



**CATAPULT**

# SIRXCOM001

Communicate in the workplace to support team and customer outcomes

## Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit SIRXCOM001.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**<https://catapultlearning.com.au/product/SIRXCOM001/>**

# Trainer/assessor guide

## SIRXCOM001

### Communicate in the workplace to support team and customer outcomes

#### Welcome to this unit of study

This unit describes the performance outcomes, skills and knowledge required to use effective communication techniques with colleagues and customers from diverse backgrounds, and to complete work as part of a team.

It applies to individuals working in frontline roles in a diverse range of industry sectors and business contexts. They operate under the supervision and guidance from others, and within established organisational policies and procedures.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

<b>About this trainer/assessor guide .....</b>	<b>4</b>
<b>Learning resource.....</b>	<b>5</b>
Topic 1: Use effective communication techniques .....	5
Greeting others .....	5
Use questioning and active listening.....	8
Provide clear and concise information .....	14
Use features of communications technology .....	18
Check your understanding .....	21
Topic 2: Respond to diversity in communication .....	23
Treat people from diverse backgrounds equally .....	23
Communicating when cultural or language barriers are present .....	25
Check your understanding .....	31
Topic 3: Confirm and respond to workplace requirements.....	33
Seek assistance from others to complete work as required .....	33
Potential workplace conflict .....	37
Constructive feedback .....	40
Check your understanding .....	43
References.....	45
<b>Assessment workbook.....</b>	<b>47</b>
Unit information .....	49
What is competency-based assessment?.....	50
How will my competency be assessed?.....	51
Assessment agreement.....	52
Foundation skills checklist.....	53
<b>Skills recognition.....</b>	<b>54</b>
Topic 1: Use effective communication techniques .....	55
Topic 2: Respond to diversity in communication .....	56
Topic 3: Confirm and respond to workplace requirements.....	57
<b>Knowledge questions .....</b>	<b>58</b>
Topic 1: Use effective communication techniques .....	59
Topic 2: Respond to diversity in communication .....	66
Topic 3: Confirm and respond to workplace requirements.....	71
<b>Performance tasks.....</b>	<b>77</b>
Third party evidence collection agreement .....	78
Topic 1: Use effective communication techniques .....	79
Topic 2: Respond to diversity in communication .....	80
Topic 3: Confirm and respond to workplace requirements.....	81
<b>Completion record.....</b>	<b>82</b>
<b>Unit mapping and assessment checklist .....</b>	<b>83</b>
<b>Trainer/ assessor user instructions.....</b>	<b>85</b>



# About this trainer/assessor guide

---

## Learning resource

---

The learning resource is divided into the following topics:

- » Use effective communication techniques
- » Respond to diversity in communication
- » Confirm and respond to workplace requirements

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

---

## Assessment workbook

---

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

---

## Disclaimer

---

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

---