

THE MANAGEMENT OF TIME

As established by the State-Regions Agreement of July 7, 2016, the refresher courses valid for all security subjects can be taken advantage of through e-learning.

Training purposes: providing the reader, in particular professionals, entrepreneurs and managers, with knowledge and tools for consideration, in order to put into practice the management of their time better during work activities, and beyond.

Attendance Certificates: Throughout the country, each participant will receive a valid certificate upon taking a test and passing it, according to the State-Regions Agreement of December 21, 2011. The document will be transmitted via IT support personally to each user, who can download both the Certificate of Attendance and the Citizen's Training Booklet directly from the platform.

Total length of the course: 1 hour

Expected refresher training: The minimum length of the refresher modules varies according to the type of subjects that must be trained (Annex II of the State-Regions agreement of July 7, 2016).

Learning Mode/Utilization: E-Learning as defined in Annex II of the State-Regions Agreement of July 7, 2016

Contents of the course:

Introduction

<u>Time</u>	Time, How to Manage It Paradoxes About the Management of Time The Management of Time Practical Advice in the Time Management
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Time Management Tools

Change the Point of View Programming Simplicity Tools for Time Management

Profiles of Competence for Didactic and Technical Management:

Person in charge/Scientific Coordinator of the course: Rocco Vitale and Francesco Naviglio

Mentor/Content Tutor: Chiara Ballarini

Procedural tutor: Roberta Cirelli

Platform developer: Simone Vannucci

Speakers/Teachers who contributed to the editing of the texts: G. Guerini and Rocco Vitale.

All of the teachers possess the required qualifications as established by the Ministerial Decree of March 6, 2013 "Criteria for the qualification of the figure of trainer regarding health and safety at the workplace"

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Data sheet:

Each AiFOS course is designed in compliance with the international SCORM 1.2 standard.
The platform is equipped with LMS.

TECHNICAL REQUIREMENTS FOR USING THE PLATFORM

The technical requirements can be viewed in real time, and always updated, at the following link:

http://service.aifos.org/home/e-learning/e-learning/requisiti_tecnici_minimi

Registration procedure: User registration on the platform.

Skills and entrance qualifications: Learners must have the opportunity to access the technologies used, familiarity with the use of the computer device chosen for the utilization of the course (Computer or Tablet) and a good knowledge of the language used.

Communication Interface: Communication on the platform is made possible through direct contact with the tutor, who can be contacted at the email address tutor@aifos.it, and with technical assistance that can be contacted at the email address assistenza@aifos.it.

Methods for Tracking the Activities: Each AiFOS course is created in compliance with the international SCORM 1.2 standard. The use of this model allows AiFOS to ensure the tracking of all the participant's data and use of educational objects on its platform.

The traceability of platform data, user access and certificates are kept by AiFOS, according to the terms provided by law. The platform is equipped with LMS, which is able to monitor and certify:

- The development and completion of each user's educational activities
- The traceability of each activity carried out during connection to the system and the length of that connection
- The traceability of the individual teaching units structured in Learning Objects, each of which contains a series of tools, such as the text of the lesson, the audio explaining the topics, research documents, short sample videos and animations.
- The modality and the passing of the learning assessments.

Time of availability of utilization: The course foresees a length of time expressed in hours.

The period of time available to complete the entire course, from the moment of its purchase, is equal to 60 days, except for different agreements with the management.

Methods of Assessment of Learning: The assessment of learning is carried out by taking **intermediate tests** useful for self-learning, provided for each teaching unit, and a **final test** aimed at consolidating the knowledge acquired during the entire course.

Each final test includes 10 multiple choice questions (each consisting of at least three alternative answers) based on the type of course. The final outcome of the test is considered positive if at least 70% of the questions are answered correctly.

AIFOS NATIONAL TRAINER: AiFOS, a national trade association member of *Confcommercio-Imprese* for Italy, operating throughout the national territory, *ope legis* subject (Article 32, paragraph 4 of Legislative Decree no. 81 of April 9, 2008 and State-Regions Agreement of July 7, 2016) for the implementation of training courses that issue certificates.

As the provider, AiFOS undertakes to make the credentials for access to the course available upon any request of the competent supervisory bodies.

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