



	Learning objectives		
	Knowledge and understanding	Thinking skills	Practical and professional skills
Elementary A2			
Time management	<ul style="list-style-type: none"> • Learn new words and ideas about managing time • Understand some techniques for managing time better 	<ul style="list-style-type: none"> • Identify ways to organise time 	<ul style="list-style-type: none"> • Listen to a lecture and make notes • Plan time more effectively to meet objectives • Use a time matrix to identify urgent and important tasks • Use a to-do list to plan activities
Decision making	<ul style="list-style-type: none"> • Learn new words and ideas for decision making • Understand how decisions are made 	<ul style="list-style-type: none"> • Identify ways to make better decisions • Analyse recent decisions 	<ul style="list-style-type: none"> • Listen to a lecture and make notes • Practise decision making skills
Teamwork	<ul style="list-style-type: none"> • Learn new words and ideas about teamwork • Understand how to create a good team • Distinguish different roles in a team 	<ul style="list-style-type: none"> • Analyse approaches to teamwork • Think about a team and how it could be improved 	<ul style="list-style-type: none"> • Listen to a lecture and make notes • Identify different roles in a team • Choose a team for a project
Problem solving	<ul style="list-style-type: none"> • Learn new words and ideas about problem solving • Understand how to solve problems • Know how to write a report about a problem 	<ul style="list-style-type: none"> • Analyse different approaches to problem solving • Think about a problem and look for solutions 	<ul style="list-style-type: none"> • Listen to a lecture and make notes • Use a number of tools to solve problems • Use a fishbone diagram for problem solving • Analyse a gains / losses table to make the best decision
Presentations	<ul style="list-style-type: none"> • Learn new words and phrases to use in a presentation • Understand how to create excellent presentations 	<ul style="list-style-type: none"> • Analyse different approaches to presentations • Think through the best way to give a presentation 	<ul style="list-style-type: none"> • Listen to a lecture and make notes • Identify the key parts to a successful presentation • Relate phrases used in a presentation to their function