



"Lehrgespräch" Ausfüllen eines Urlaubantrages (Unterweisung Kaufmann / Kauffrau für Bürokommunikation) (German Edition)

Vanessa Villaruel

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Unterweisung / Unterweisungsentwurf aus dem Jahr 2010 im Fachbereich AdA Kaufmännische Berufe / Verwaltung, Note: 1,0, , Sprache: Deutsch, Abstract: Der Ausbildungsrahmenplan für die Berufsausbildung zum Kaufmann für Bürokommunikation nennt in der sachlichen Gliederung in Punkt 6.2 Aufgaben der bereichsbezogenen Personalverwaltung (§ 3 Abs. 1 Nr.6.2) als die zu vermittelnden Fertigkeiten und Kenntnisse unter Punkt b) „Vorgänge im Zusammenhang mit Arbeits- und Fehlzeiten, insbesondere Urlaubs- und Krankmeldungen, bearbeiten“.

sollen und der Auszubildende noch am Anfang seiner Ausbildung ist, wird er auch bald einen Urlaubsantrag stellen und somit ist es zwingend notwendig, dass der Auszubildende über die Vorgehensweise wie man einen Urlaubsantrag ausfüllt und die Hintergründe diesbezüglich kennt.

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