



AG868

**ITEC Level 4 Diploma in Spa and Salon Management
Unit 868 - Contribute to the Effective Running of Business
Assignment Guidance Form**

Describe the necessary requirements for effective business operation

To include the following:

- Methods of Communication
- Problem resolution techniques
- Resource management
- Record keeping
- Health, safety and hygiene regulations
- Teamwork
- Development targets and productivity
- Legal obligations of working with clients, colleagues and others

This assignment may be presented in any of the following formats and may include some ICT:

- Written report
- Chart
- Diagram
- Graph
- Other pictorial presentation