

Methodological tool: Maintain it up to date

Number of methodological Tool	EUPANEXT_LO_029_M_001
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	LO029: Demonstrate the ability to make accurate diary entries and maintain an up to date system
Title of methodological tool	Maintain it up to date
Objective of the methodological tool	After the completion of this case study the participants will be in a position to: 1. Make accurate entries and Maintain an up to day diary
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written Exercise <input type="checkbox"/> Video Analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role Play <input type="checkbox"/> Group discussion <input checked="" type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise	The participants are given some tasks that a PA has to fulfil and are related to diary entries. They have to add entries in the diaries and spot any issues. Whenever a diary entry is possible it is being added to the calendar. Whenever a diary entry is not possible an action is entered on the master list.
Exercise is accompanied by	EUPANEXT_LO_029_M_001_Att1
Exercise solution	<p>Participants need to pay attention to the details. For example, the cocktail on the 10th of July requires travelling to another city, therefore the meeting with the government agency must be rescheduled.</p> <p>A similar issue appears on the 4th of July with the project meeting and the meeting regarding photocopiers.</p> <p>In addition to the above, there are meetings that are conflicting, such as on the 4th of July at 15:00; we have the customer meeting and the</p>

	<p>meeting regarding the photocopiers that should be rescheduled since there is another meeting at 14:00.</p> <p>The following should appear on the Master List:</p> <ul style="list-style-type: none">• Propose a different day for the customer meeting (and inform the line manager that the proposed day for Mr. Gregory is not available)• Propose a different day for the government agency
Other comments to the trainer	-