|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deckblatt für die Reporte** |  |  |  |  |
|  |  | Report 1 |  |
|  |  |  |
|  |  |  |  |
|  |  | Report 2 |  |
|  |  |  |
|  |  |  |  |
|  |  | **Bitte beachten Sie die Hinweise zur Erstellung der Reporte.** |  |
|  |  |  |
|  |  |  |
|  |  |  |  |

**Prüfungsteilnehmer**  Frau  Herr **Ausbildungsbetrieb**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  | |  |
|  |  | | | | | |
|  |
|  | Name, Vorname | | | | | |
|  |
|  |  | | | | | |
|  |
|  | Straße, Hausnummer | | | | | |
|  |
|  |  |  |  | | | |
|  |  |
|  | PLZ |  | Ort | | | |
|  |  |
|  |  |  |  | | | |
|  |  |
|  | Geburtsdatum |  | Geburtsort | | | |
|  |  |
|  |  | | |  |  | |
|  |
|  | Telefon privat | | |  | E-Mail | |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | Name und Anschrift des Ausbildungsbetriebes |  |
|  |  |  |
|  |  |  |  |
|  |  |  |
|  |  | Ausbilder |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | zum Fallbezogenen Fachgespräch **Kaufmann/-frau für Büromanagement** | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | |  |
|  | **Abschlussprüfung Teil 2** | | | | Sommer | Winter | | des Jahres | | | | | |  |  |  |
|  |  |
|  |  | | | | | | | | | | | | | | |  |
|  | In der gewählten Wahlpflichtqualifikation: (bitte kreuzen Sie eine an) | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | |  |
|  |  | 1. Auftragssteuerung und -koordination | | | | | |  | | |  | 5. Marketing und Vertrieb | | | |  |
|  |  | | |  |
|  |  |  | |  | | | |  | | |  |  | |  | |  |
|  |  | 2. Kaufmännische Steuerung und Kontrolle | | | | | |  | | |  | 6. Personalwirtschaft | | | |  |
|  |  | | |  |
|  |  |  | |  | | | |  | | |  |  | |  | |  |
|  |  | 3. Kaufmännische Abläufe in kleinen und | | | | | |  | | |  | 7. Assistenz und Sekretariat | | | |  |
|  |  | | |  |
|  |  |  | mittleren Unternehmen | | | | |  | | |  |  |  | | |  |
|  |  |  |  | | |  |  |  |
|  |  | 4. Einkauf und Logistik | | | | | |  | | |  | 8. Öffentlichkeitsarbeit und  Veranstaltungsmanagement | | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  |  | | | | | |  | | |  |  | | | |  |
|  |  |  | | | | | |  | | |  |  | | | |  |
|  |  | | | | | | | | | | | | | | |  |
|  | Thema der betrieblichen komplexen Fachaufgabe / des Reports: | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | | | | | | | | | | | | | | |  |
|  | 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 die Reporte persönlich erstellt hat. | | | | |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | | | | | | | | |  | | | | | |  |
|  |  | | | | | |  | | |  |  | | | | |  |
|  |  |
|  |  |
|  |  |
|  | Ort, Datum, Unterschrift des Prüfungsteilnehmers | | | | | |  | | |  | Ort, Datum, Unterschrift/Stempel des Ausbildungsbetriebes | | | | |  |
|  |  |
|  | Stand: 17.09.2015 | | | | | | | |  | | | | | | |  |
|  |  | | | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | |  |
|  | Report zum Fallbezogenen Fachgespräch Kaufmann / Kauffrau für Büromanagement | | Seite 1 von 3 |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | | |  |
|  | Name, Vorname |  | |  |
|  |  |  | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Report zum Fallbezogenen Fachgespräch Kaufmann / Kauffrau für Büromanagement | | Seite 2 von 3 |  |
|  |  |
|  |  |
|  |  | | |  |
|  | Name, Vorname |  | |  |
|  |  |
|  |  | | |  |
|  |  | | |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | |  |
|  | Report zum Fallbezogenen Fachgespräch Kaufmann / Kauffrau für Büromanagement | | Seite 3 von 3 |  |
|  |  |
|  |  |
|  |  | | |  |
|  | Name, Vorname |  | |  |
|  |  |
|  |  | | |  |
|  |  | | |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | | |  |