



**BASIC HOME/OFFICE
ELECTRICAL/ELECTRONICS
EQUIPMENT SERVICING
Level-II**

Learning Guide-35

**Unit of Competence: Apply Routine Problem Solving
Techniques**

**Module Title: Applying Routine Problem Solving
Techniques**

LG Code EEL HOS2 M09 -5 LG-35

TTLM Code: EEL HOS2 M09 TTLM 0919v1

LO5: Evaluate/ monitor results and outcome

**Instruction Sheet****Learning Guide#35**

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

- Identifying processes and improvements
- Preparing recommendations and submitted to superiors.

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 –

- Identify processes and improvements
- Prepare recommendations and submitted to superiors

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 5.
3. Read the information written in the information “Sheet 1, Sheet 2, and Sheet 3.
4. Accomplish the “Self-check 1, Self-check 2, and Self-check 3.
5. Do the “LAP test” (if you are ready)



Information Sheet-1	Identifying Processes and improvements
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5.1. Identify Processes and improvements

- Identify process is used to things to accomplished on program, used to time management
- Continuous improvements for different problems solving processes.

Different between monitoring and evaluation

Monitoring

- Continuous, regular
- Focus on input, process and output of activities
- Need information during activities
- finished activities

Evaluation

- periodic
- focus on only output
- need information after

Self Check #1	Written test
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Name: _____ Date: _____

Time Start: _____ Time Finish: _____

Directions: WRITE TRUE IF THE STATEMENT IS TRUE OR FALSE IF THE STATEMENT IS FALSE

1. Monitoring Focus on input, process and output of activities
2. Monitoring needs information after finished
3. Evaluation is Continuous, regular



Information Sheet-2	Preparing and submitting Recommendation
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5.2. Prepare and submit Recommendation

Prepare recommendations and submitted to supervisors:

- To ask any equations the problem can be occurred by what mechanism.
- To recommend so many important idea for the problem occurring equipment.
- To supervise or appreciate the recommended idea generated person for best solution for that problem.

Timely and quality reporting problems to technical expertise

Quality reporting requires effective follow-up and implementation of recommendations by many technicians

A standing supervisor structure with a mandate to Coordinate and prepare reports to and engage with the qualitative maintenance procedures (the periodic review and special procedures)

Coordinate and follow-up and implementation of recommendations/ decisions emanating from these mechanisms

Self Check #1	Written test
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Name: _____ Date: _____

Time Start: _____ Time Finish: _____

Directions: FOR THE FOLLOWING QUESTION FILL IN THE BLANK SPACE

1. Prepare recommendations and submitted to supervisors to

A. _____

B. _____

C. _____



Operation Sheet- 1	Identify processes and improvements
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Techniques for Identify processes and improvements

Step1 . Analysis the work

Step 2 . Identify the weakness

Step 3 . Identify the processes and improvements.

Operation Sheet- 2	Prepare recommendations and submitted to superiors
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Techniques for Prepare recommendations and submitted to superiors

Step1. Analysis work.

Step2 . prepare recommendations.

Step3 . submitted to superior.



LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks.

Task 1: Identify processes and improvements

Task 2: Prepare recommendations and submitted to superiors

References: Samuel M. Goldwasser “Notes On The Troubleshooting And Repair Of Small Switch Mode Power Supplies”. Here is the website link <http://www.repairfaq.org/sam/smpsfaq.htm>



No	Name of trainer	Qualification	Region	E-mail