

Methodological tool: Training preparation checklist

Number of methodological Tool	EUPA_LO_086_M_001
Work Area Code and Title	WA 11: HR Issues
Unit Code and Title	3.22 Possess the knowledge and skills to accomplish basic tasks related to HR issues
Learning Outcome Number and Title	LO086 Demonstrate ability to identify and set up administrative procedures for employee training under supervision
Objective of the methodological tool	After the completion of this activity, participants will be able prepare a checklist for organizing a training activity that will help them to ensure that everything will be ready for the training event
Approximate Time needed for the completion of this exercise	10 min – designing a checklist 10 min – evaluation and discussion
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input type="checkbox"/> Self evaluation questionnaire <input checked="" 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 type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none"> Learners will work in small groups of 2-3 Ask the learners to prepare a checklist for organization of training events for a middle sized IT company, that could be repeatedly used for Soft skills training programs of company team leaders and managers Remind them to use the knowledge they have acquired during this training session After completion ask them to present their checklists and discuss their answers in a group
Exercise is accompanied by	N/A
Exercise solution	The information from slides 29-37 should be utilized

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Other comments to the trainer	N/A
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