

Methodological tool: Shared calendars for a recruitment company

Number of methodological Tool	EUPA_LO_074_M_001
Work Area Code and Title	WA7: Business Travel, Diary Systems, Meeting organization and event management
Unit Code and Title	3.12 Design (control the type of information needed) and manage diary systems.
Learning Outcome Number and Title	LO074: Demonstrate ability to design a diary system that is appropriate for the company or organisation
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. List information necessary for the diary system of the specific company or organisation 2. Develop the diary system of the specific company or organisation taking into consideration its own operations and needs
Approximate Time needed for the completion of this exercise	15 minutes
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input checked="" type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input checked="" 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/Procedure	<p>Instructions on how to implement the exercise for the learners:</p> <p>Case study:</p> <p>You have started to work for a recruitment company as a team assistant, the company has recently expanded, has now 12 recruiters working in 3 teams with teamleaders and additionally 2 managers (Operations manager and Country manager) + 2 team assistants.</p> <p>The company has recently moved to new offices</p>

	<p>Offices include several small and 1 large meeting room</p> <p>Your task is to outline a shared calendar system for this company that would benefit ALL employees.</p> <p>Think of:</p> <ol style="list-style-type: none"> 1. Sources and facilities you need to plan in the calendars 2. Who would have rights to book certain facilities 3. What information will have to be entered into the booking software for individual facilities and people <p>When designing the system, think of the daily operations of the company as well as its business.</p> <p>What other activities should be entered into the calendars?</p> <p>Groups then present their solutions to the class, and trainer summarizes their solutions</p>
Exercise is accompanied by	N/A
Exercise solution	<p>Learners need to mention planning several sources:</p> <ol style="list-style-type: none"> 1. <ul style="list-style-type: none"> • Individual small meeting rooms for interviews to take place • Big meeting room for internal company and team meetings • Booking business meetings with clients for individual employees • Booking holidays • Booking company cars 2. Each employee would book all resources? assistant and manager have access to all calendars? 3. time and date of the meeting, duration, attendees, clients and positions meeting is related to, interviewee and interviewer name, meeting agenda for internal meetings etc. 4. Who will be able to see the calendar of individual employees 5. Mention other activities such as regular team meetings, teambuilding activities, events for clients,...
Other comments to the trainer	N/A