

## Methodological tool: Prepare a detailed checklist

Number of methodological Tool	<b>EUPA_LO_071_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>3.11 Plan, organise and support meetings and recommend improvements to the procedures</b>
Learning Outcome Number and Title	<b>LO71: Demonstrate ability to plan, organise and support meetings.</b>
Objective of the methodological tool	After the completion of this activity, participants will be able to prepare a detailed checklist for planning and organization of meeting according to specific requirements
Approximate Time needed for the completion of this exercise	15minutes
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 checked="" type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<p>A, Individual exercise – case study</p> <p>You are working in a office supplies company that has branches in other cities, your branch is organizing a meeting for business developers from all branches.</p> <ul style="list-style-type: none"> <li>• Meeting will take place in one of your meeting rooms, with 12 employees from other branches and 4 of your colleagues.</li> <li>• During the meeting the results of the previous year will be presented and the plans for the coming year will be discussed and agreed.</li> <li>• Participants are required to prepare and present ppt</li> </ul>

	<p>presentations</p> <ul style="list-style-type: none"><li>• Meeting will last from 9,00-16,00</li></ul> <p>Your task is to prepare and write down as detailed checklist for the preparation, support and post meeting activities as possible and prepare additional questions for your superior</p> <p>B, Group discussion and presentation of checklist and questions</p>
Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	N/A

