<table>
<thead>
<tr>
<th>Elementary A2</th>
<th>Knowledge and understanding</th>
<th>Thinking skills</th>
<th>Practical and professional skills</th>
</tr>
</thead>
</table>
| **Time management** | • Learn new words and ideas about managing time  
• Understand some techniques for managing time better | • Identify ways to organise time | • 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** | • Learn new words and ideas for decision making  
• Understand how decisions are made | • Identify ways to make better decisions  
• Analyse recent decisions | • Listen to a lecture and make notes  
• Practise decision making skills |
| **Teamwork** | • Learn new words and ideas about teamwork  
• Understand how to create a good team  
• Distinguish different roles in a team | • Analyse approaches to teamwork  
• Think about a team and how it could be improved | • Listen to a lecture and make notes  
• Identify different roles in a team  
• Choose a team for a project |
| **Problem solving** | • Learn new words and ideas about problem solving  
• Understand how to solve problems  
• Know how to write a report about a problem | • Analyse different approaches to problem solving  
• Think about a problem and look for solutions | • 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** | • Learn new words and phrases to use in a presentation  
• Understand how to create excellent presentations | • Analyse different approaches to presentations  
• Think through the best way to give a presentation | • Listen to a lecture and make notes  
• Identify the key parts to a successful presentation  
• Relate phrases used in a presentation to their function |