

## Methodological tool: Adapting the plan

Number of methodological Tool	<b>EUPA_LO_126_M_001</b>
Work Area Code and Title	<b>WA14: Office Effectiveness and Efficiency</b>
Unit Code and Title	<b>4.15 Use planning and time management skills to achieve own short term and long term objectives</b>
Learning Outcome Number and Title	<b>LO126: Demonstrate the ability to use Time Management skills to manage own time in order to reach own short- and long-term objectives.</b>
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> <li>1. Identify tasks to be implemented in order to reach short and long term objectives</li> <li>2. Apply time management techniques such as action plan or Gantt chart to help them reach short and long term objectives</li> <li>3. Review the time management plan and make changes if necessary to ensure reaching short or long term objectives.</li> <li>4. Assess short term and long term objectives in relation to the organisational plans and initiate any potential adaptations.</li> </ol>
Approximate Time needed for the completion of this exercise	20 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 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 type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<p>This MT exercise is the follow up on the MT_EUPA_LO_125_M_002 1. Divide the learners to different groups than during the previous MT, but equally large.</p> <p>2. Ask the learners to put 2 of the goals they developed during the previous exercise to the action plan (you can use the layout presented</p>

	<p>during the lecture on the learners can adjust it to their needs).</p> <p>3. Ask the groups to present their solutions to the class</p> <p>4. Now present them with the following changes to the initial scenario:</p> <ul style="list-style-type: none"> <li>• The company has decided that it will change your position in terms of your responsibilities – you will also be responsible for organization of marketing activities, fares and PR campaigns and events for your clients</li> <li>• You will also be responsible for migrating the client database to the new system – which you at the moment are not familiar with and are unable to use at all.</li> <li>• The company has also revised one of the goals and plans to improve the workplace safety by implementing new measures by the second quarter.</li> </ul> <p>Ask the participants to revise their goals and action plans in terms of new information and make all necessary changes and after that present their solutions to the class.</p>
Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	N/A