

Methodological tool: Induction programme

Number of methodological Tool	EUPA_LO_129_M_002
Work Area Code and Title	WA14: Office Effectiveness and Efficiency
Unit Code and Title	4.16 Manage Office Facilities
Learning Outcome Number and Title	LO129: Demonstrate the ability to implement, communicate, review and evaluate office systems and procedures.
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Present office systems to colleagues in a comprehensive way 2. Train colleagues to use simple office systems as well as to apply office procedures
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>Divide learners into smaller groups, present them with the scenario and ask them to discuss and prepare answers. After they are finished, discuss the individual group solutions in the class.</p> <p>Scenario: Your boss is considering including a slot in the induction programme for new staff to include a brief presentation of the main systems and procedures they will have to use in relation to office facilities, equipment and resources. He is also wondering whether a short staff handbook would also be useful.</p> <p>A, For your own organisation, identify the systems and procedures you would want to include in your presentation.</p> <p>B, For the systems and procedures you have identified, state how</p>

	this information is normally communicated to users. C, For any one system or procedure, identify other ways in which users are given support.
Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	N/A

