

CURRICULUM

IN-BASKET EXERCISE

- I. OBJECTIVE- Working as a group, sorting various memoranda to priority in an In-Basket exercise
- II. DISCUSSION
 - A. Notice of Examination
 - B. Definition of In-Basket
 - C. Goal of In-Basket
 - D. Covey Time Management Matrix
 - E. T.R.A.F.
- III. HANDS ON APPLICATION THROUGH GROUP EXPERIENCE
 - A. Using In-Basket Exercise
 - B. Being Guided by Trainers
 - C. Reviewing In-Basket Notes
 - D. Scoring and Feedback
- IV. REVIEW