

Lesson Plan 7

Topic: Managing oneself, managing time

Brief description of activities:

The workshop is mostly based on a recruitment technique referred to as assessment center. Students get a whole list of tasks to be performed, so they are given the opportunity to practice the ability to work under time pressure. The aim of the workshop is to teach young people to plan the order of tasks, which is a very important and useful in everyday life professional skill.

Objectives: students:

- work under time pressure
- improve team work skills
- get acquainted with the Eisenhower matrix as a method of planning work
- put the acquired skills into practice

Methods and techniques:

- role play
- group work
- individual work
- in-tray tasks

Materials and Tools:

- in-tray tasks (Appendix 1)
- Eisenhower Decision Matrix transparency (Appendix 3.4)
- evaluation table (Appendix 3.2)
- worksheets (Appendix 3.5)

Preparation for classes:

- preparing the classroom and arranging the tables properly
- making copies of worksheets for each student (Appendix 3.5)

Class duration: 2 lessons (45min each)

Class activities in brief:

1. After welcoming the participants, without revealing the aim of the class, divide the students into 5-person teams, assigning each team a letter identifier: A, B, Explain that they will take part in a competition which involves solving a number of tasks. Each team should sit at a separate table (with the letter corresponding to its identifier), ensuring undisturbed group work. Provide the teams with instructions to the exercise: *It is December 21st and the time is 12:00. At your school a conference will begin at 12:20, to which teachers and students were invited. You are responsible for the organization of the whole conference, but it turned out that not all the matters were buttoned up. Here's what you found today among the assigned tasks.* Distribute the work packages from Appendix 3.1 among the teams and remind the students that they have 20 minutes to complete their tasks. Ask them to sign each page of the solutions with the group ID.
2. When the time is up ask the students to leave only the solutions to the tasks on the desks and to return all the other materials to the teacher's table.
3. Explain that the next stage of the class is to evaluate solutions. Ask the teams to swap places so that each of them could evaluate the work of other competitors. Please note that the tasks were designed so that not all of them had to be done in the allotted time, because only some of them were related to the current day. Present the assessment table to the teams (Appendix 3.2) It can be displayed using a projector or drawn on a large sheet of paper. Explain that for each correctly

solved task the team receives 1 point. Present the solutions using the key (Appendix 3.3), and fill in the evaluation table together with the students. Solve emerging problems and dispel doubts if they arise.

4. Reward the winners with little gifts (sweets, gadgets, etc.).
5. Explain that in professional life (and not only), it is important to plan the order of tasks properly. This allows for a significant reduction in working time, making it possible to complete the task at a significantly lower cost of energy and attention. Indicate that Eisenhower matrix can be a very helpful tool which allows you to assign a rank to individual operations.
6. Discuss the Eisenhower matrix assumptions - you can use Appendix 3.4: Eisenhower.
7. In order to summarize the workshop, ask the students to rank the importance and urgency of Jane Doe's planned activities for the day, completing the Worksheet (Appendix 3.5)
8. Ask the students to present the results of their work. Discuss solutions.

Notes on the implementation: If possible, assign an observer to each team who will summarize the work of each participant with regard to the ability of working with others, leadership, communication skills, etc.



HUMOUR

From: Darek M.
Sent: Sunday, December 21, 2014 10:44 AM
To: Conference organizing team
Subject: To improve the mood

Hi,
I know you have a lot on your mind, so to cheer you up a little, I'm sending a few anecdotes

- - How much will I earn? -asks a young man taking his first job in life.
 - At the beginning you get PLN700, but later you will be able to earn a lot more.
 - Perfect!- the young man exclaims with joy – So I'll come later!
- I want to talk to the manager!
- The manager is away.
- But I have just seen him in the window!
- The manager has seen you as well.

It's funny of what little importance your job is, when you ask for a pay rise, and how incredibly essential it gets for the mankind when you ask for a leave.

Two bosses are talking:

- Why are your employees always so punctual?
- A simple trick! 30 employees and only 20 places in the parking lot...

The boss is asking an employee:

- Do you have any free time?
- Yes.
- Oh, it's not good, not good.

An employee is writing a letter to the boss :

In reference to the unequivocal information in my current horoscope, I am asking for a written confirmation of the pay rise announced there.

Two colleagues are talking. The first one says:

- You look rested and satisfied with life. Are you on vacation?
- I am not, but my boss is...

The CEO calls on the personnel director:

- Please find in our company, a clever young man with a lot of knowledge and skills, having good contact with people. In short, someone who could replace me..
- Shall I send him to you?
- No, fire him immediately.



FRUIT

During the opening session, one of the presenters wishes to carry out a psychological experiment. For this purpose, he needs a description of the apple consisting of 100-180 words, the text may not contain the name of the fruit. Prepare the required description.

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MAIL

From: The Conference Hotel
Sent: Sunday, December 21, 2014 8:44 AM
To: Conference organizing team
Subject: The list of participants

Dear Sirs,
please send by 12: 15 today the list of guests in alphabetical order for whom you have booked a place to stay. If we do not receive the list until that time, we will not be able to prepare an appropriate number of rooms – because of the electricity failure we need to remove the problem first in the rooms in which the guests will spend the night.
We are sorry for the inconvenience -
the Conference Hotel Reception

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NAMES OF THE CONFERENCE PARTICIPANTS:

Nowak Joachim, Kowalski Kazimierz, Wiśniewski Janusz, Wójcik Patrycja, Kowalczyk Alina, Kamiński Leon, Lewandowski Robert, Zieliński Tadeusz, Szymański Piotr, Woźniak Beata, Dąbrowski Julian, Kozłowski Andrzej, Nowak Anna, Jankowski Zbigniew, Kowalczyk Patryk, Mazur Paula, Wojciechowski Krystian, Kwiatkowski Wojciech, Krawczyk Judyta, Kaczmarek Żaneta, Piotrowski Paweł, Grabowski Piotr, Zajac Agnieszka, Pawłowski Tomasz, Michalski Maciej, Król Joanna, Wieczorek Dorota, Jabłoński Sebastian. Wróbel Weronika, Nowakowski Albert, Majewski Tymon, Olszewski Kamil, Stępień Ewa, Malinowski Hubert, Jaworski Szymon, Adamczyk Lucyna, Dudek Ewa, Wiśniewski Jakub, Nowicki Daniel, Pawlak Barbara, Górski Waldemar, Witkowski Rafał, Walczak Sylwia, Sikora Katarzyna, Baran Paulina, Rutkowski Grzegorz, Michalak Justyna, Szewczyk Natalia, Ostrowski Krzysztof, Tomaszewski Robert, Pietrzak Olaf, Zalewski Sławomir, Wróblewski Jerzy, Marciniak Kinga, Jasiński Paweł, Zawadzki Kamil, Bąk Urszula, Jakubowski Tomasz, Sadowski Paweł, Duda Renata, Włodarczyk Bartek, Wilk Katarzyna, Chmielewski Krzysztof, Borkowski Bogusław, Sokołowski Damian, Szczepański Sylwester, Sawicki Franciszek, Kucharski Mikołaj, Lis Nina, Maciejewski Tomasz, Kubiak Jolanta, Kalinowski Przemysław, Mazurek Ewa, Wysocki Wojciech, Woźniak Anastazja, Kołodziej Paweł, Kaźmierczak Zuzanna, Czarnecki Joachim, Sobczak Malwina, Konieczny Aleksander, Urbański Mateusz, Głowacki Piotr, Wasilewski Marcin, Sikorski Krzysztof.

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PHOTO

From: Arkadiusz Zawadzki, Director
Sent: Sunday, December 21, 2014 10:14 AM
To: Conference organizing team
Subject: The Photo

Please select three photographs to illustrate the next day's presentation entitled "What do employers search for?". Here are the possibilities:



SEX

Dear organizers,
You have been sent 50 white folders for women and 50 for men participating in the conference. They are to be handed out right after the opening speech. Check if the numbers are right and note down any possible differences – Anna

(a tip for people who are not familiar with the Polish language: women's first names end in "a")





COSTS

The preliminary cost of food and accommodation: breakfast PLN9/person, lunch PLN14/person, dinner PLN35/person, coffee break PLN6/person, accommodation PLN120/person; the advance paid: PLN3500. The balance payment, how much? (make the necessary calculations)- at the end of the second day of the conference.



PROGRAMME OF THE CONFERENCE

DAY 1

12:20-12:30	Registration
12:30-13:30	Opening session
13:30 - 14:30	Lunch break
14:30-16:00	Plenary session: <i>Opportunities of promoting employment among young people</i>
16:00-16:30	Questions and answers
16:30-17:00	Coffee break
17:00-18:30	Panel session: <i>How to increase the chances of young people on the labour market</i>
18:30	End of the first day of the conference
19:00	Dinner

DAY 2

8:00-9:00	Breakfast
9:00-10:30	Presentations by guest speakers, part. 1: <i>European Voluntary Service. Microloans and support of The Business Angels. What do employers search for?</i>
10:30 - 11:00	Coffee break
11:00-12:30	Presentations by guest speakers, part. 2: <i>How to set up your own business. Internships in European institutions</i>
12:30-13:00	Questions and Answers
13:00-13:30	Summary of the conference
13:30-14:30	Lunch break



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SURVEY

You have forgotten to prepare questions for a survey summarizing the conference which the participants fill out before the end of the conference. Please prepare a list of 10 questions, taking into account the quality of the content, the overall implementation of the programme, the overall assessment of the training, evaluation of the presenters' preparation, the way the content was presented, the quality and usefulness of the materials presented at the conference, as well as the opinion about the accommodation and food. Remember that everyone should be able to choose from the following responses: definitely not, no, it's hard to say, yes, definitely yes.

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NEWSPAPER NOTE

From: City Paper
Sent: Sunday, December 21, 2014 9:44 AM
To: Conference organizing team
Subject: Request

After the conference we want to publish a brief note about the meeting in our newspaper. Please prepare short information - approx. 100 words .

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TABLE

From: Arkadiusz Zawadzki, Director
Sent: Sunday, December 21, 2014 11:44 PM
To: Conference organizing team
Subject: Table - urgent

Not all the data concerning the participants, necessary for the conference certificate of attendance have been collected for today's session. Please design the headers of the table that the participants will fill in at the end of the Opening Session. Standard certificate attached.

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ARTICLE/SPEECH

Memo:

One of the speakers giving his presentation on the first day of the conference does not pronounce the letter R at the beginning of the word. Please reword the content replacing the words beginning with R with their synonyms.

Every fifth Pole wants to start their own business

Nearly every fifth Pole intends to set up a company over the next three years and two thirds consider entrepreneurship to be a good career path. Although these figures are lower than three years ago, we still considerably surpass the EU average. In Poland, like in the rest of the world, there are more and more young entrepreneurs setting up start-ups in the area of new technologies.

– People who set up a company in Poland tend to be younger and younger. There are more and more companies set up by people under the age of 30 and the number of start-ups, companies in modern industries, is rising. These young people often work in high-tech industries such as information technology and telecommunications - explains Bożena Lublińska-Kasprzak, the President of the Polish Agency for Enterprise Development, in an interview with the *Business Newseria* information agency. Programmes financed from the public funds, which were aimed to create or support such start-ups, contributed to this to some extent too.

According to the study carried out by the Global Entrepreneurship Monitor, in which the PARP participates, over 17 per cent of Poles intend to set up a company over the next three years. It's admittedly 10 percentage points less than three years ago, but still about 1.5 percentage points more than the EU average.

More than 9% of adult Poles, or respectively 2.4 million people, are in the early stages of entrepreneurial activities – this category includes people who intend to start a business or have done it recently (not earlier than 3,5 years ago). In the EU as a whole the rating is 8%.

– Interestingly, Polish entrepreneurs have very high ambitions, aspirations or plans for the future. We are in the third place in Europe when it comes to the declaration of the company development. 39% of Polish entrepreneurs claim they are going to hire the next five people in the next five years - adds Lublińska-Kasprzak.

27% of entrepreneurs are even more ambitious and assume the creation of 10 new workplaces over the next five years. In terms of aspirations only Romanians and Latvians are ahead of the Poles in the EU.

The PARP president adds that more and more people are opting for self-employment. This applies not only to outsourcing workers who used to be employed full-time, but also the Poles, who decide to be consultants and experts as freelancers. However, still almost half of the companies are set up out of necessity. The Poles positively assess starting their own business as an appropriate choice of the career path. Nearly 67% of people in our country think so, which is 10 percentage points more than the EU average.

– Research, our observations, experience, and contacts with entrepreneurs allow for an optimistic assessment of what is going to happen in Poland. Let us remember that in the coming years there will be a large financial support, especially for emerging companies, and besides, the business climate in Poland is improving as well – points out Lublińska-Kasprzak.

She remarks that, although in terms of entrepreneurship the Poles are at the forefront in the EU, we still need to work on improving the image of people setting up their own company. - No doubt, we still have to do a lot in order to increase the number of entrepreneurs and to make them more and more competitive and stronger. We still haven't reached the European standard with respect to the average company size, so our entrepreneurs need to grow and become global companies, develop their activities on foreign markets – says the President of PARP

The source: newseria.pl

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CERTIFICATE

.....
(stamp of the training organizer)

CERTIFICATE

Mr/Ms

born **in**
(date) (place)

representing the company.....

Participated in the conference

.....
(the name of the conference)
acting as

participant / speaker

in from..... till
(place) (dates)

number of hours:.....

Certified statement shall be issued at the request of the person concerned.

.....,
(place) (date) (signature of the authorized person)

Appendix 3.3

Key to the tasks

Only the tasks from GROUP I are important, as far as the time the students had to complete the tasks is concerned, as they refer only to the first conference day.

Others (from GROUP II) can be done later.

FRUIT

1 point – when the description contains the required number of words and there is no word „apple”

SEX:

1 point – number of males 52 (2 folders missing), number of females 32 (18 folders too many)

MAIL

1 point – when the alphabetical order is kept:

- | | | |
|------------------------------|------------------------------|--------------------------------|
| 1. Adamczyk Lucyna | 35. Maciejewski Tomasz | 72. Witkowski Rafał |
| 2. Baran Paulina | 36. Majewski Tymon | 73. Włodarczyk Bartek |
| 3. Bąk Urszula | 37. Malinowski Hubert | 74. Wojciechowski
Krzystian |
| 4. Borkowski Bogusław | 38. Marciniak Kinga | 75. Woźniak Anastazja |
| 5. Chmielewski
Krzysztof | 39. Mazur Paula | 76. Woźniak Beata |
| 6. Czarnecki Joachim | 40. Mazurek Ewa | 77. Wójcik Patrycja |
| 7. Dąbrowski Julian | 41. Michalak Justyna | 78. Wróbel Weronika |
| 8. Duda Renata | 42. Michalski Maciej | 79. Wróblewski Jerzy |
| 9. Dudek Ewa | 43. Nowak Anna | 80. Wysocki Wojciech |
| 10. Głowacki Piotr | 44. Nowak Joachim | 81. Zając Agnieszka |
| 11. Górski Waldemar | 45. Nowakowski Albert | 82. Zalewski Sławomir |
| 12. Grabowski Piotr | 46. Nowicki Daniel | 83. Zawadzki Kamil |
| 13. Jabłoński Sebastian | 47. Olszewski Kamil | 84. Zieliński Tadeusz |
| 14. Jakubowski Tomasz | 48. Ostrowski Krzysztof | |
| 15. Jankowski Zbigniew | 49. Pawlak Barbara | |
| 16. Jasiński Paweł | 50. Pawłowski Tomasz | |
| 17. Jaworski Szymon | 51. Pietrzak Olaf | |
| 18. Kaczmarek Żaneta | 52. Piotrowski Paweł | |
| 19. Kalinowski
Przemysław | 53. Rutkowski Grzegorz | |
| 20. Kamiński Leon | 54. Sadowski Paweł | |
| 21. Kaźmierczak Zuzanna | 55. Sawicki Franciszek | |
| 22. Kołodziej Paweł | 56. Sikora Katarzyna | |
| 23. Konieczny
Aleksander | 57. Sikorski Krzysztof | |
| 24. Kowalczyk Alina | 58. Sobczak Malwina | |
| 25. Kowalczyk Patryk | 59. Sokołowski Damian | |
| 26. Kowalski Kazimierz | 60. Stępień Ewa | |
| 27. Kozłowski Andrzej | 61. Szczepański
Sylwester | |
| 28. Krawczyk Judyta | 62. Szewczyk Natalia | |
| 29. Król Joanna | 63. Szymański Piotr | |
| 30. Kubiak Jolanta | 64. Tomaszewski Robert | |
| 31. Kucharski Mikołaj | 65. Urbański Mateusz | |
| 32. Kwiatkowski
Wojciech | 66. Walczak Sylwia | |
| 33. Lewandowski Robert | 67. Wasilewski Marcin | |
| 34. Lis Nina | 68. Wiczorek Dorota | |
| | 69. Wilk Katarzyna | |
| | 70. Wiśniewski Jakub | |
| | 71. Wiśniewski Janusz | |

TABLE:

1 point, when the table contains all the following elements.

First name	Last name	Date of birth	Place of birth	Company	Participates as

ARTICLE/SPEECH

1 point, when all the underlined words have been replaced with their synonyms:

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– People who set up a company in Poland tend to be younger and younger. There are more and more companies set up by people under the age of 30 and the number of start-ups, companies in modern industries, is rising. These young people often work in high-tech industries such as information technology and telecommunications - explains Bożena Lublińska-Kasprzak, the President of the Polish Agency for Enterprise Development, in an interview with the *Business Newseria* information agency. Programmes financed from the public funds, which were aimed to create or support such start-ups, contributed to this to some extent too.

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the career path. Nearly 67% of people in our country think so, which is 10 percentage points more than the EU average.

– Research, our observations, experience, and contacts with entrepreneurs allow for an optimistic assessment of what is going to happen in Poland. Let us remember that in the coming years there will be a large financial support, especially for emerging companies, and besides, the business climate in Poland is improving as well – points out Lublińska-Kasprzak.

She remarks that, although in terms of entrepreneurship the Poles are at the forefront in the EU, we still need to work on improving the image of people setting up their own company. - No doubt, we still have to do a lot in order to increase the number of entrepreneurs and to make them more and more competitive and stronger. We still haven't reached the European standard with respect to the average company size, so our entrepreneurs need to grow and become global companies, develop their activities on foreign markets – says the President of PARP

The source: newseria.pl

Appendix 3.4

Eisenhower Decision Matrix

	URGENT	NOT URGENT
IMPORTANT	<p>DO Do it now</p> <p>e.g. to complete a project, to prepare a pending agreement</p>	<p>PLAN Time and date</p> <p>e.g. a walk, cinema, studying</p>
NOT IMPORTANT	<p>DELEGATE</p> <p>Find a person who will do it for you</p> <p>e.g. shopping, cleaning, some telephone conversations or meetings</p>	<p>ELIMINATE</p> <p>Resign as they do not contribute anything and take time</p> <p>e.g. computer games, TV series, the Internet surfing</p>

The order of execution of the tasks:

1. Urgent and important
2. Important but not urgent
3. Urgent but not important
4. Not urgent and not important

Appendix 3.5

Worksheet – Anna’s Tasks

Help Anna manage her time and prepare for her Eisenhower Decision Matrix

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

Tasks to be completed

- parents-teacher meeting at her daughter’s school
- Jogging
- Telephone a friend
- Send a birthday postcard to a sister
- Walk the dog
- Watch a TV series at 20:00
- Send an email with a report to the manager
- Fix the time of the meeting concerning the school party
- Check private emails
- Pick up a registered letter at the post office
- Buy medicines – the prescription expires today
- Have a look at the current job offers
- Clean the bathroom
- Iron a shirt
- Meet a neighbour to catch up on the gossip