

Methodological tool: Designing questionnaire

Number of methodological Tool	EUPA_LO_127_M_001
Work Area Code and Title	WA14: Office Effectiveness and Efficiency
Unit Code and Title	4.16 Manage Office Facilities
Learning Outcome Number and Title	LO127: Demonstrate the ability to provide and maintain office facilities and equipment to meet the needs of the users
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Design a short questionnaire to collect the needs of the users 2. Identify the different needs of the users and take them into account to create an appropriate work environment
Approximate Time needed for the completion of this exercise	15 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>Instructions on how to implement the exercise for the learners:</p> <ul style="list-style-type: none"> - Divide the learners into 2-3 groups (based on the size of the class) <p>Scenario: Your company is thinking of creating an open space office (you currently work in closed offices shared by 2-3 people)</p> <p>Task: Design a short questionnaire with 7 questions to be able to assess the users' needs and their preferences -how would they imagine the new offices to look and function Share your ideas with the other group and the class</p>
Exercise is accompanied by	N/A

Exercise solution	N/A
Other comments to the trainer	N/A

