



GLOSSARY

Activity: It represents what the employee does in order to accomplish the task with the means and under the conditions provided. It is what is actually done and it bears the employee's characteristics; for a given task, two employees will not produce the same work.

Actual work: It is implemented by the employee in order to carry out the stipulated work, depending on the various constraints encountered. It is the work that he/she actually does.

Analysis of practices: Analysis process of the logical actions of employees.

Critical skills: Decisive skills in terms of the company's performance, competitiveness and permanence.

Cross confrontation: Different reactions of people to the same action, discussion and finding the good practice for the action.

Key skill: Basic competence to perform an activity.

Knowledge: Theoretical knowledge and fact knowledge for the working area.

Learning by doing: Learning the work, in a working environment and by actually performing the work.

Learning situation: Problematic situation that allows the employee to change current knowledge and develop new ones.

Logical actions of employees: actions meaning – what, when, why, how, with who.

Prescribed work: What the employee should do.

Prescribed task: What the employee should do.



Professional Didactics: Professional Didactics proposes a specific approach to develop the skills of employees around the conceptual dimension of their actions and awareness.

Real work: What the employee actually does

Real task: What the employee actually does.

Skill: To use the attained or available knowledge in the production of given parts.

Stipulated work: Work that is defined by the company, in writing or orally, which is found in job descriptions, instructions, standards and procedures. It is the work that the employee must theoretically do. (=prescribed work)

Task: It refers to stipulated work, to what must be done.

Task analysis: Breakdown of the task into elementary mental operations, identifying the meaning given to each operation and the indicators that support these operations and how they fit in with one another.

Transmission of knowledge: To disseminate all available (implicit) knowledge/skills within the company as much as possible.

Work analysis: Formalisation of different steps of a work process.

Working conditions: Characteristics of the context from a technical, organisational, human, security, etc. point of view.

Working situation: Task to achieve in a particular context.