

# Report - your work experience

Beantworte die Fragen hier!

**My name \***

Vilja Kivinen

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**1. Workplace name? Basic information about the enterprise/work place? What is made/produced /services there? How many people were working there? \***

Toyota Bonkowsky. It selling new and used cars, fix and service them. The whole company employ over 2000 people, but that office where I has work experience employ about 100 people.

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**2. What was your first impression about the work place? How were you welcomed? How was the atmosphere/work climate during your work experience? How did they introduce you the work place/premises? Were the workers busy? Was the atmosphere busy? \***

There was very clean and shiny. I had very good welcomed. They offered me coffee, tea, juice and water. People were busy and kind. The owner of the company introduce us company's history and results and showed places to us. Workers were busy.

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**3. Which qualifications did the workers need for their work? What kind of education was required to work there? \***

They need knowledge of cars, how to fix them and salesmanship. Education of mechanic on the repair side. Accountant training on the paperwork side. Trading education on the sales side.

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#### 4. Were there rules about clothing? Was there business confidentiality? \*

Everyone has white dress shirt, black pants or skirt, and someone has also suit jacket. Work wasn't very confidentiality.

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#### 5. Did the workers get fringe benefits like a company phone/free calls, lunch, a work canteen, a gym? \*

No, or I didn't find out.

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#### 6. What were your tasks at work? What did you do exactly? \*

We made screenplay for a short movie, a budget for company's gadgets. In addition we design a presentation for new Toyota Aygo.

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#### 7. How well did the staff members work with each other? \*

Very well, they were nice to each other.

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#### 8. Which IT-skills did an employee need for working in this enterprise/profession? \*

Tabulation and accountant

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#### 9. Did the enterprise have an international customer base? If so, how could this be seen at the work place? \*

They try to sell only to their homeland, because then the warranty is retained and they can service the cars.

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10. Were the staff multilingual? Did the staff need any foreign languages at this enterprise? \*

They don't need to use very much foreign languages, but most of them speak english or german.

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11. Did you think that this industry is prospering? \*

Yes, they have very good results in comparison.

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12. What did you learn during your work experience? \*

Actually nothing new.

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13. Did you learn anything new about yourself during your work experience? \*

I understand and speak english better than I thought.

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Make a small video!The advice for making the video: My work experience at..... have you in the paper you have got from your teacher. A \*

I have the video on my phone, I can't put it here.

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