

### Form 4.1 SELF-ASSESSMENT CHECKLIST

**Instructions:**

This Self-Check Instrument will give the student necessary data of information which is essential in **Bookkeeping NC III**. Please check the appropriate box of your answer to the questions below.

BASIC COMPETENCIES				YES	NO
CAN I...?					
<b>1</b>	<b>Lead Workplace Communication</b>				
	1.1	Communicate information about workplace processes?			
	1.2	Lead workplace discussions?			
	1.3	Identify and communicate issues arising in the workplace?			
<b>2</b>	<b>Lead Small Teams</b>				
	2.1	Provide team leadership?			
	2.2	Assign responsibilities?			
	2.3	Set performance expectations for team members?			
	2.4	Supervised team performance?			
<b>3</b>	<b>Develop And Practice Negotiation Skills</b>				
	3.1	Plan negotiations?			
	3.2	Participate in negotiations?			
<b>4</b>	<b>Solve Problems Related To Work Activities</b>				
	4.1	Identify the problem?			
	4.2	Determine fundamental causes of the problem?			
	4.3	Determine corrective action?			
	4.4	Provide recommendation/s to manager?			
<b>5</b>	<b>Use Mathematical Concepts And Techniques</b>				
	5.1	Identify mathematical tools and techniques to solve problem?			
	5.2	Apply mathematical procedure/solution?			
	5.3	Analyze results?			
<b>6</b>	<b>Use Relevant Technologies</b>				
	6.1	Study/select appropriate technology?			
	6.2	Apply relevant technology?			
	6.3	Maintain/enhance relevant technology?			

# Opm Self Assessment Guide

**United States. Joint Financial  
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