

Work areas (within which the company will be able to place trainees)**Basic programme**

✓ Tick off the appropriate

- Working responsibly and evaluating own work and results relative to defined targets.
- Working with innovation as well as with personal and professional development (lifelong learning) relative to professional and organisational processes of change.
- Collaborating with others and taking part in the discussion and resolution of problems, thus assuming a shared responsibility for the professional, personal and social aspects of a work process.
- Taking part in the planning and administration of sales and marketing activities, as well as following up on such activities.
- Taking part in customer service tasks, taking into account customer behaviour, cultural norms and values, and the importance of personal appearance and conduct.
- Assisting in the performance of administrative and financial tasks on the basis of qualitative and ethical standards.
- Displaying a good understanding of business principles in the performance of specific tasks.
- Considering his or her own role in and potential influence on the labour market and as an employee in a given organisation.
- Displaying job adaptability through knowledge of basic work functions and conditions.
- Adapting communication linguistically, culturally and technologically to different communication situations and channels.
- Selecting and using technological tools rationally and appropriately in the performance of tasks.
- Making specific calculations with or without the use of aids on the basis of a good understanding of numbers.
- Prioritising and assuming responsibility for the planning, execution and completion of work assignments.
- Analysing problems and presenting alternative solutions.
- Working independently and responsibly, and evaluating own work and results against defined objectives.
- Working with innovation as well as personal and professional development (lifelong learning) in professional and organisational processes of change.
- Collaborating with others and discussing and addressing issues together with them, thus assuming a share of the responsibility for the professional, personal and social aspects of a work process.
- Working methodically with the planning and administration of sales and marketing activities and following up on such activities.
- Taking part in typical work functions in the organisation's trade and logistics activities on the basis of a good understanding of the importance of trade both nationally and internationally.
- Carrying out sales and customer service tasks, using his or her knowledge about customer behaviour, cultural norms and values and the importance of personal appearance and conduct.
- Working in a structured way with administrative and financial tasks on the basis of qualitative and ethical standards.
- Using and understanding business processes in the performance of specific assignments.
- Working with methods for the development of new business areas (innovation) and the setting up of new businesses (entrepreneurship).
- Being aware of own roles and potential influence in the labour market, also as an employee of a specific enterprise.
- Displaying job adaptability through knowledge of basic work functions and conditions.
- Adapting communication linguistically, culturally and technologically to the different communication situations and channels of an enterprise.
- Assessing and selecting technological tools and using them rationally and appropriately in the performance of work assignments.
- Making specific calculations with or without a calculator and displaying a good understanding of numbers.
- Taking into account the importance of internationalisation in an organisation's strategies, structure and service concepts.
- Preparing typical written texts in the field of administration, using nuanced language, correct spelling and correct punctuation.
- Using the basic functions of operating systems, word processing systems, spreadsheets, presentation systems, the Internet, e-mail systems and other relevant IT-based tools in the performance of typical administrative and service-related communication tasks.

Work areas (within which the company will be able to place trainees)

Main programme

✓ Tick off the appropriate

- Assessing information and instructions and using such assessment to organise and carry out tasks rationally and efficiently.
- Communicating correctly verbally and in writing, in Danish and a foreign language, and in a confident and versatile manner adapted to the communication situation and channel.
- Using IT tools appropriately in the performance of work assignments.
- Carrying out tasks independently and responsibly and assuming a shared responsibility for the organisation's administrative work processes.
- Carrying out tasks in a way that is consistent with the organisation's service concept, internal procedures and quality requirements.
- Performing assignments on the basis of a good understanding of environmental requirements, hygiene standards and safety rules set out in health and safety legislation.
- Mastering various methods in the main administrative fields that are relevant to public-sector organisations, including communication, correspondence, administration, case processing, budgeting, bookkeeping, staff and payroll administration.
- Showing initiative, independence, cooperation and creativity in the performance of tasks.
- Displaying an ability to advise and communicate, for example about various IT solutions.
- Using specific knowledge about the ways in which a politically governed organisation seeks to translate political decisions into practical approaches to the performance of tasks and assignments.