

Methodological tool: Self-management skills

Number of methodological Tool	EUPANEXT_LO_133_M_001
Work Area Code and Title	WA 16: Self-Management, Supervision, Management and Leadership
Unit Code and Title	4.18: Exercise self-management in predictable situations and supervise the routine work of others
Learning Outcome Number and Title	LO133: Demonstrate the ability to exercise self-management in situations that are usually predictable but are subject to change.
Objective of the methodological tool	After the completion of this activity, participants will be able to: 1. Exercise self-management in situations that are usually predictable but are subject to change
Approximate Time needed for the completion of this exercise	10 min.
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input 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 checked="" type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none"> 1. The learners are given a case study and are expected to answer to the questions. 2. "You are a new employee in an organization. You are a European Project officer and you are responsible for about 20 EU projects running simultaneously. You are stressed and you don't know from which project to start and what tasks are more urgent or important". <ol style="list-style-type: none"> a) What can you do in order to self-manage this situation? List some techniques. b) What are the most important skills which are necessary to self-manage this situation?

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	a) When you make your self-evaluation, what are your main strengths and weaknesses when trying to handle this situation?
Exercise is accompanied by	EUPA_LO_133_M_001_Att_1
Exercise solution	Learners are expected to answer the above questions.
Other comments to the trainer	N/A

