|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Themenvorschlag Situationsbezogenes Fachgespräch |  |  |  |  |
|  |  |  |
|  |  | **Bitte beachten Sie die formalen und inhaltlichen Hinweise zur Erstellung des Fachgesprächs.** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | | | | | | | |  | | |  | | **Prüfungsteilnehmer** | | | | | | | |  |
|  |  | | | | | | | | | | | | | | |  | | |  | |  |
|  |  | | | | | | | | | | | | | | |  | | |  | |  | | | | | | | |  |
|  | Handelskammer Hamburg  Geschäftsbereich Mitgliederdialog und  Prüfungen  Adolphsplatz 1  20457 Hamburg | | | | | | | | | | | | | | |  | | |  | |  | | | | | | | |  |
|  |  | | |  | |  |
|  |  | | |  | | Name, Vorname | | | | | | | |  |
|  |  | | |  | |  |
|  |  | | |  | |  | | | | | | | |  |
|  |  | | |  | |  |
|  |  | | |  | | Straße, Haus-Nr. | | | | | | | |  |
|  |  | | |  | |  |
|  |  | | | | | |  | | | | | | | | |  | | |  | |  | | |  |  | | | |  |
|  |  | | | | | |  | | | | | | | | |  | | |  | |  |  |
|  |  | | | | | |  | | | | | | | | |  | | |  | | Plz | | |  | Ort | | | |  |
|  |  | | | | | |  | | | | | | | | |  | | |  | |  |  |
|  |  | | | | | |  | |  | | | | | | |  | | |  | |  | | |  |  | | | |  |
|  |  | | |  | |  |  |
|  | Telefon tagsüber / Mobil | | | | | |  | | E-Mail | | | | | | |  | | |  | | Geb.Datum | | |  |  | | | |  |
|  |  | | |  | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **zur Fortbildungsprüfung Geprüfte/-r Personalfachkaufmann/-frau** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  | gemäß § 3 Absatz (5) der Verordnung über die Prüfung zum anerkannten Abschluss  Geprüfte/-r Personalfachkaufmann/-frau vom 26. März 2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | im | 1. Halbjahr | | | | | | 2. Halbjahr | | | | | | des Jahres |  | | | | | | | | . | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Themenvorschlag 1** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Kurzbeschreibung mit Grobgliederung zum Themenvorschlag 1**  (Bitte mit Hinweis auf Betriebsgröße, Branche, Eckdaten zum Unternehmen) | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Das Thema wird folgendermaßen präsentiert: | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  | Flipchart | | | | | | | | | | Pinnwand | | | | | | | | | | | | | | |  | | |  |
|  |  |
|  | Beamer / Mediaboard (die Technik muss vom Prüfungsteilnehmer selbst mitgebracht werden) | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Bitte wenden | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Themenvorschlag Situationsbezogenes Fachgespräch Personalfachkaufmann/-frau | | | | | | | | | | | | | | | | | | | | | | | | | | | Seite 2. |  |
|  |  |
|  |  | | | | |  | | | | | | | | | | | |  | |  | | | | | | | | |  |
|  | Name, Vorname | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Themenvorschlag 2** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Kurzbeschreibung mit Grobgliederung zum Themenvorschlag 2**  (Bitte mit Hinweis auf Betriebsgröße, Branche, Eckdaten zum Unternehmen) | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Das Thema wird folgendermaßen präsentiert | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  | Flipchart | | | | | | | | | | Pinnwand | | | | | | | | | | | | | | |  | | |  |
|  |  |
|  | Beamer / Mediaboard (die Technik muss vom Prüfungsteilnehmer selbst mitgebracht werden) | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Ich versichere, das ich die Themenvorschläge für das Situationsbezogene Fachgespräch selbstständig angefertigt habe. Desweiteren versichere ich, weder Inhalte noch teilweise oder vollständige Passagen aus anderen Themenvorschlägen zu Situationsbezogenen Fachgesprächen übernommen zu haben, die bei der prüfenden oder einer anderen IHK eingereicht wurden. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | |  | |  | | | | | | | | | | | | | | | | |  |
|  |  |
|  | Ort und Datum | | | | | | | | |  | | Unterschrift des Prüfungsteilnehmers | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | |  | |  | | | | | | | | | | | | | | | | |  |
|  | Bitte reichen Sie dieses Formular erst nach Aufforderung durch unsere Handelskammer in **4-facher Ausfertigung** ein! | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  |
|  |  | | | | | | | | |  | |  | | | | | | | | | | | | | | | | |  |
|  | Den Abgabetermin hierfür entnehmen Sie bitte dem Aufforderungsschreiben unserer Handelskammer. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Vom Prüfungsausschuss auszufüllen** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Es wurde | | | | **Themenvorschlag 1** | | | | | | | **Themenvorschlag 2** | | | | | | | | | | zum Fachgespräch vom Prüfungsausschuss | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | angenommen | | | | | | | | | | | verändert | | | | | | | | | | abgelehnt. | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Der Prüfungsausschuss hat den Themenvorschlag verändert/abgelehnt. (siehe Begründung) | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Begründung: | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Datum | |  |  | | | | | |  | | | | | | | | | | | | | | | | | | |  |
|  |  |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | |  | | |  | | | | | | | | | | |  | | |  | |  |
|  |  |
|  | Unterschrift der Prüfungsausschussmitglieder | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |
|  | 06.04.2022/BI./3c-5 | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  |
|  |  |