



Breaking the Ceiling

Organization

Collaborative Activity

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Title	
Organization Collaborative Activity	
Objective	The goal of the activity is to cultivate the soft skills in the workplace and promote the importance of organizational skills (e.g. teamwork, time management, productivity and more).
Duration	1.5 to 2 hours
Materials Needed	<ul style="list-style-type: none"> • Whiteboard or flip chart • Markers • Sticky Notes • Timer or clock • Open space for team activities
Instructions	
Introduction (5 minutes)	Welcome the participants, explain the purpose of the collaborative activity, and introduce the importance of organizational skills in the workplace. Discuss the impact of effective organization on productivity, time management, and overall work satisfaction.
Group Formation (5 minutes)	Divide participants into small groups (specify the number of members per group), encourage diverse groupings to foster varied perspectives and different ideas.
Activity Phase (30 minutes)	
Task Description	<p>Phase 1: Team Activity – Time Capsule Provide each team with a box of mixed items related with the office (supplies, paperwork, materials etc.) and ask them to organize them in different boxes based on different criteria. The team that has done the best job organizing them basic on logic will win the first challenge.</p> <p>Phase 2: Group Discussion - Organizing Chaos Name three very common challenges faced in the workplace by women. Ask each group to work individually to find strategies to solve these challenges while maintaining a friendly environment and not raising tension. Encourage participants to share their own views on how they would solve this situation ideally.</p> <p>Phase 3: Case Study Analysis - Project Phase Present the group(s) with an imaginary project with multiple tasks and deadlines which requires teamwork, collaboration, and efficient time management to solve. Ask each group to develop a strategy and present it. The other groups have to give feedback and analyze the pros and cons of each strategy.</p>
Reflection and Discussion (15 minutes)	Facilitate a group discussion about the collaborative process, ask participants to reflect on what they've learned and how they can apply organizational skills in their daily work. Each participant has to choose one area they want to improve, one specific goal to improve their organizational skills and share it with the group.
Conclusion (5 minutes)	Provide additional resources or tips for further improvement in organizational skills and thank participants for their active participation.

Assessment Criteria	This activity encourages teamwork, creative problem-solving, and practical application of organizational skills, fostering a collaborative learning environment.
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