

Methodological tool: Additional information

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| Number of methodological Tool | EUPA_LO_064_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 | LO064: Demonstrate ability to prepare travel, accommodation requirements in conformity with budgetary procedures. |
| Objective of the methodological tool | After the completion of this activity, participants will be able to: 1. Set up a list of questions for the traveller concerning business travels |
| 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 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 checked="" 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 | Continuation of the previous case study LO_064_M_001 In the same small groups, the learners are asked to prepare a list of additional questions for the manager, to be able to proceed with the booking |
| Exercise is accompanied by | - |
| Exercise solution | Learners should think of the questions according to what has been presented in the lecture |
| Other comments to the trainer | N/A |