



Task Title: Communicate Information to Supervisor

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will discuss a workplace concern based on a given scenario.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.1

Materials Required:

- Conversation partner (instructor or learner)

Learner Information

In the workplace, people often need to share important information with their supervisors. It is important to be able to communicate clearly in conversation to ensure that jobs are completed properly and mistakes are avoided.

Read Scenarios A, B, C and D and choose one.

Scenario A (Motive Power Sector): Annie works as an agriculture equipment technician. Her supervisor, Jeff, sets the daily schedule for each of the technicians and sends it by email before 7am. Each technician has a company truck and drives to different farms throughout the day to complete repairs. On Wednesday, Annie's schedule included farms that were furthest away from the office, so she spent more time driving than the other technicians. This has happened before and Annie wants to talk to Jeff about how the schedules are set up and whether she can trade some of her job site locations with co-workers who have been assigned to repair equipment on farms closer to the office.

Scenario B (Service Sector): Julie is a hairdresser at a busy salon. The stylists take turns washing and folding the towels at the end of each day. There is a schedule with each stylist's name and the day they are responsible for this task. On Wednesday, Julie is responsible for the towels. When she goes to complete this task, she finds a dirty pile of towels that were not washed and put away yesterday. Dennis was scheduled to wash the towels yesterday. Julie decides to talk to her supervisor.

Scenario C (Construction Sector): Paul works as a roofer for a busy construction company. He has noticed that he is the only one who is cleaning up his worksite before lunch. Some of his co-workers leave their tools and materials out when they leave for lunch. Today, Paul found a nail gun in the grass next to his truck. Paul decides to talk to his supervisor.

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Scenario D (Industrial Sector): Liam is an industrial electrician. For several months, he has been working with a large team that is building and installing equipment for a new food processing plant. Liam's co-worker, Andrew, has started taking off his safety equipment (safety glasses and safety hat) after the supervisor has checked in with the team for the day. Liam has already talked to Andrew about this, but Andrew seems unconcerned. He says it is too hot to wear his hat and his glasses fog up and make it hard for him to see. Liam decides to talk to his supervisor.

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Work Sheet

Task 1: Based on the scenario you have chosen, discuss your concerns with another learner (or instructor) who will play the part of your supervisor.

Answer: No written response required here.

Task completed: Yes:

Task 2: Describe to your supervisor one or two ideas you have for preventing this problem from happening again.

Answer: No written response required here.

Task completed: Yes:

Task 3: Describe an example from your own work or volunteer experience where you had to discuss a concern with a supervisor.

Answer: No written response required here.

Task completed: Yes: