

Methodological tool: Diary enhancement

Number of methodological Tool	EUPA_LO_075_M_001
Work Area Code and Title	WA7: Business Travel, Diary Systems, Meeting organization and event management
Unit Code and Title	3.12 Design (control the type of information needed) and manage diary systems.
Learning Outcome Number and Title	LO75: Demonstrate ability to analyse reports from diary operators and users in order to recommend enhancements and necessary training
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Collect data and information to be used for analysis of the current situation. 2. Recommend enhancements to existing diary systems taking into consideration the analysis of information from diary operators 3. Analyse the current situation in order to recommend enhancements or training 4. Relate the needs of the company or organisation to the newly designed diary system
Approximate Time needed for the completion of this exercise	40 minutes
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" 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 type="checkbox"/> Exercise using ICT <input checked="" 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	This exercise builds on the solution of the previous MT LO_074_M_001 <ol style="list-style-type: none"> 1. In the whole class develop a set of questions (at least 10) to collect feedback on a calendar system. When developing the

	<p>questions, keep in mind the information from the lecture</p> <ol style="list-style-type: none"> 2. After the questions are ready the trainer divides the learners to smaller groups and ask the members of the groups to position themselves in the role of the employee of the previously mentioned recruitment company on the position of (Team assistant, recruiter, team leader, manager) and to fill in the questionnaire from the perspective of their role to evaluate the system developed 3. Come back to the class and present identified possible drawbacks of the previously developed calendar system and try to suggest changes
Exercise is accompanied by	N/A
Exercise solution	The exact solution does not exist, learners should use the knowledge from the ppt presentation and their past experience
Other comments to the trainer	N/A