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| **Deckblatt für den Report** |  |  |  |  |
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|  |  | **Bitte beachten Sie die formalen und inhaltlichen Hinweise zur Erstellung der Reporte: www.hk24.de, Dokumentnr. 5139026.** |  |
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**Prüfungsteilnehmer:in**  Frau  Herr **Ausbildungsbetrieb**

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|  | zum Prüfungsbereich „Fachgespräch zu einer betrieblichen Fachaufgabe im Großhandel / Außenhandel im Ausbildungsberuf **Kaufmann/-frau im Groß- und Außenhandelsmanagement** | | | | | | | | | | |  |
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|  | **Abschlussprüfung Teil 2** | | Sommer | Winter | | des Jahres | | | |  | in der |  |
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|  | Fachrichtung Großhandel | | | | | | Fachrichtung Außenhandel | | | | |  |
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|  | 1. Verkauf und Distribution | | | | | | 1. Internationaler Handel und Auslandsmärkte | | | | |  |
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|  | 2. Warensortiment und Marketing | | | | | | 2. Warensortiment und Marketing | | | | |  |
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|  | 3. Einkauf und Beschaffungslogistik | | | | | | 3. Einkauf und Beschaffungslogistik | | | | |  |
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|  | Thema des Reports bzw. der betrieblichen Fachaufgabe, die Sie im Rahmen des oben genannten Gebietes durchgeführt haben. | | | | | | | | | | |  |
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|  | Ich versichere, die betriebliche Fachaufgabe selbstständig im Ausbildungsbetrieb 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/der Prüfungsteilnehmers/-in | | | |  | | |  | 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, praxisbezogene Aufgaben planen, Lösungswege entwickeln praxisbezogene, Zielsetzung festlegen) | | | | | | | | | |  |
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|  | 2. | Durchführung/ Begründung der Vorgehensweise(Probleme und Vorgehensweisen begründen, Geschäftsgespräche kunden-, service- und prozessorientiert führen, praxisbezogene Aufgaben durchführen und steuern, Lösungswege begründen) | | | | | | | | | |  |
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|  | 3. | Berücksichtigung der Rahmenbedingungen/ des Gesamtzusammenhangs(Waren-, Dienstleistungs- und Fachkenntnisse einbeziehen, wirtschaftliche, ökologische und rechtliche Zusammenhänge berücksichtigen) | | | | | | | | | |  |
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|  | 4. | Kontrolle/ Bewertung und Ergebnisse(Geschäftsgespräche und praxisbezogene Aufgaben auswerten) | | | | | | | | | |  |
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