

GIVING CLEAR INSTRUCTIONS

Submitted by: TARTU VEC
Vilve Pohla, Ene Raid



Erasmus+



BAfA
Baltic Alliance
for Apprenticeships



TTT4WBL

PURPOSE

The task is used to introduce the topic of setting goals and giving clear instructions to trainees in the workplace.



STEP 1



Trainer gives participants directions without explaining the goal of the task.

Participants draw individual geometric shapes according to instructions.

EXAMPLE:

- Draw one rectangle
- Draw 2 squares inside the first one
- Draw 1 rectangle inside the first one and draw a line through the middle
- Draw a trapeze touching the rectangle with one side
- Draw two rectangles under the first one

STEP 2



STEP 3



Participants show and compare their drawings. Trainer and participants discuss why the shapes came out different.

Discussion - Why is it important to explain the link between individual work orders and "the big picture"?

The method introduces the subject of setting goals and will be followed by SMART rule method for more in depth goals analyses.