

Methodological tool: Evaluation criteria!

Number of methodological Tool	EUPA_LO_152_M_001
Work Area Code and Title	WA 16: Self-Management, Supervision, Management and Leadership
Unit Code and Title	5.3 Manage own performance in the business environment
Learning Outcome Number and Title	LO152: Improve own performance, plan and be accountable for own work
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Employ criteria for evaluation of own work taking into consideration the job description as well as the needs of the company 2. Review and improve criteria of evaluation of own work
Approximate Time needed for the completion of this exercise	30 min.
Individual or group exercise	<input checked="" 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 type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input checked="" type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	Split learners to groups of 2 -4 people and give them a handout with the description of the company and the description of duties (EUPANEXT_LO153_M01_Att1). Tell them that they are working in this position and ask them to decide the evaluation criteria for the position as well as to create a checklist and a template for own evaluation. The checklist should include all the appropriate actions they should take in order to evaluate themselves. They will also have to comment on their choices as well as list the methodology they will use for each action in their checklist. Then, have each group present their findings in class.
Exercise is accompanied by	EUPANEXT_LO153_M_001_Att_1
Exercise solution	Even though there is not one solution to this exercise, the checklist

	<p>should include:</p> <ol style="list-style-type: none"> 1. Collecting feedback from supervisor, clients and co-workers 2. Breaking down the job description into specific tasks and determine the standard to which each of tasks should be performed. 3. Assessing performance in terms of feedback and own judgment of capabilities. 4. Identifying gaps between expected and required performance and actual performance. 5. Taking action to address them if needed. 6. Seeking help from supervisor for training to improve your skills and knowledge. 7. Identifying own limitations, weaknesses. <p>In other words, they should include the actions in the checklist, the way that they are going to record each action in the template (it has to be measurable somehow) and the methodology they are going to obtain the information in the form of a comment in their presentations</p>
Other comments to the trainer	N/A