

## A day at the workplace



**Self-assessment and solution orientation**  
**Social skills and relationships**



Integration in the workplace

77



Minimum 2 people; plenary



30 minutes



- to foster solution orientation and decision-making
- to boost organizational and time management skills
- to learn how to prioritize tasks



- ✓ Pen and paper
- ✓ markers
- ✓ flip board



none



1. Together with the participants, the trainer collects a list of tasks related to a collectively defined workplace (sending emails, preparing presentations and documents, attending a meeting, etc.) on the flip chart/whiteboard/blackboard.
2. Now participants assign a number to each task according to their perceived importance.
3. At this point, the trainer asks participants to share their list and how they organized it and why. In a discussion the group collects arguments why certain issues are more urgent than others etc.



- Which tasks have to be done immediately?
- Which tasks have to be scheduled for the future?
- Are there tasks that can be delegated?



Instead of collecting a list together, trainers can ask each person to write a list of tasks that they have to do in the near future. To make participants at ease, trainers can also prepare a list of common job activities.

