

INDUSTRY ATTACHMENT TASK LIST FOR NITEC IN FITNESS TRAINING

- 1 Provide general administrative support (e.g. data entry, answering phones, taking messages)
- 2 Draft emails/ simple letters (e.g. to colleagues, customers/ clients)
- 3 Provide customer service
- 4 Perform housekeeping (e.g. maintain cleanliness)
- 5 Update appointment book
- 6 Provide clients with scientific information related to fitness
- 7 Motivate clients on fitness programmes
- 8 Perform pre-participation health screening for fitness clients
- 9 Conduct exercise testing for fitness clients
- 10 Develop/ recommend /assist in the conduct of fitness programme
- 11 Provide information on nutrition, weight management and diet-planning
- 12 Co-ordinate sports and recreational activities
- 13 Assist with preparations leading up to an event/competition/activity
- 14 Communicate with clients/participants during the event/activity
- 15 Assist in the setting-up and tearing-down of the event/activity site