

## Methodological tool: Houston, we have a problem

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| Number of methodological Tool                               | <b>EUPA_LO_068_M_001</b>   |
| Work Area Code and Title                                    | <b>WA7: Business Travel, Diary Systems, Meeting organization and event management</b>  |
| Unit Code and Title   | <b>3.10 Organise business travel and accommodation arrangements</b>  |
| Learning Outcome Number and Title                           | <b>LO068: Demonstrate ability to solve problems that may arise and, where necessary, refer issues to operational/financial managers</b>  |
| Objective of the methodological tool                        | After the completion of this activity, participants will be able to:<br>1. Solve problems in relation to business travel in accordance with their own responsibilities.  |
| 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<br><input type="checkbox"/> Group exercise<br><input type="checkbox"/> Video analysis<br><input type="checkbox"/> Simulation<br><input type="checkbox"/> Multiple choice<br><input type="checkbox"/> Group exercise with cards<br><input type="checkbox"/> Exercise using ICT<br><input type="checkbox"/> Role play<br><input checked="" type="checkbox"/> Group discussion<br><input type="checkbox"/> Case study<br><input type="checkbox"/> Creative Group Work |
| Description of the exercise/Procedure                       | Group discussion:<br>1. List possible problems related to business travel<br>2. How can you avoid them? Is it possible?<br>3. How would you solve them?  |
| Exercise is accompanied by                                  | N/A  |
| Exercise solution   | N/A  |
| Other comments to the trainer                               | Some tips are in the ppt lecture   |