

Methodological tool: Office systems and procedures

Number of methodological Tool	EUPA_LO_129_M_001
Work Area Code and Title	WA14: Office Effectiveness and Efficiency
Unit Code and Title	4.16 Manage Office Facilities
Learning Outcome Number and Title	LO129: Demonstrate the ability to implement, communicate, review and evaluate office systems and procedures.
Objective of the methodological tool	After the completion of this activity, participants will be able to: 1. Recognise and evaluate autonomously office systems and procedures in his/hers work environment and propose improvements or changes
Approximate Time needed for the completion of this exercise	15 minutes
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" 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	<p>This is an individual written exercise. Ask learners to:</p> <p>1, Make a list that summarises the policies, procedures, systems and values of their organisation that relate to their own actual job role.</p> <p>2, Are there any policies missing? What would you suggest to implement or change?</p> <p>After they have finished, the trainer will ask some of the learners to present and discuss their answers in the class.</p>
Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	N/A

