

Methodological tool: Check before you book

Number of methodological Tool	EUPA_LO_066_M_001
Work Area Code and Title	WA7: Business Travel, Diary Systems, Meeting organization and event management
Unit Code and Title	3.10 Organise business travel and accommodation arrangements
Learning Outcome Number and Title	LO066: Demonstrate understanding of the necessity of checking the draft itinerary and schedule with the traveller before final booking.
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. List reasons why is it important to check itinerary prior to final booking 2. Take into account various individual preferences and requirements during the preparation of travel.
Approximate Time needed for the completion of this exercise	10 minutes
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input type="checkbox"/> Group 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 checked="" type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	Group discussion Ask learners, why is it important to check the details for travel arrangement prior the final booking What are the risks of not doing so? Ask them to list all the special requirements and preferences that may come up with the booking.
Exercise is accompanied by	N/A
Exercise solution	Issues related to budget, internal policy, individual preferences should be covered in the discussion
Other comments to the trainer	N/A

