

**TSC 2**

**Planning and organising**



## **TSC 2 : Planning and organising**

### **Learning Objectives**

**Topic 1    What is analysing and processing information?**

**Topic 2    Why is it important?**

**Topic 3    Sample texts on how to mention it on the CV**

**Topic 4    TSC assessment criteria**

## **TSC 2 : Planning and organising**

### **Activities**

**Title 1**

**Organise a group visit to a show**

**Title 2**

**Organise a photography exhibition**

**Further readings**

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# Learning Objectives

On successful completion of this Learning Unit, the participants will be able to:

- Develop a strategy
- Plan activities
- Organize time
- Manage resources and quality

# Topic 1: What is planning and organising ?

Planning and organising are essential for the success of a project, and this involves many other cross-cutting skills. Being able to organise means being able to clearly define the different tasks to be carried out, but also to prioritise them. This skill implies a good time management, an estimation of the result to obtain, and also the ability to adapt and to manage emotions. When this activity is performed in a group, it implies good communication, awareness and collective commitment. Different points of attention are to be kept in mind:

- **Develop a strategy:** First of all, it is important to define the precise objectives and results, in order to estimate the results and their feasibility. Then, it is necessary to clearly identify the tasks to be carried out in order to have an overall view, and eventually establish operating rules. By taking into account the constraints and possible risks we then defined a process to follow.
- **Plan the activities:** Once the tasks have been clearly defined, it is important to prioritize them and to specify the different stages of realization: What, when, where, with whom, etc.
- **Organise your time:** Establishing a work plan, in the form of a formal schedule, allows you to be well organised and avoid unpleasant surprises. Do not hesitate to add intermediate objectives, without being too bold, and avoid being in a hurry. When establishing a work plan, it is also necessary to set deadlines by taking into account external constraints. This will allow you to be flexible.
- **Managing resources and quality:** Working in a team or in partnership, as well as the ability to delegate, will guarantee the quality. Good communication and emotional management are both essential to the successful in a completion of a project or activity. Intermediate evaluations and flexibility allow for adjustments throughout the project.

## Topic 2: Why is it important?

Planning and organising are essential to the success of an activity or project. The quality of the final objective and the smooth running of the project will depend on good organisation.

But knowing how to plan and organise has many other benefits. This skill allows you to have an overview of the project and to foresee adjustments in case of a setback, and to approach the activity in a serene and stressless way. Setting goals, and succeeding in reaching them, helps to raise self-esteem. It also helps the person to take initiatives and collaborate with others. Finally, planning and organising allows one to effectively carry out a project or activity

## Topic 3: Sample texts on how to mention it on the CV

- Able to define objectives and identify possible outcomes.
- Able to define an action plan.
- Able to organize and meet deadlines.
- Able to work as a team to achieve a common goal.

## Topic 4: TSC assessment criteria

There main criteria for assessing this TSC are the aspects mentioned below. According to them, educators can guide their learners in their improvement process. The learner can be assessed as “competent” or “need improvement”. The educator can add specific comments for each learner in the respective boxes. Please refer to the Intellectual Output 2: Be Creative! Handbook for educators for further guidelines on assessment criteria.

Criteria	Competent	Need improvement
Define objectives to reach		
Planning activities and tasks		
Time management		
Management of resources and quality		

# Activities

# Activity 1 : Organise a group visit to a show

## Objectives of the activity

- Planning an activity from start to finish
- Organise your time during a long-term activity in a group
- Find the necessary resources to carry out the activity
- Know how to communicate

# Activity 1 : Organise a group visit to a show

## TSC addressed by the activity

- Analysing and processing information
- Planning and organising
- Conveying and exchanging information and ideas
- Collaborating with others in teams and networks

# Activity 1 : Organise a group visit to a show

## Materials

- A flipchart or large poster boards
- A computer/phone for research
- Printer
- Possibly listings of shows in surrounding towns and cities
- Blank sheets of paper for planning
- Budget for transport + show

# Activity 1 : Organise a group visit to a show

## The pitch

The activity consists of organising travel to a show and booking the show. It is ideally carried out in a group, the aim being to organise collectively, booking seats and travel, and above all to really get there.

The activity can take several hours depending on the group.

# Activity 1 : Organise a group visit to a show

## Procedure

1. Introduction by the instructor: Discussion of culture.

The instructor writes the word "culture" on a flipchart and asks each participant to express themselves as they wish on the subject: "What does this word evoke in you?" He/she can stimulate the discussion and ideas with different questions: "What do you like about culture? Do you feel that it is accessible to everyone? Is it the same everywhere? Do you often go to cultural performances and if not why?"

2. Presentation of the activity:

Objective: To choose and go to a show

Instructions: Choose a show that you all like together, organise to go to it, and go to see the show.

Method: This work is done in groups

Duration: 3 - 5 hours

3. Choice of show:

The participants form sub-groups of at least two people and look for a show that interests them: on the internet, in brochures, etc. They choose a show together and prepare a presentation of it for the rest of the group.

Each sub-group presents its choice to the rest of the group. Together, they must now agree on a show that can interest the whole group.

#### 4. Organisation:

Together, the group makes a list of the different steps and defines a schedule. The instructor can help with ideas: routes, tickets, timetables, travel times, etc.

Once the list of steps has been drawn up, the group divides up the responsibilities: Creation of sub-groups according to responsibilities. Each sub-group works together to research and book.

#### 5. Show:

The group travels to the venue. Everyone leads the group and takes responsibility at the appropriate time.

#### 6. Evaluation of the activity:

The instructor suggests that everyone assess the activity and their personal involvement.

If the instructor wants to do the activity on one day, he/she can skip step 3, and choose the show himself/herself.

# Activity 1 : Organise a group visit to a show

## Questions for discussion among participants

- How was this activity for you?
- What did you learn from this activity?
- What key steps did you remember in terms of planning?
- Have you ever organised and planned an activity before?
- What other activity could you organise in this way?

# Activity 1 : Organise a group visit to a show

## Intergenerational aspect

If this activity is organised with a mixed group, they can split the group in subgroups, according to the age, so each group can learn from a show the other group likes.

Or you can mix the ages, so everyone can learn from each other during the planning (for example using social media for elder people who never use it,...).

## **Activity 2 : Organise a photography exhibition**

### **Objectives of the activity**

- Ability to plan an activity from start to finish
- Define work steps and stages
- Work in a team and be supportive
- Network and gather information

## **Activity 2 : Organise a photography exhibition**

### **TSC addressed by the activity**

- Planning and organising
- Conveying and exchanging information and ideas
- Collaborating with others in teams and networks

## Activity 2 : Organise a photography exhibition

### Materials

- Flipchart or large poster boards
- Newspapers, magazines, colouring materials, paint.
- Examples of photos and photographers
- A camera or camera phones
- A budget for printing photos
- Blank sheets of paper for planning and organisation + pens
- Access to computers for researching information
- A telephone for making calls

## **Activity 2 : Organise a photography exhibition**

### **The pitch**

The activity consists of organising a photography exhibition from A to Z. This activity can be done with a group of up to 10 people. Together, they have to choose one (or more) subject(s), take photos, and organise an exhibition: printing the photos, choosing and booking the exhibition venue etc.

# Activity 2 : Organise a photography exhibition

## Procedure

### 1. Introduction

The instructor asks the group to express their dreams through a poster (for example to use the technique of coat of arms\*). Each person has half an hour to make a poster explaining their dreams, using images (collage), drawings, text, etc. and present it to the others.

### 2. The instructor presents:

Objective of the activity: To produce and organise a photography exhibition

The assignment: To take photos on the theme of dreams and to organise a presentation of them

The method: individual and teamwork

Duration: 3 x 3 hours.

### 3. Taking the photos

Once everyone has expressed their dreams, each person thinks about how they would like to express them in a photograph, helped by examples provided by the instructor.

Everyone has 1.5 hours to go and take photos in town.

On the way back, we look at the photos as a group, and each person chooses 2 or 3 photos that they want to print and display.

# Activity 2 : Organise a photography exhibition

## Procedure

### 4. Planning

The group plans the tasks to be carried out and shares the work among themselves:

Choose a printer (compare prices, call, ask for deadlines etc.)

Find a date and a place for the exhibition

Consider and produce advertising for the exhibition

Think about the timing, the time it takes to print, set up, etc.

Preparing the opening if necessary

### 5. Exhibition

The group sets up the exhibition and presents it to the participants.

The instructor can also be supported by a photographer: Explanation of some basic rules of photography.

# Activity 2 : Organise a photography exhibition

## Questions for discussion among participants

- How was this activity for you?
- What did you learn from this activity?
- What key steps did you remember in terms of planning?
- Have you ever organised and planned an activity before?
- What other activity could you organise in this way?

# Activity 2 : Organise a photography exhibition

## Intergenerational aspect

With a mixed group, they can exchange on their dreams : Do they have the same kind of dreams ? Did they have the same kind of dreams when they were younger ? What are the dreams for the future of the younger participants ? What do the elderly people dream of for the next generations ?

But the organisation of the exhibition also allows everyone to learn from each other, and getting to know techniques of habits they don't know (using social media, how to get organised,...) through experience sharing.

## Further Readings

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