

Joint development, piloting and validation of entrepreneurial mindset and key skills curricula and training materials for third countries



Entrepreneurial Mindset and Key Skills for All

ENTRECOMP CURRICULUM: 3.2 PLANNING AND MANAGEMENT – METHODOLOGICAL TOOLS

TASK ID AND TITLE 2.2: JOINT DEVELOPMENT OF THE CURRICULA AND TRAINING MATERIALS FOR ENTRECOMP

PARTNER RESPONSIBLE FOR THIS ACTIVITY: MMC MEDITERRANEAN MANAGEMENT CENTER

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Jordan Youth Innovation Forum
المنتدى الأردني للإبداع الشبابي



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SUMMARY OF THE METHODOLOGICAL TOOLS


Competence Code and Title	3.2 Planning and Management
Entercomp Area	3 Into Action
Learning Outcome Numbers and Titles	<ol style="list-style-type: none"> 1. Explain the value of flexibility in goal achievement. 2. Name techniques for handling unexpected obstacles. 3. Formulate specific and measurable goals using the SMART framework. 4. Create a timeline for goal achievement. 5. Align short-term actions with long-term objectives. 6. Apply prioritization, recognizing essential tasks and activities. 7. Construct a structured method for prioritizing. 8. Formulate action plans that harmonize with overarching goals and objectives.

Methodological tool Type	Number of Methodological tools
<input checked="" type="checkbox"/> Lecture (compulsory)	1
<input checked="" type="checkbox"/> Open-ended questions	1
<input type="checkbox"/> Closed questions	
<input type="checkbox"/> Individual exercise	
<input checked="" type="checkbox"/> Role play	1
<input type="checkbox"/> Experiential workshop	
<input checked="" type="checkbox"/> Group discussion	4

<input checked="" type="checkbox"/> Brainstorming	1
<input checked="" type="checkbox"/> Group exercise	3 (including Ice-breaking activity)
<input type="checkbox"/> Other (Please indicate): Case study	2
Total Number of methodological tools:	13


COMPULSORY METHODOLOGICAL TOOLS

1. POWERPOINT PRESENTATION

Code of methodological tool	PPT3.2_1 Presentation on Planning and Management
Competence Code and Title	3.2 Planning and Management
LO codes and titles	<ol style="list-style-type: none"> 1. Explain the value of flexibility in goal achievement. 2. Name techniques for handling unexpected obstacles. 3. Formulate specific and measurable goals using the SMART framework. 4. Create a timeline for goal achievement. 5. Align short-term actions with long-term objectives. 6. Apply prioritization, recognizing essential tasks and activities. 7. Construct a structured method for prioritizing. 8. Formulate action plans that harmonize with overarching goals and objectives.
Aim of the methodological tool	Lecture
Hints and tips for the trainer	Refer to the MT tools before starting with the allocated slides on the PowerPoint presentation.
Attachment/s for the usage of the Methodological tool	 TrainMatEntre_3.2_Final.pptx


ADDITIONAL METHODOLOGICAL TOOLS

1. ICE-BREAKING ACTIVITY

Code of the methodological tool	MT3.2_1 Goal Setting Mad Libs
Competence Code and Title	3.2 Planning and Management
LO codes and titles	1. Formulate specific and measurable goals using the SMART framework.
Aim of the methodological tool	To break the ice and help start the session smoothly.
Instructions and Hints & Tips for the trainer	<p>Get ready to laugh your way to a stronger vision! This Mad Libs activity will unleash your creativity and solidify your understanding of the SMART goal framework, all while injecting some fun into your personal development journey.</p> <p>Here's what you'll need:</p> <p>A pen or your typing fingers</p> <p>A healthy dose of imagination</p> <p>This handy list of Mad Libs prompts!</p> <p>Instructions:</p> <ul style="list-style-type: none"> - Choose one of the Mad Libs templates below. - Read each blank and think of a word that fits the category listed. Be silly, be serious, be YOU! - Fill in the blanks with your chosen words. Don't worry about being perfect, just have fun! - Once you've filled in all the blanks, read your personalized SMART goal aloud to the group. Be prepared for some laughs and applause!
Attachment/s for the usage of the Methodological tool	 MT3.2_1.pdf


2. GROUP DISCUSSION

Code of the methodological tool	MT 3.2_2 Foundations' Exchange
Competence Code and Title	3.2 Planning and Management
LO codes and titles	<ol style="list-style-type: none"> 1. Explain the value of flexibility in goal achievement. 2. Name techniques for handling unexpected obstacles.
Aim of the methodological tool	<p>To deepen participants' understanding of the foundations of planning and management by encouraging collaborative learning and knowledge sharing within a small-group setting.</p> <p>Specific objectives:</p> <ul style="list-style-type: none"> - To reinforce understanding of the foundations of planning and management. - To encourage participants to share insights and perspectives. - To promote collaborative learning and knowledge exchange.
Instructions and Hints & Tips for the trainer	<p>Instructions:</p> <ol style="list-style-type: none"> 1. Formation: <ul style="list-style-type: none"> - Divide participants into small groups of 4-6 individuals. 2. Topic Assignments: <ul style="list-style-type: none"> - Assign each group either the "Foundations of Planning" or the "Foundations of Management". 3. Discussion Guidelines: <ul style="list-style-type: none"> - Each group discusses the key concepts within their assigned foundation. - Explore real-life examples or experiences related to the foundation. - Consider challenges and solutions associated with implementing each foundation. 4. Group Interaction: <ul style="list-style-type: none"> - Encourage active participation from all members. - Facilitate an open exchange of ideas and perspectives. 5. Preparation Time: <ul style="list-style-type: none"> - Allocate 15 minutes for each group to prepare a brief summary of their discussion. 6. Q&A and Reflection: <ul style="list-style-type: none"> - Open the floor for questions and reflections from other groups.

	<ul style="list-style-type: none"> - Facilitate a brief discussion on commonalities and differences between the foundations of planning and management. <p>Facilitator's Tips:</p> <ul style="list-style-type: none"> ✓ Encourage a supportive and inclusive atmosphere for discussion. ✓ Remind participants to relate concepts to their own experiences when sharing insights. ✓ - Foster an environment where participants actively listen to others' perspectives.
<p>Attachment/s for the usage of the Methodological tool</p>	 <p>MT3.2_2.pdf</p>

3. BRAINSTORMING


<p>Code of the methodological tool</p>	<p>MT3.2_3 Goal Brainstorming</p>
<p>Competence Code and Title</p>	<p>3.2 Planning and Management</p>
<p>LO codes and titles</p>	<ol style="list-style-type: none"> 1. Create a timeline for goal achievement. 2. Align short-term actions with long-term objectives.
<p>Aim of the methodological tool</p>	<ul style="list-style-type: none"> - To engage participants in identifying and articulating personal and professional goals. - To encourage participants to think across short-term, medium-term, and long-term timeframes. <p>Benefits:</p> <ul style="list-style-type: none"> - To promote self-reflection and goal articulation. - Encourages participants to consider goals in different timeframes. - Sets the stage for future planning activities within the workshop.
<p>Instructions and Hints & Tips for the trainer</p>	<p>Instructions:</p> <ol style="list-style-type: none"> 1. Goal Identification: <p>Personal Goals:</p>

	<ul style="list-style-type: none"> - Think about aspects of your life beyond the professional sphere. - What personal achievements or improvements do you aspire to make? <p>Professional Goals:</p> <ul style="list-style-type: none"> - Reflect on your career and professional development. - What milestones or advancements do you aim to achieve? <p>2. Timeframe Consideration:</p> <ul style="list-style-type: none"> - Consider goals in three timeframes: - Short-Term (0-6 months): Goals achievable in the near future. - Medium-Term (6 months - 2 years): Goals that require more time and planning. - Long-Term (2+ years): Overarching aspirations that may take several years to accomplish. <p>Note to the Facilitator:</p> <ul style="list-style-type: none"> ✓ Encourage participants to jot down their thoughts individually before sharing within their groups. ✓ Emphasize that goals can evolve over time, and it's okay to revisit and adjust them as circumstances change. ✓ - Facilitate an open discussion where participants can share their aspirations, fostering a supportive and collaborative atmosphere.
<p>Attachment/s for the usage of the Methodological tool</p>	<div style="text-align: center;">  MT3.2_3.pdf </div>

4. CASE STUDY


<p>Code of the methodological tool</p>	<p>MT3.2_4 Case Studies for Goal Planning</p>
<p>Competence Code and Title</p>	<p>3.2 Planning and Management</p>

LO codes and titles	<ol style="list-style-type: none"> 1. Formulate specific and measurable goals using the SMART framework. 2. Create a timeline for goal achievement.
Aim of the methodological tool	<p>To provide participants with practical, real-world scenarios that embody the principles of Goal Identification, SMART Goal Formulation, and Creating Actionable Plans.</p>
Instructions and Hints & Tips for the trainer	<p>Instructions for the Facilitator:</p> <p>Group Formation:</p> <ul style="list-style-type: none"> - Divide participants into small groups, ensuring a mix of backgrounds and experiences in each group. - Assign a facilitator or allow groups to self-select someone to lead the discussion. <p>Case Study Analysis:</p> <ul style="list-style-type: none"> - Allocate sufficient time for groups to discuss and analyze each case study. - Instruct participants to consider the following questions: - How well-defined is the goal in each case? - Is the SMART framework effectively applied? - Are the actionable plans practical and comprehensive? <p>Group Discussion:</p> <ul style="list-style-type: none"> - Bring the groups back together for a larger discussion. - Encourage each group to share their analyses, focusing on diverse perspectives and potential alternative approaches. - Facilitate Q&A: - Open the floor for questions and comments. - Encourage participants to seek clarification on aspects of the case studies or share additional insights. <p>Summary and Insights:</p> <ul style="list-style-type: none"> - Summarize the key insights gained from the case study analyses. - Highlight common challenges, effective strategies, and overarching principles identified during the discussion.

	<p>Notes for the Instructor:</p> <ul style="list-style-type: none"> ✓ Be attentive to group dynamics, ensuring equal participation. ✓ Encourage an open and respectful environment for sharing ideas. ✓ Facilitate rather than dominate the discussion, allowing participants to drive the exploration of each case. ✓ Emphasize that there may not be a single "correct" solution; rather, the focus is on thoughtful analysis and application of concepts.
<p>Attachment/s for the usage of the Methodological tool</p>	<div style="text-align: center;">  <p>MT3.2_4.pdf</p> </div>

5. GROUP DISCUSSION


<p>Code of the methodological tool</p>	<p>MT3.2_5 Transforming Goals into Action</p>
<p>Competence Code and Title</p>	<p>3.2 Planning and Management</p>
<p>LO codes and titles</p>	<ol style="list-style-type: none"> 1. Formulate specific and measurable goals using the SMART framework. 2. Create a timeline for goal achievement. 3. Align short-term actions with long-term objectives.
<p>Aim of the methodological tool</p>	<p>To engage participants in the strategic planning process, guiding them through the creation of actionable plans for diverse goals. Participants will gain practical experience in translating aspirations into tangible steps, fostering a deeper understanding of the importance of detailed planning in goal attainment.</p>
<p>Instructions and Hints & Tips for the trainer</p>	<p>Instructions for the Instructor:</p>

	<p>Activity Setup:</p> <ul style="list-style-type: none"> - Explain that participants will be working individually or in small groups, depending on the class size. - Distribute the list of diverse goals and corresponding examples of actionable plans. - Clearly communicate that the focus is on understanding how to structure actionable plans effectively. <p>Individual/Group Work:</p> <ul style="list-style-type: none"> - Instruct participants to select a goal from the list (or propose their own) and develop an actionable plan for achieving that goal. - Encourage participants to consider the SMART criteria (Specific, Measurable, Achievable, Relevant, Time-Bound) in their planning. - Remind them to be detailed and specific in outlining steps.
<p>Attachment/s for the usage of the Methodological tool</p>	<div style="text-align: center;">  <p>MT3.2_5.pdf</p> </div>

6. GROUP EXERCISE


<p>Code of the methodological tool</p>	<p>MT3.2_6 Strategic Scenario Pitching</p>
<p>Competence Code and Title</p>	<p>3.2 Planning and Management</p>
<p>LO codes and titles</p>	<ol style="list-style-type: none"> 1. Create a timeline for goal achievement. 2. Apply prioritization, recognizing essential tasks and activities. 3. Construct a structured method for prioritizing.

<p>Aim of the methodological tool</p>	<p>To enhance understanding of the Time Management Matrix by applying it to real-life scenarios. Through scenario pitching, you will practice categorizing tasks into the four quadrants and develop strategic insights into effective prioritization.</p>
<p>Instructions and Hints & Tips for the trainer</p>	<p>Instructions:</p> <ol style="list-style-type: none"> 1. Scenario Selection: <ul style="list-style-type: none"> - Participants or groups choose a real-life scenario related to their personal or professional lives. - Scenarios can include work projects, academic responsibilities, personal goals, or a mix of different aspects. 2. Task Categorization: <ul style="list-style-type: none"> - Using the Time Management Matrix, participants categorize tasks from their chosen scenario into Quadrants 1, 2, 3, and 4. - Emphasize the importance of distinguishing between urgency and importance during this process. 3. Strategic Pitch: <ul style="list-style-type: none"> - Participants or groups present their scenarios to the rest of the workshop attendees. - For each task within the scenario, they pitch their strategic approach to prioritization based on the quadrant it falls into. - Encourage participants to explain the reasoning behind their categorizations. 4. Peer Feedback and Discussion: <ul style="list-style-type: none"> - After each pitch, open the floor for feedback and discussion. - Encourage participants to share insights, alternative perspectives, or additional considerations for task prioritization.

	<ul style="list-style-type: none"> - Facilitate a constructive dialogue on the effectiveness of different strategies. <p>Key Takeaways:</p> <ul style="list-style-type: none"> - Participants gain hands-on experience applying the Time Management Matrix to real-life situations. - The activity reinforces the importance of strategic decision-making in task prioritization. - Peer feedback enhances understanding and offers diverse perspectives on prioritization strategies. - Participants develop a deeper appreciation for the balance between urgency and importance in effective time management. <p>Note to the Facilitator:</p> <ul style="list-style-type: none"> ✓ Ensure a positive and collaborative atmosphere during the peer feedback and discussion phase. Encourage participants to share their learnings and insights, fostering a dynamic exchange of ideas. This activity serves as a bridge between theory and practical application, reinforcing the workshop's focus on mastering time through strategic prioritization.
<p>Attachment/s for the usage of the Methodological tool</p>	<div style="text-align: center;">  MT3.2_6.pdf </div>

7. CASE STUDY

<p>Code of the methodological tool</p>	<p>MT3.2_7 Time Management Techniques</p>
<p>Competence Code and Title</p>	<p>3.2 Planning and Management</p>
<p>LO codes and titles</p>	<ol style="list-style-type: none"> 1. Create a timeline for goal achievement. 2. Align short-term actions with long-term objectives.

	<ol style="list-style-type: none"> 3. Apply prioritization, recognizing essential tasks and activities. 4. Construct a structured method for prioritizing.
Aim of the methodological tool	To demonstrate the effective application of the Pomodoro Technique in improving concentration and productivity during focused work sessions.
Instructions and Hints & Tips for the trainer	<p>Instructions:</p> <p>Participants will read the scenarios and then applying the 6 Techniques.</p> <p>Discuss how the Technique works and its benefits.</p> <ul style="list-style-type: none"> - Encourage participants to share their thoughts on whether they have tried similar techniques or if they foresee challenges in applying this method.
Attachment/s for the usage of the Methodological tool	 MT3.2_7.pdf

8. GROUP DISCUSSION


Code of the methodological tool	MT3.2_8 Mastering the Workspace: Organization and Motivation
Competence Code and Title	3.2 Planning and Management
LO codes and titles	<ol style="list-style-type: none"> 1. Name techniques for handling unexpected obstacles. 2. Apply prioritization, recognizing essential tasks and activities.
Aim of the methodological tool	To foster a collaborative discussion on effective organization, motivation boosters, and visualization techniques, allowing

	<p>participants to share insights and learn from each other's experiences.</p>
<p>Instructions and Hints & Tips for the trainer</p>	<p>Instructions:</p> <ol style="list-style-type: none"> 1. Introduction: <ul style="list-style-type: none"> - Briefly revisit the importance of organization, motivation, and visualization in personal and professional mastery. - Highlight the impact of these practices on daily productivity and goal achievement. 2. Individual Reflection: <ul style="list-style-type: none"> - Ask participants to take a moment to reflect on their current organization and motivation practices. - Encourage them to consider what strategies have been effective for them and where they might seek improvement. 3. Small Group Sharing: <ul style="list-style-type: none"> - Divide participants into small groups (3-5 members) based on their virtual breakout rooms or physical proximity. - In these groups, ask participants to share one organization strategy, one motivation booster, and one visualization technique that they find particularly effective. - Encourage open discussion, allowing each participant to contribute and ask questions. 4. Group Reports: <ul style="list-style-type: none"> - Bring the groups back together and invite each group to share one key takeaway from their discussions. - Facilitate a brief discussion on commonalities and differences in the strategies discussed. 5. Open Floor Discussion: <ul style="list-style-type: none"> - Open the floor for participants to share additional organization, motivation, or visualization tips they've discovered. - Encourage participants to ask questions and seek advice from others in the workshop.

Attachment/s for the usage of the Methodological tool	 MT3.2_8.pdf
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9. GROUP DISCUSSION


Code of the methodological tool	MT3.2_9 Mindset Matters
Competence Code and Title	3.2 Planning and Management
LO codes and titles	<ol style="list-style-type: none"> 1. Explain the value of flexibility in goal achievement. 2. Formulate action plans that harmonize with overarching goals and objectives.
Aim of the methodological tool	<p>To facilitate a group discussion to explore and differentiate between the concepts of a growth mindset and a fixed mindset, encouraging participants to reflect on their own mindset and its impact on their personal and professional lives.</p>
Instructions and Hints & Tips for the trainer	<p>Instructions:</p> <ol style="list-style-type: none"> 1. Introduction: <ul style="list-style-type: none"> - Define and briefly explain the concepts of a growth mindset and a fixed mindset. - Provide real-life examples illustrating the characteristics of each mindset. - Emphasize that individuals may exhibit a combination of both mindsets in different aspects of their lives. 2. Self-Reflection: <ul style="list-style-type: none"> - Ask participants to take a moment for self-reflection. - Encourage them to consider situations where they may have demonstrated characteristics of a growth mindset and instances where a fixed mindset prevailed. 3. Small Group Discussion:

	<ul style="list-style-type: none"> - Divide participants into small groups (3-5 members). - In these groups, ask participants to share personal experiences related to growth and fixed mindsets. - Prompt discussions on how these mindsets manifested in their attitudes towards challenges, learning, and feedback. <p>4. Whole Group Sharing:</p> <ul style="list-style-type: none"> - Bring the groups back together and invite each group to share one or two key insights from their discussions. - Encourage participants to actively listen to others' experiences and perspectives. <p>5. Case Study Analysis:</p> <ul style="list-style-type: none"> - Present a case study that highlights an individual or team facing challenges. - Ask participants to analyze the case study, identifying instances of growth or fixed mindsets and their potential impact on outcomes. - Facilitate a discussion on alternative approaches that could have been taken with a different mindset. <p>6. Personal Commitment:</p> <ul style="list-style-type: none"> - Ask participants to make a personal commitment to cultivate a growth mindset in a specific area of their life. - Encourage them to share their commitments with the group, fostering accountability and mutual support.
<p>Attachment/s for the usage of the Methodological tool</p>	<div style="text-align: center;">  MT3.2_9.pdf </div>

10. ROLE PLAY

<p>Code of the methodological tool</p>	<p>MT3.2_10 Adaptability Challenge</p>
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Competence Code and Title	3.2 Planning and Management
LO codes and titles	<ol style="list-style-type: none"> 1. Explain the value of flexibility in goal achievement. 2. Align short-term actions with long-term objectives. 3. Apply prioritization, recognizing essential tasks and activities.
Aim of the methodological tool	To simulate real-world scenarios that require quick adaptability, problem-solving, and resilience, fostering a practical understanding of adaptability skills.
Instructions and Hints & Tips for the trainer	<p>Instructions:</p> <ol style="list-style-type: none"> 1. Scenario Setup: <ul style="list-style-type: none"> - Briefly explain the purpose of the role-playing activity: to immerse participants in situations where they must adapt swiftly. - Introduce the scenarios: Create three different scenarios that represent challenges requiring adaptability. For example, sudden market shifts, changes in project scope, or unexpected team dynamics. 2. Scenario Roles: <ul style="list-style-type: none"> - Assign roles to participants for each scenario. Ensure that each participant has a unique role and perspective, such as team members, project managers, or clients. - Briefly explain the background and goals of each participant's role. 3. Role-Playing: <ul style="list-style-type: none"> - Conduct the role-playing scenarios. Participants should interact as if facing the given challenges in a real-world setting. - Encourage spontaneous decision-making, problem-solving, and adaptability within their assigned roles. - Use cues or triggers to introduce unexpected elements or changes during the scenarios. 4. Debriefing:

	<ul style="list-style-type: none"> - Facilitate a group discussion after each scenario. Ask participants to reflect on their experiences, challenges faced, and the strategies they used to adapt. - Encourage open sharing of thoughts, feelings, and lessons learned during the role-playing activity. <p>5. Reflection Questions:</p> <ul style="list-style-type: none"> - How did you approach the unexpected challenges in your role? - What strategies did you use to adapt and problem-solve in the moment? - How did communication and collaboration contribute to the adaptability of the team? <p>6. Group Analysis:</p> <ul style="list-style-type: none"> - Summarize common themes and strategies observed during the role-playing scenarios. - - Discuss the importance of adaptability, problem-solving, and resilience in the face of unexpected challenges.
<p>Attachment/s for the usage of the Methodological tool</p>	<div style="text-align: center;">  MT3.2_10.pdf </div>


11. GROUP EXERCISE

<p>Code of the methodological tool</p>	<p>MT3.2_11 Charting the Course Forward</p>
<p>Competence Code and Title</p>	<p>3.2 Planning and Management</p>
<p>LO codes and titles</p>	<ol style="list-style-type: none"> 1. Align short-term actions with long-term objectives. 2. Apply prioritization, recognizing essential tasks and activities. 3. Construct a structured method for prioritizing.

	<p>4. Formulate action plans that harmonize with overarching goals and objectives.</p>
<p>Aim of the methodological tool</p>	<p>To apply the principles of staying on track and reflection through a scenario planning activity, fostering strategic thinking, adaptability, and continuous improvement.</p>
<p>Instructions and Hints & Tips for the trainer</p>	<p>Instructions:</p> <p>1. Scenario Introduction:</p> <ul style="list-style-type: none"> - Participants are presented with a fictional scenario related to their professional domain or a common industry. - Describe a significant change or challenge that requires strategic planning and adaptation. <p>2. Goal Setting:</p> <ul style="list-style-type: none"> - Participants individually set three short-term goals in response to the presented scenario. - Emphasize the importance of aligning these goals with the new challenges or changes. <p>3. Task Prioritization:</p> <ul style="list-style-type: none"> - Utilizing the Eisenhower Matrix, participants categorize tasks related to their goals into urgency and importance. - Discuss how prioritization will help them focus on tasks that contribute most to their adapted goals. <p>4. Accountability Partnerships:</p> <ul style="list-style-type: none"> - Participants form pairs or small groups. - Each participant shares their goals and task prioritization with their partner or group. - Partnerships are established for mutual support and accountability.

	<ul style="list-style-type: none"> - Discuss how having an accountability partner can enhance adaptability and goal attainment. <p>5. Reflection Break:</p> <ul style="list-style-type: none"> - Participants take a short break for individual reflection. - They journal their thoughts on the scenario, their goals, and the accountability partnerships. - Encourage considering what adjustments might be needed based on the discussions. <p>6. Goal Adjustment and Feedback Loop:</p> <ul style="list-style-type: none"> - Participants, based on their reflections, may adjust their goals considering the insights gained. - Each participant receives constructive feedback from their accountability partner or group. - Discuss how this feedback contributes to continuous improvement. <p>7. Group Discussion:</p> <ul style="list-style-type: none"> - Facilitate a group discussion on the overall experience. - Encourage participants to share insights, challenges faced, and how the scenario planning activity enhanced their strategic thinking and adaptability. - - Discuss the importance of goal setting, prioritization, accountability, and reflection in navigating challenges.
<p>Attachment/s for the usage of the Methodological tool</p>	<div style="text-align: center;">  <p>MT3.2.11.pdf</p> </div>

12. OPEN-ENDED QUESTIONS

Code of the methodological tool	MT3.2_12 Questions and Answers for Revision
Competence Code and Title	3.2 Planning and Management
LO codes and titles	<ol style="list-style-type: none"> 1. Explain the value of flexibility in goal achievement. 2. Name techniques for handling unexpected obstacles. 3. Formulate specific and measurable goals using the SMART framework. 4. Create a timeline for goal achievement. 5. Align short-term actions with long-term objectives. 6. Apply prioritization, recognizing essential tasks and activities. 7. Construct a structured method for prioritizing. 8. Formulate action plans that harmonize with overarching goals and objectives.
Aim of the methodological tool	Revision on all the presentation topics.
Instructions and Hints & Tips for the trainer	✓ These are possible answers for the 10 questions in the revision section.
Attachment/s for the usage of the Methodological tool	 MT3.2_12.pdf

General Guidelines (for the Trainer)

Make sure the medium of communication is set and active (microphones, headphones, stable Internet connection) for online sessions, and (pens, notebooks, board) for physical sessions.

Instructions (for the Participants)

Follow the instructions of each activity closely.

Person Responsible for Each Task (allocation of work, if applicable)

<i>Trainer to explain tasks at start of each activity.</i>
<i>Estimated Duration</i>
<i>Depending on the complexity of the activity.</i>
<i>Materials</i>
<i>Depending on the activity. See also activity attachments, if applicable.</i>
<i>Guidelines</i>
<i>Because the activities are long, most of the instructions for the trainer are embedded in the attached PowerPoint presentation.</i>
<i>Debriefing Question 1</i>
<i>After each activity, get participants to feed back to the group on how the activity made them feel.</i>
<i>Comments from Facilitator</i>
<i>The workshop is supported by the attached PowerPoint presentation, which is used as a structure for the session. There are notes in the Notes' section of the PowerPoint presentation to support the trainer in all aspects of delivery.</i>