METHODOLOGICAL TOOL: Electronic Vs Manual Systems

Number of methodological Tool	**EUPANEXT_LO_027_M_030**
Work Area Code and Title	**WA7 BUSINESS TRAVEL, DIARY SYSTEMS, MEETING ORGANISATION AND EVENT MANAGEMENT**
Unit Code and Title	**2.15 Use diary systems for routine business purposes**
Learning Outcome Number and Title	**LO027: Demonstrate the ability to compare and contrast paper and electronic diary systems and report on findings to line manager**
Title of methodological tool	**Electronic Vs Manual Systems**
Objective of the methodological tool	After the completion of this simulation the participants will be in a position to: 1. Compare the differences between paper and electronic diary systems
Individual or group exercise	☐ Individual ☒ Group
Type of methodological tool	☐ Written Exercise ☐ Video Analysis ☒ Simulation ☐ Multiple choice ☐ Group exercise with cards ☐ Exercise using ICT ☐ Role Play ☐ Group discussion ☐ Case study ☐ Creative Group Work
Description of the exercise	The theme of the exercise is the reservation system for booking halls. Different reservations are being made by different employees in the company and each of them uses a daily reservation sheet to record the reservations made. The participants are given four different daily reservation sheets. The participants are requested to find a way to convert the system into an electronic one and, after doing so, to be able to discuss on the advantages of the electronic versus the manual system.
Exercise is accompanied by	**EUPANEXT_LO_027_M_030_Att1**
Exercise solution	The participants are expected to suggest one of the following solutions: • Developing a different electronic calendar for each hall and sharing them between the co-workers dealing with

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	reservations. They are not expected at this stage to actually develop the shared calendars but to suggest the content. They may print a calendar from Outlook and photocopy it for each hall. • Development of an excel workbook where each worksheet will be the calendar for each hall. • Other solutions may also exist.
Other comments to the trainer	This exercise will help participants understand the benefits of an electronic diary system. With an electronic diary system we can share the information with our colleagues. In this way common mistakes, such as double booking of the conference hall, can be avoided. Information updates are made easily without the use of corrective pen or eraser. Other issues should be highlighted. • The current system does not allow the user to spot any mistakes visually.