

## Methodological tool: Develop a checklist

Number of methodological Tool	<b>EUPA_LO_130_M_002</b>
Work Area Code and Title	<b>WA14: Office Effectiveness and Efficiency</b>
Unit Code and Title	<b>4.16 Manage Office Facilities</b>
Learning Outcome Number and Title	<b>LO130: Demonstrate the ability to ensure that office facilities and equipment are used effectively and efficiently.</b>
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> <li>1. Develop an evaluation tool for best use of office equipment</li> <li>2. Supervise and evaluate the routine work of other administration personnel using office systems and procedures</li> <li>3. Develop autonomously different techniques to improve the use of office equipment</li> </ol>
Approximate Time needed for the completion of this exercise	20 minutes
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input 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 checked="" type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<p>The learners are required –individually, to develop first a questionnaire to be completed by the office staff and which will be focused on the current use of office equipment and facilities. For the sake of this training the questionnaire will be answered by the participants in the training.</p> <p>Based on the responses, a checklist with activities that could improve the use of such equipment and facilities will be developed. The checklist should include activities related to both equipment and facilities.</p>
Exercise is accompanied by	N/A

Exercise solution	N/A
Other comments to the trainer	N/A

