

Number of methodological Tool	EUPA_LO_023_M_026
Work Area Code and Title	2.7 BUSINESS TRAVEL, DIARY SYSTEMS, MEETING ORGANISATION AND EVENT MANAGEMENT
Unit Code and Title	2.7.1 Recommend business travel and accommodation arrangements and prepare relevant documentation
Learning Outcome Number and Title	LO023: Be able to state the importance of checking travel plans immediately prior to the journey and carry out the process in a clear and effective way
Title of methodological tool	Eliminate the risks involved in travelling
Objective of the methodological tool	After the completion of this exercise the participants will be in a position to realize and state the importance of checking travel plans immediately prior to the journey.
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written Exercise <input type="checkbox"/> Video Analysis <input checked="" 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	Participants are asked to identify scenarios where last minute checking would save the traveller from a lot of trouble, and to describe their actions in each of the situations.
Exercise is accompanied by	-
Exercise solution	There is no right or wrong answer. Participants are expected to mention scenarios similar to the following (and maybe some others): <ol style="list-style-type: none"> 1. Delay in the departure of the flight. Knowing this, saves the traveller from spending too much time at the airport. 2. Checking the weather beforehand enables the traveller to be in a position to face bad weather. 3. Confirming with the hotel just before the arrival saves the

	<p>traveller from facing a situation where no booking was made due to miscommunication.</p> <p>4. Checking for any scheduled strikes also enables the traveller to have a contingency plan, in case the strikes affect his scheduled meeting.</p>
Other comments to the trainer	-