

A) ORGANIZATION

INSTRUMENT NUMBER 11

Objective	To show, through open discussion, that the adult has organizational capacity in his/her daily life. Personal and professional organization is directly linked to the achievement of objectives, according to the establishment of goals, strategies and action plans.
Methodology	Large group discussion/debate with the technician, responsible for the activity, by launching questions and/or statements, gathered from the information throughout its progress and, finally, summarizing the key-ideas.
Resources	<ul style="list-style-type: none"> • Room equipped with enough tables and chairs for the participants • Computer or Tablet • Internet access • Whiteboard and whiteboard markers
Typology and duration	<ul style="list-style-type: none"> • <i>1 session in small or large group</i> • <i>2 to 3 hours</i>
Learning outcomes	<p>Interconnected evidence of useful, personal and professional, lifelong knowledge, skills and competences, covering performance criteria related to:</p> <ul style="list-style-type: none"> • Individual • Motivation • Commitment/dedication • Spirit of cooperation • Teamwork • Time management

PRACTICAL EXAMPLE OF THE DEBATE

Organizational capacity is a problem for many people, as keeping life in order is not an easy task. However, this translates into planning to improve personal and professional performance in order to avoid/eliminate anxieties and/or other health problems.

Here are some examples of questions, phrases and/or statements for discussion and debate:

1. An organized person is more successful?

2. Do you think that planning monthly expenses and income is important? Why?

3. At the employment level, do you consider teamwork management important? Give examples.

4. Give some examples of how you can benefit from family and social time management.

5. "Don't be in a hurry, but don't waste any time". (José Saramago, Portuguese writer, poet and playwright (1922)). Comment.