PART 1	GENERAL DESCRIPTION OF THE LEARNING OUTCOME	
COUNTRY	Denmark	
ORGANIZATION	AOF-Øst	
EQF´s LEVEL	3-4	
NAME OF THE LEARNING OUTCOME	**Time Management** a way to be more efficient in the companies, and get better results.	
DEFINITION OF THE LEARNING OUTCOME	Train the Professionals of Training to be able to issue to their students, the importance of time in the organization to achieve success, giving them the pedagogical tools, methods and instruments to understand the fundamentals of time management with the hope to reach the success, both from a collective perspective involving a group of people in order to achieve common goals in the current labor market and from an individual perspective allowing their students to control their own life over time versus tasks.	
UNITS OF THE LEARNING OUTCOME	1.-	Managing time and respect deadlines
	2.-	Giving priorities to tasks
	3.-	Acting proactively
	4.-	Delegation tasks and controlling the results

PART 2	DEVELOPMENT OF THE LEARNING OUTCOME´s ELEMENTS		
LEARNING OUTCOME UNITS	KNOWLEDGE	SKILLS	COMPETENCE
Managing time and respect deadlines **Understanding of the theory of Frederick Winslow Taylor (1856-1915)**	Identify the theory behind Managing Time and respect deadlines according to Frederick Taylor.	Understanding of the theory of Managing Time and respect deadlines	Apply new knowledge and skills in practice
	Discuss the need to meet deadlines in our work. Identify conceptual understanding of general concepts regarding Time Management.	Design and develop learning materials according to the theory. Debate and recognize concepts and their complexity. Analyze the relationships between concepts and their impact in education. Could reflect on the concepts.	Develop lessons and reflect upon them before teaching.
Giving priorities to tasks	Recognize the background knowledge in giving priorities to tasks.	Understanding the background knowledge and be able to reflect on them.	Master to produce lessons in order of priority

	Describe the method of giving priorities to tasks	Analyze and relate to own experience in teaching	Organizing in the correct sequence
Acting proactively **Proactive** behavior involves **acting** in advance of a future situation, rather than just reacting. It means taking control and making things happen.	Identify the needs of acting proactively.	Understand the importance of proactively (solve problems ahead).	Apply the new knowledge and develop skills which makes you act proactively by instinct.
	Recognize that being proactive is a necessity in future jobs, thus exploited time more effectively, always be at the forefront of challenges.	To distinguish and understand why it is necessary to be proactive in relation to Time Management in general.	Develop ways of thinking that makes you act proactively.
Delegation tasks and controlling the results The need to delegate tasks to meet the timing and control of the product is absolutely necessary in relation to the effective time control.	Identify the need for delegation of tasks and control of results.	Understand how to delegate tasks most effectively, designing educational material so that students can relate to their own learning situation.	Be able to use the newly acquired knowledge in a positive way in relation to the control of tasks and delegation of tasks.