

Methodological tool: Filing system design

Number of methodological Tool	EUPA_LO_058_M_001
Work Area Code and Title	WA 5: Filing System Documentation and Databases
Unit Code and Title	3.7 Use filing skills to design and maintain a filing system given specific instructions
Learning Outcome Number and Title	LO058 Demonstrate File Management skills including the design and maintenance of an efficient filing system given specific instructions (as well as the identification of the equipment or electronic methods required for filing).
Objective of the methodological tool	Through this exercise, learners will be understand the principles effective file systems structure, will learn to design an efficient filing system according to given instructions.
Approximate Time needed for the completion of this exercise	10 min
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input type="checkbox"/> Self evaluation questionnaire <input checked="" type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input checked="" type="checkbox"/> Simulation <input type="checkbox"/> Practical training <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input checked="" type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none"> 1. Divide participants to groups of 3-4 2. Case study: You have just started working for a small HR consulting company (6 employees), you are the first person to be in charge of office administration and the owner of the company has asked you to create a file structure that would be used on the company server to keep and share records and date. It should contain data relevant to running the company as well as clients. Outline a file structure and suggest file_name coding that would be appropriate. 3. In the second part of this exercise the groups present and explain their solutions
Exercise is accompanied by	-

<p>Exercise solution</p>	<p>Possible solution:</p> <ol style="list-style-type: none"> 1. Internal affairs <ol style="list-style-type: none"> a. HR b. Finance and accounting Incoming invoices Outgoing invoices Contracts c. Equipment and Inventory d. Advertising and PR e. Basic company documents f. Internal policies and guidelines 2. Business <ol style="list-style-type: none"> a. Existing clients <ol style="list-style-type: none"> i. Company name <ol style="list-style-type: none"> 1. Project 1 2. Project 2 b. Business opportunities <ol style="list-style-type: none"> i. Company name <ol style="list-style-type: none"> 1. Business offer 1 c. Know how <ol style="list-style-type: none"> i. Topic1 ii. Topic2
<p>Other comments to the trainer</p>	<p>Participants should also take into account and mention the ownership and accessibility of files and folders to different employees</p>