Role**

The following are four ways to successfully take on more to benefit both your company and yourself**:**

1.1. Communicate Your Interest

Managers do not assume that every employee is willing or interested in giving more. If you want to make great contributions, tell your supervisor or manager. But before you do, ensure that your current workload is running at or ahead of schedule. Meeting your current deadlines is a must before asking to be trusted with even more duties.

1.2. Focus on Project Management

To get additional and even higher visibility projects, you need to do much more than just meet your deadlines. You have to manage your work to ensure that it is on time, on budget, and exceeds expectations. You also should communicate the status of your progress to colleagues and managers who need to know. Excellent project management is an important skill and is essential in demonstrating that you are ready to do more.

1.3. Creatively Solve Problems

From a managers perspective, nothing is worse than giving someone an assignment and then having them ask you every step of the way what to do. People who can overcome roadblocks and find creative ways to apply resources and spark collaboration are organizational assets. If you are able to combine problem solving and resourcefulness you will get bigger responsibilities. The reason: You can remove performance and project barriers to success and get the job done!

1.4. Don't wait to be drafted - Volunteer

Added responsibilities go to those who can take initiative without being asked. People who volunteer and take action when they see a need demonstrate a commitment to their work and possess instincts needed for higher level positions and assignments.

Self-Check -1	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. How responsibility will take successfully?(*5markes)*

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Short Answer Questions

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Information Sheet-2	**Using Articulate Ideas And Suggestions**

The big challenge of generating great ideas is freeing yourself from the conventional, mundane thoughts that occupy most of your brain time. Here are seven tips to help you open your mind and stimulate your great idea generator.

2.1.   Engage in Observation Sessions

Great ideas won't happen in a vacuum. You need some way of getting your brain to think in new and creative ways. Commit time to specific sessions where you stimulate your brain into thinking differently. Being a New Yorker, my favorite method is people watching. A simple walk through Manhattan can introduce me to exciting activity and behavior that makes me think anew. Any crowded urban area, mall or zoo can do the same.

2.2.   Socialize Outside Your Normal Circles

Hanging around with the same friends and colleagues can get you in a thinking rut. Take advantage of all those LinkedIn connections and start some exciting conversations. New people don't know all your thought patterns and old stories, so you'll have to revisit your existing inner monologues. The refreshing perspectives will help to surface new thinking and possibly a lightning bolt or two.

2.3.   Read More Books

Books are wonderful for creating new thoughts and stimulating great ideas. For a long time, I didn't read much. When I added business books to my routine, it helped me learn more and expand my way of thinking. But several years ago, I started again reading fiction and histories. These stories really got me out of my daily headspace and activated my idea generator. Even if you can't make the time for a novel, go hunt down a bookstore and spend an hour browsing. You'll find plenty of thought stimulation.

2.4.   Randomly Surf the Web

Google is great when you know what you are looking for, but the best way to generate new ideas is with unexpected learning. Take an hour each week and go on a web journey. Start with the I'm Feeling Lucky button and just take it from there. Try to pick the stranger and more obscure references as you surf and stretch your brain a bit.

2.5.   Keep a Regular Journal

A journal is great for recording thoughts, feelings and the history of your life. It also is a great way to structure and develop ideation habits. If you don't keep a journal, start today. If you already do, simply add the practice of finishing every entry with: Here is my new idea for the day...

2.6.   Meditate

It's hard to come up with great ideas when your mind is crowded with everyday thoughts and concerns. You need quiet space. Meditation will help you clear your mind of daily business and stress. Then you can quietly focus on your future -- or solving world issues. Commit to two hour-long sessions every week and soon you'll find new ideas flowing.

2.7.   Use Structured Exercises

Structure breeds creativity. Simple exercises can get your brain working in a focused manner to yield great ideas. My favorite comes from author and Baylor University professor Dr. Blaine McCormick. With a partner, take ten minutes (timed) to come up with 42 ideas on a specific topic or problem. You may only think of 30 or 35 but no matter. You'll find that there are at least two or three gems in the list.

All of these methods require a commitment of time and energy, but that's the key to great ideas. You need to give your brain the time and space to work for you. If you try each of these methods, you are bound to come up with a great idea or two. Make sure you record them and set a plan of accountability. The execution is up to you.

Self-Check -2	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the ways which helps to generate great ideas?(*5marks)*

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Short Answer Questions

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Information Sheet-3	Using Problem-Solving Strategies

Nobody likes problems. But they are a part of life, so it's important to find effective ways to deal with them. The following strategies can help you navigate through potential solutions to find the one that works best in almost any situation

3.1.　Sleep on it

With often-conflicting problems and demands on your mind, it can be difficult to find an inroad to a solution. When you're faced with such difficulties, a wise course of action is to get some sleep. While you're resting, your mind is actively working to sift through the list and help sort things into more recognizable shape. You might even wake with some solutions to certain problems. Writing down a list before you retire for the night can help with that.

3.2.　Figure out what you need to tackle and what can wait

After a good night's sleep, even if you don't awaken with a concrete solution to the problem, you're rested and able to devote some time to prioritizing what's necessary to work on and what can wait. Since you can't tackle more than one problem at once, singling out the one you'll work on first alleviates some pressure and gives you direction.

3.3.　Separate the problem into bite-sized parts

Any problem has various components. Think of it as stages: beginning, middle, and end. Like any project or recipe, following the steps and working in stages helps give you a sense of accomplishment when you complete each one. In addition, once you've gone through the steps, what once seemed impossible or incredibly difficult won't seem as overwhelming.

3.4.　Work on a timeline

Along with determining the stages or steps you'll follow to resolve the problem, you also need to develop a timeline for completion. Important due dates for work, legal, family, school and other areas should be taken into account. This timeline also needs to include time for research, lining up resources and getting help, factoring in unexpected delays or complications, and a cushion so you're not so pressured toward the end.

3.5. Use your network

Why go it alone when you can make use of your network to help you arrive at potential solutions, kick around ideas and gather suggested approaches? While the problem you're facing may be something your network hasn't experienced, the support and encouragement they offer will always help.

3.6. Don't compare yourself to others

Everyone approaches problem-solving based on their strengths and capabilities. Your approach may not look like someone else's, but that doesn't make it wrong. It's just different. Avoid the temptation to compare your efforts with those of others. Do take note of what worked for them, however, as it might be something you can adapt to solve your problem.

3.7. Make sure to take a break

Going full tilt ahead to solve a problem might lead to a crash. It's important to pace yourself. Take time to reflect, do something you like or just relax. Take a walk, exercise, spend time with friends, or read a good book. When you're enjoying yourself and not thinking so hard about the problem, your stress level falls and your mind clears. Afterward, you may find you've arrived at the answer you need.

3.8. If you find a solution that works, keep it

If you've used an approach that's worked in the past, don't automatically discard it when facing a new problem. Granted, each situation is different and may require a completely different strategy, but you've built up a toolkit of problem-solving techniques. You might as well use them. Even if you decide none of those work, knowing that you've overcome problems in the past gives you confidence you can do so again.

3.9. Learn from every mistake

It may not seem like it at the time, but some of the biggest lessons come from mistakes. Maybe you jumped in without fully considering all the ramifications of your approach. Maybe you rushed into a potential solution and didn't factor in sufficient time or resources. Maybe the approach that will work is a combination of techniques. By going through what didn't work, and figuring out other ways to go at the problem, you'll be gaining valuable insight that ultimately will help you solve it.

3.10. Celebrate accomplishments

Once you do solve your problem, take a moment to celebrate the win. This helps reinforce in your mind that you have what it takes to tackle and solve problems, to deal with deadlines, complexities and difficulties. This strategy helps build your self-esteem at the same time it expands your mental energy for future problem-solving. Celebrating your accomplishments also gives you hope for the future and what you'll be able to achieve.

Self-Check –3	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write the strategies which helps to bring potential solution on solving work problems? (*5marks)*

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Short Answer Questions

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Information Sheet-4	Monitoring Own Work

Here are 5 tips to effectively manage your own performance:

4.1. Start your development plan early

Even if you feel like you're still trying to master your current role, it pays to start considering other areas you can develop that may benefit a future position (even though you may not know what that future position is). By the time you figure out that you're complacent with your current role and start considering the next one, if you haven't made a start from a development perspective, it may be too late. Sometimes development could take at least six to 12 months (or longer) before the next role pops up, and if you're already sick/bored of your current one, that's a long time to stick it out in a role you're unhappy with. If you're stuck or lost, speak to your manager for guidance or find a mentor.

4.2. Communicate your plans

Communicate your plans (current or future) to your manager, your mentor, or any other relevant stakeholder. Have continual conversations with them so that they can help steer you in the right direction and get their feedback so you can check on how you're doing. Managers aren't mind readers, so they can't know what it is you really want to be doing or where you see yourself in the next few years.

4.3. Communication goes both ways

Communication goes both ways though, and if a manager has you pegged for future advancement or has a succession plan for you, it would be useful if they communicated that to you as well. This transparency will motivate you to work towards something and allow you the opportunity to align your plans with your manager's and ensure a common goal.

4.4. Sit down with the manager of your future role

Sit down with the manager of your future role and develop and agree on a set of criteria that you have to meet in order for them to consider you for the role. Ask your manager to agree that if you accomplish those tasks and prove your capability, they will hire you. It will be hard for a manager to say no if you have formulated that plan together and you tick off all the agreed-upon criteria.

4.5.   Continually seek feedback and pulse check.

Don't just suck up, or suddenly appear in front of your future manager whenever a role pops up. Make them play an active role in your development so that they have the confidence you are creating the right behaviors that would not only make you eligible for the role, but a right fit for the team. You will not be taken seriously if you only show up when you want something. Managers also enjoy the bragging rights that come with being involved in the development of future talent and seeing those people flourish in an organization.

Self-Check –4	**Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. How own works has been managed effectively?(*5 marks*)

Answer Sheet

Score = _____
Rating: _____

Name: _____　　　Date: _____

Short Answer Questions

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Information Sheet-5	Working Effectively and Cooperatively with Work Team

Having Strong Organizational Work Habits

No matter what your job or what industry you work in, you'll likely face a problem at some point in your career. Maybe your deadline gets moved up or your teammate doesn't get her part of the job done on time. Or, the program you're coding isn't functioning correctly. Maybe you have a new task that you don't know how to do.

How you handle those roadblocks can determine your success. Having problem-solving skills will give you the tools to keep moving forward, even when things become challenging. That enables you to correct issues before they become major problems.

5.1. Having the Ability to Focus

Do you know exactly where everything is on your workstation? Or, do you spend more time searching for important things than you spend actually working on them? You don't have to follow a standard organizational system, but having some sort of order and organization in place is essential to being productive at work. Your physical work space is just one part of being organized. It helps to have a tidy workspace with physical tools so that you can keep things sorted and easy to find. The other part of being organized is how you act. Do you know how to prioritize tasks? Do you have some way of keeping track of your tasks? Little changes can help improve your organization. For example, you might designate specific times of the day to check email so that you don't get distracted every five minutes when a new email hits your inbox. Or, you might tackle the most difficult tasks first, so that you can fly through the easier projects later. Find organizational strategies that will work for you, so that you can improve your productivity.

Every workplace is different, but most will have some noise and activity, as well as other potential distractions. How do you handle those distractions? Can you block them out so that you can focus on what needs to be done? Or, do you find your attention moving from one thing to the next, only to forget where you were on your project? The ability to focus on your work makes you more productive, and it can improve the quality of your work. If you're constantly stopping and starting or getting distracted, you lose your flow. You may forget important details or you may miss information in the tasks you're working on.

You can improve your focus by making changes to your work space. You might rearrange your office so that you can't see what's happening in the hallway. If noise is an issue,

consider using a white noise machine or using headphones to listen to music that helps you focus. If your job allows for a flexible work schedule, you might come in early to get your work done before other employees come in.

Taking breaks can also help you focus. Sitting for too long working on a single project, can make it difficult to stay attentive. Taking a little walk around the office or taking in some fresh air can help you refocus your attention on the task.

5.2. Being Punctual for Work Responsibilities

Always running late for work? It's an easy habit to slip into, and it's one that can be tough to break. Being punctual not only impresses your boss, it also starts your day on a positive note. Think about mornings when you're running late. You feel rushed and frazzled. Your colleagues might give you a hard time. You feel like you're already behind.

Now, imagine a more peaceful start to your morning. You wake up in plenty of time to eat a healthy breakfast and to get to work without rushing. You're at your desk ready to go, at the start of your shift. You don't feel like you're playing catch-up before you even start your day.

Punctuality continues throughout the day. Showing up late to a team meeting causes your colleagues to wait for you, and it reflects poorly on your work habits. Getting back late from lunch throws off your afternoon schedule.

If you struggle with punctuality, start by giving yourself a schedule. Calculate when you need to wake up and leave the house so that you can get to work early. Setting reminders on your phone and using timers for different activities can help remind you of upcoming appointments so that you can stick to your schedule.

5.3. Having Good Time-Management Skills

How you use your time at work is another habit that can affect your success. People with strong time-management skills are able to get to work right away, and they get more done in less time. Having a plan in place to tackle your workload helps. Instead of having a general to-do list, break down each task into steps so that you know exactly how to spend your time. Using a timer can help you stay focused so that you can finish your tasks on time.

Another method that helps many people is to batch your activities. Suppose you need to prepare email newsletters for the next three months. You might handle the writing first, before you edit anything. Next, you might source all of the images for all three months' worth of newsletters. Finally, you format everything. This can help you stay in the flow of what you're doing.

5.4.   Being Flexible in Work Situations

No matter how well you plan your workday, you are likely to face interruptions, setbacks or other issues that throw you off. What you had planned to do might need to be rescheduled. Being regimented can help you work efficiently, but you also need to have the flexibility to roll with situations as they arise. That flexibility makes it easier to continue working. And it keeps you from getting too stressed out when things don't go as planned.

5.5.   Showing Continual Growth and Learning

You landed your job because of the skill set you already have. But that doesn't mean your learning is over. Effective employees continue learning new skills, which enable them to grow and become more valuable. One option is to take college classes in your field. Take advantage of tuition reimbursement programs your company has to help cover the costs.

You can also find lots of little ways to expand your knowledge. Books and other professional resources help you teach yourself new skills. You can also go to workshops and industry events related to the topics you want to learn. Becoming a lifelong learner gives you the skills that enable you to work more efficiently, which can improve your performance.

5.6.   Having Initiative and Follow-Through

Self-motivation serves you well no matter what your career path. Your boss appreciates a go-getter who doesn't need hand holding to do anything. And you prove yourself to be an invaluable part of the team. Instead of waiting around to be told what to do, take the initiative to start working right away. Self-motivation also applies to your skills and learning. Continue learning new things related to your field to perform your job well and open up new opportunities for yourself.

Having enough follow-through on your tasks is just as important. Getting started on a job only to leave it half done doesn't help anyone in the office. Get in the habit of seeing something through from start to finish, rather than leaving it for someone else to finish.

5.7.   Being Attentive to Detail and Accuracy

Getting work done quickly isn't the only important work habit. You also need to complete your work tasks accurately. Being attentive to detail improves accuracy. That may mean slowing down a bit to do the work correctly the first time. Speeding through work without paying attention to accuracy may actually take you longer, if you have to redo the work.

In some careers, attention to detail is a matter of safety. On a construction site, failing to pay attention to the details could lead to injuries. At a daycare, not paying attention could lead to

a child getting hurt. In a financial setting, making a mistake could cause major headaches for clients or, it could cause a significant financial loss for the company.

5.8. Being a Team Player

No matter what your position, your work likely has an impact on the work of others in your department. Being able to communicate and work with those people improves overall productivity. Plus, it makes work a more enjoyable place when you can get along with your colleagues.

Being a team player isn't only about working well with others. It's also about raising up the atmosphere of those you work with. Instead of waiting for a colleague to ask you for help, lend a hand, if you know he has a big project that he's handling. When you notice someone doing well, tell her. Maybe you decide to bring in a box of donuts because it makes your co-workers happy. These little things can boost morale and can solidify that you are a valuable team player.

5.9. The Ability to Work Independently

Wait, you need to be a team player yet work independently? It may seem like a contradiction, but both are important in most settings. Even if your position focuses heavily on teamwork, there are likely many times when you're expected to work independently. Part of that comes down to having the initiative to get moving on your task list. The other part comes down to having confidence in your abilities.

If you're constantly second-guessing your skills or seeking approval from your colleagues, you may struggle with working independently. Remind yourself that you are qualified for the job. Look at the tasks that you've handled successfully. Work on building your confidence, which will help improve your ability to work independently.

5.10. Reflecting on Your Strengths and Weaknesses

You don't want to relive the mistakes you've made at work, but a little self-reflection can help you figure out how to improve your work habits. Each day, look at the areas that didn't go as planned or that slowed down your productivity. Those situations can help you improve how you perform the next day.

Don't forget positive self-reflection. Even if you have a terrible day, looking for something good in it helps you develop a sense of gratitude. That little shift in your outlook can make a big difference in your job satisfaction. Finding positive points during the day can also help you identify your strengths and help you exploit those traits.

5.11. Improving Your Work Habits

How do you develop good work habits? It's often best to start small with one or two areas you want to improve. If you try to change all of your work habits at once, you may feel overwhelmed. Focus on one area that can have a significant impact on your overall work. For example, if your disorganization is slowing you down, putting into place a few organizational strategies may enable you to be more productive overall.

It's also important to remember that everyone works differently. You may not have a perfectly organized desk that's tidy enough to be in a magazine spread, but if you can find what you need when you need it, you're doing fine. Maybe you work better in a noisy, busy environment than you do in a painfully silent space. You might work at a slower pace than your colleagues, but your accuracy is impeccable. No one person is perfect in all areas, so go easy on yourself.

Self-Check –5	**Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the
next page:

1. What is being a team player?*(3marks)*
2. Describe the importance of being punctual?*(3 marks)*

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Short Answer Questions

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List of Reference Materials

1- **BOOKS**

2- **WEB ADDRESSES (PUTTING LINKS)**