

		及時頒發相關訊息和許可 Issues related information and clearances in a timely manner			
3. 隔離及衝突緩解 Separation and Conflict Resolution	管理潛在的航情衝突和維持隔離 Manage potential traffic conflicts and maintain separation	偵測潛在的衝突 Detects potential traffic conflicts			
		選擇適當的隔離方式 Selects the appropriate separation method			
		頒發許可以確保隔離並化解衝突 Issues clearances that ensure separation is maintained and resolve traffic conflicts			
		必要時調整管制作為以確保隔離 Adjusts control actions, when necessary, to maintain separation			
4. 溝通 Communication	在所有的情況下能有效溝通 Communicate effectively in all operational situations	發話清晰、正確、簡單扼要 Speaks clearly, accurately and concisely			
		使用標準無線電程序及術語進行通話 Uses standard radiotelephony phraseology, when prescribed			
		確認覆誦之正確性並適時修正 Verifies accuracy of read backs and corrects as necessary			
		確認資料的準確性並依需要進行修正 Verify the accuracy of the information and make corrections as needed			
5. 協調 Coordination	管理席位間與其他相關人員間之協調 Manage coordination between operational positions and with other affected stakeholders	判斷是否需要協調 Determines the need for coordination			
		根據情況選擇協調方式，包括協調的緊迫性和規定的程序 Selects coordination method based on circumstances, including urgency of coordination and prescribed procedures			
		使用清晰簡潔的語言進行口頭協調 Uses clear and concise terminology for coordination			
		席位交接時進行有效的說明 Conducts effective briefings during position handover			
6. 非常規狀況管理 Management of Non-routine Situations	能偵測及回應航空器的緊急與不正常狀況及管理降等模式下之飛航服務作業 Detect and respond to emergency and unusual situations related to aircraft operations and	從可用的訊息中識別發生緊急或異常情況的可能性 Recognizes, from the information available, the possibility of an emergency or unusual situation developing			
		確認緊急情況的性質 Verifies the nature of the emergency			

	<p>manage degraded modes of ATS operation</p>	<p>依據緊急程度決定行動之優先順序 Prioritizes actions based on the urgency of the situation</p>				
		<p>選擇最適當之協助方式 Selects the most appropriate types of assistance that can be given</p>				
		<p>依據規定的程序進行緊急情況的溝通和協調 Follows prescribed procedures for communication and coordination of urgent situations</p>				
<p>7. 解決問題並做出決策 Problem solving and Decision-making</p>	<p>找出並落實已識別的威脅及非預期狀態之解決方案 Find and implement solutions for identified threats and associated undesired states</p>	<p>考量相關規定和作業程序，以判斷解決問題的可能方法 Takes into account the existing rules and operating procedures when determining possible solutions to a problem</p>				
		<p>使用適當的工具，以確定問題之可能解決方案 Uses appropriate tools to interrogate relevant systems as prescribed to assist in determining possible solutions to a problem</p>				
		<p>建立最具優先等級之情況 Establishes which situations have the highest priority</p>				
		<p>對於已識別的威脅採取適當緩解策略 Applies an appropriate mitigation strategy for the threats identified</p>				
<p>8. 自我管理 Self-management</p>	<p>展現績效提昇及積極學習發展的人格特質 Demonstrate personal attributes that improve performance and maintain an active involvement in self-learning and self-development</p>	<p>偵測並改正自己的錯誤 Detecting and resolving own errors</p>				
		<p>在不利的情況下能自我控制 Maintains self-control in adverse situations</p>				
		<p>自我評估修正以改善績效 Improves performance through self-evaluation of the effectiveness of actions</p>				
<p>9. 工作量管理 Workload Management</p>	<p>運用資源以高效率與及時的方式，依序執行工作任務 Use available resources to prioritize and perform tasks in an efficient and timely manner</p>	<p>有效管理工作項目以因應工作量 Manages tasks effectively in response to workload</p>				
		<p>判斷工作量以決定是否尋求協助 Determines if and when support is necessary based on workload</p>				
		<p>依工作量調整工作節奏 Adjusts the pace of work according to workload</p>				

		選擇適當裝備提升作業成效 Selects appropriate tools, equipment and resources to support the efficient achievement of tasks				
10. 團隊合作 Teamwork	展現團隊精神 Operate as a team member	提供具建設性正反面回饋 Provides both positive and negative feedback constructively				
		客觀地接受正反面回饋 Accepts both positive and negative feedback objectively				
		預測並適當回應他人需求 Anticipates and responds appropriately to the needs of others				
綜合考評 Written Comments						
授課內容簡介，受訓人員討論綱要 Classroom Instruction, Briefing Material and Discussion of Student's Performance						
受訓人員意見 Student's Comments						
_____ 受訓人員簽名 Signature of Student			_____ 教官簽名 Signature of Instructor			
協訓官 PDO 一級單位主管 Facility Chief			臺長 Tower/Approach Head			

填表說明：

- 1、本表於考試錄取人員實務訓練期間，每週填寫 1 張。
- 2、本表請受訓人員之教官詳實記錄，並檢陳受訓人員直屬主管及單位主管核閱後，由單位主管/協訓官暫予收存，俟受訓人員訓練期滿，作為考評實務訓練成績之重要參考，併同受訓人員實務訓練術科考核成績表彙陳。