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| **..\Vorlagen für Formulare\Intern\HKLogograu.jpg**  **Deckblatt für die Reporte** |  |  |  |  |
|  |  | Report 1 |  |
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|  |  | Report 2 |  |
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|  |  | **Bitte beachten Sie die formalen und inhaltlichen Hinweise zur Erstellung der Reporte: www.hk24.de, Dokumentnr. 3931294.** |  |
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|  | zum Fallbezogenen Fachgespräch **Kaufmann/-frau für Büromanagement** | | | | | | | | | | | | | | | | |  |
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|  | **Abschlussprüfung Teil 2** | | | | | | Sommer | Winter | | des Jahres | | | | | |  |  |  |
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|  | In der gewählten Wahlqualifikation: (bitte kreuzen Sie eine an) | | | | | | | | | | | | | | | | |  |
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|  |  | 1. Auftragssteuerung und -koordination | | | | | | | |  | | |  | 6. Personalwirtschaft | | | |  |
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|  |  | 2. Kaufmännische Steuerung und Kontrolle | | | | | | | |  | | |  | 7. Assistenz und Sekretariat | | | |  |
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|  |  | 3. Kaufmännische Abläufe in kleinen und | | | | | | | |  | | |  | 8. Öffentlichkeitsarbeit und | | | |  |
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|  |  |  | | mittleren Unternehmen | | | | | |  | | |  |  | Veranstaltungsmanagement | | |  |
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|  |  | 4. Einkauf und Logistik | | | | | | | |  | | |  | 9. Verwaltung und Recht | | | |  |
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|  |  | 5. Marketing und Vertrieb | | | | | | | |  | | |  | 10. Öffentliche Finanzwirtschaft | | | |  |
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|  | Thema des Reports bzw. der realen betrieblichen komplexen Fachaufgabe, die Sie im Rahmen der oben genannten Wahlpfichtqualifikation durchgeführt haben. | | | | | | | | | | | | | | | | |  |
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|  | Ich versichere, die betriebliche Fachaufgabe selbstständig durchgeführt und den Report persönlich erstellt zu haben. Des Weiteren versichere ich, weder Inhalte noch teilweise oder vollständige Passagen aus anderen Reporten übernommen zu haben, die bei der prüfenden oder einer anderen IHK eingereicht wurden. | | | | | | | |  | | |  | Ich bestätige, dass der/die o.g. Prüfungsteilnehmer/ Prüfungsteilnemerin die betriebliche Fachaufgabe selbstständig durchgeführt und den Report persönlich erstellt hat. | | | | |  |
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|  | Ort, Datum, Unterschrift des Prüfungsteilnehmers | | | | | | | |  | | |  | Ort, Datum, Unterschrift/Stempel des Ausbildungsbetriebes | | | | |  |
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|  | Bevor Sie den Report erstellen, beachten Sie bitte noch folgenden Hinweis! | | | | | | | | | | | | | | | | |  |
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|  | Bitte beginnen Sie Ihren Report mit der Darstellung des Arbeitsauftrages/der Aufgabenstellung. | | | | | | | | | | | | | | | | |  |
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|  | Stellen Sie bitte Ihre betriebliche Fachaufgabe in Ihrem Report in den vier Phasen dar: | | | | | | | | | | | | | | | | |  |
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|  | 1. | | Planung(berufstypische Aufgabenstellung erfassen, betriebspraktische Aufgaben planen, Lösungswege entwickeln) | | | | | | | | | | | | | | |  |
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|  | 2. | | Durchführung/ Begründung der Vorgehensweise(Probleme und Vorgehensweisen erörtern, kunden- und serviceorientiert handeln, betriebspraktische Aufgaben durchführen, Lösungswege begründen) | | | | | | | | | | | | | | |  |
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|  | 3. | | Berücksichtigung der Rahmenbedingungen/ des Gesamtzusammenhangs(wirtschaftliche, ökologische und rechtliche Zusammenhänge berücksichtigen, Kommunikations- und Kooperationsbedingungen berücksichtigen) | | | | | | | | | | | | | | |  |
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|  | 4. | | Kontrolle/ Bewertung und Ergebnisse(Lösungswege reflektieren, betriebspraktische Aufgaben auswerten) | | | | | | | | | | | | | | |  |
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