



Training Curriculum



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Erasmus+ Strategic Partnerships for vocational education and training

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Disadvantaged Jobseekers

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Preface

In a time of challenging labour markets, the European VET system must provide education and training that is "marketable" in the sense that it must help participants to gain or enhance skills which make them more competitive on the labour market.

This understanding of VET is especially relevant for disadvantaged groups in European society, among which young people must be counted (seeing the currently high youth unemployment rates among so many EU member states). With this understanding of VET, the European VET institutions can become the life-long supporters of young people seeking to enter the work force. They can equip them with the skills they need and help them become active citizens, who embrace the challenges of modern society actively and confidently.

The project ENTRE-YOU sees the key success factor for these objectives in developing an entrepreneurial mindset among young people. By providing them with entrepreneurial knowledge, skills and tools, they are introduced to seeing their lives through the eyes of an entrepreneur in order to eventually become the "CEOs of their own lives". As such, they know the ways and means to tackle the challenges ahead self-efficiently. This is especially relevant as many of the challenges young people across Europe will be facing in their futures we do not even know yet.

ENTRE-YOU started from a common European need that labour markets and VET systems across Europe face: according to Eurostat there were 4,96 million unemployed persons under 25 years old in the EU 28 in December 2014, which amounts to a youth unemployment rate of 21,4%.

Purpose of the training curriculum

As ENTRE-YOU aims to address this issue and to help young unemployed people have a successful start on the labour market. To reach this aim, in addition to this Training Curriculum the partnership created several intellectual products like a training kit and trainers' manual.

The ENTRE-YOU training curriculum is the base of the further developed ENTRE-YOU Training Kit, which will be a collection of training materials for the face-to face training sessions and of e-learning content for accompanying self-study and team work.

Description of the training curriculum's overall didactic-methodological approach

This training curriculum is the foundational document of the envisaged ENTRE-YOU training programme.

Didactical approach - What we want?

The ENTRE-YOU training programme is a low threshold-entry programme where young people can experience the requirements of entering the labour market and can develop skills which help them in the search for a job.

In this sense the ENTRE-YOU training programme addresses four main objectives:

1. Increasing (self-)motivation and (self-)activity among youth,
2. Experiencing an entrepreneurial view of their lives and the world surrounding them,
3. Developing fundamental social skills and
4. Acquiring basic knowledge of economic processes.

The specific objectives, formulated as learning targets are aimed to achieve the main objectives.

A selection of materials is offered to allow for selecting and customizing the training to the actual needs of the specific sub-target group in question. They include facilitator supporting documents for training contents like storytelling, case studies on the base of newspaper articles, role plays, teamwork tasks or self-assessment.

Methodological approach - How we want it?

The very first and most important characteristic of the ENTRE-YOU training curriculum is that it follows a blended-learning methodology, meaning the harmonized combination of face-to-face (classroom) training and self-oriented e-learning.

Furthermore, the nature of the ENTRE-YOU training curriculum is:

- participant centred (taking into consideration the specific needs of the target group: disadvantaged young people who have difficulties of seeking for a job, maybe for the very first one)
- life-, action-, production- and media-oriented, with as few written parts as possible, due to the target group's level of education

Organisational structure – How to do it?

The ENTRE-YOU curriculum is designed to allow an easy implementation into current VET institutions. In order to deliver on this promise, the curriculum uses the following design rules:

- The total duration of the course is designed to be five days, divided into four input days and one project day.
- The inputs shall be delivered in a variety of ways including, group work, individual work (self-reflection), role plays, interviews etc.
- The four input days are designed to include both classroom training and online training activity.
- Day 5 is intended to work as a summary of all the learnings and experiences gained on the previous four days.
- It will be used for the implementation of a concrete project or activity the group of learners wants to accomplish. This day is intended to be a real-life project simulation.
- The learning targets of the ENTRE-YOU curriculum are divided into four sections in order to fit with the organizational structure.

- In order to allow for flexibility, the ENTRE-YOU course is designed in compact training modules of ca. 60-90 minutes.
- Throughout the ENTRE-YOU courses the participants will be asked to solve tasks (in groups and/or individually) in an entrepreneurial way.

A detailed manual for trainers concerning the ENTRE-YOU curriculum will also be developed within the scope of this project.

Link to the EBC*L Life Management certification

The European Business Competence Licence, EBC*L has been a leading certification system for Business Competence across Europe for more than a decade. Participants fulfilling the ENTRE-YOU training curriculum will have the first, and very basic key input (knowledge and skills) access to obtain the EBC*L Life Management certification in the future.

It is the aim of the ENTRE-YOU project to link the project outcomes to the established EBC*L certification system for three main reasons:

- The link to EBC*L increases the inherent value the ENTRE-YOU curriculum already provides.
- The option of continuing the education process started with ENTRE-YOU by gaining an internationally recognized certificate are highly motivating to young disadvantaged jobseekers.
- Linking an Erasmus+ project to existing VET infrastructure makes its outcomes more sustainable and marketable.

Therefore, the ENTRE-YOU curriculum is intended to provide a direct link to the "EBC*L LifeManagement" certification. EBC*L LifeManagement is a 3-part certification, consisting of the modules

- "Economic Thinking",
- "Economic Planning" and
- "Social Skills and Individual Strengths"

The ENTRE-YOU curriculum is designed to provide the very first and very basic key input (knowledge and skills) in order to obtain the EBC*L Life Management certification in the future. Therefore, the learning targets of ENTRE-YOU were designed to introduce the topics of EBC*L LifeManagement on a very basic level.

In terms of difficulty, the level of ENTRE-YOU training curriculum is below the EBC*LifeManagement. However it is the first step to obtain it - and every journey starts with the first step, right?

Catalogue of 100 learning targets

PART I.

Objective: Increasing motivation and openness for pro-activeness

1. Make a positive learning experience
2. Self-affirmation of endurance (being able to finish the course and not to give up)
3. Understand the sense of self-reflection
4. Getting an idea of self-reflection (start to think about oneself)
5. Being able to understand the concept of personal goals
6. Willingness to identify personal goals
7. Develop positive attitude towards work/employment
8. Increased curiosity regarding possibilities in work life
9. Willingness to identify personal possibilities ("external")
10. Identify personal interests (activities/areas I like)
11. Identify personal needs/conditions that have to be fulfilled as a pre-requisite to feel well ("internal")
12. Being able to define the term "risk".
13. Being able to identify the risk of taking action.
14. Being able to identify the risk of not taking action.
15. Willingness to try something out... (to take a risk)/reduced fears to make mistakes
16. Understand the concept of motivation
17. Recognise the importance of motivation
18. Knowing about possibilities for self-motivation

19. Being able to understand the benefits of celebrating and rewarding yourself.
20. Understand the importance of self-confidence
21. Experimenting with techniques the development of self-confidence
22. Being more self-confident

PART II.

Objective: Becoming the CEO of your own life

23. Being able to distinguish between long-term and short-term thinking.
24. Being able to understand how long-term perspectives and short-term actions are connected and depend on each other.
25. Being able to find out whether to focus more on short-term or long-term plans/views/perspectives during the ENTRE-YOU course.
26. Being able to identify missing skills and knowledge.
27. Being able to define personal development areas.
28. Being able to understand how plans, goals and actions are connected.
29. Being able to apply the fundamental steps of planning, including planning of own expenses
30. Being able to think in small steps.
31. Being able to measure to which extent the small steps have been reached.
32. Being able to decide how to proceed.
33. Being able to define the term "focus".
34. Being able to define priorities (in life).
35. Being able to define "success" for oneself.
36. Being able to be aware that success means different things to different people.

37. Being able to understand the term "scenarios".
38. Being able to think in scenarios.
39. Being able to understand the saying "If one door closes, another one opens."
40. Being able to learn from your own experience and mistakes.
41. Being able to learn from situations.
42. Being able to learn from people (role models, idols).
43. Being able to focus on the positive aspects and outcomes during the learning process.
44. Being able to find out the importance of keeping learning in your own life.
45. Being able to understand what means to be a "responsible" person and to act "responsibly".
46. Being able to understand the importance of taking responsibility for your own decisions.
47. Being able to identify the benefits of taking responsibility for your own life.
48. Being able to understand the sense of work-life balance
49. Being able to identify stressful situations
50. Understand basic elements of managing stress

PART III.

Objective: Developing fundamental social skills

51. Being able to introduce yourself
52. Being able to understand the meaning of communication
53. Being able to understand the concept of communicational channel
54. Being able to understand the concept of message in the process of communication

55. Being able to understand the concept of participants in the process of communication
56. Being able to understand the concept of formal communication
57. Being able to understand the concept of informal communication
58. Being able to understand the role and principles of oral communication
59. Being able to understand how to use a mobile phone on the workplace
60. Being able to know the difference between a workplace and a private conversation
61. Being able to understand the role and principles of written communication in different situations
62. Being able to distinguish different styles of written messages
63. Being able to edit a CV
64. Being able to understand the meaning of networking
65. Being able to identify the essential steps of a presentation
66. Being able to understand the role of body language in different situations
67. Being able to understand the consequences of fashion choices
68. Being able to understand the importance of appearance and personal hygiene required at the workplace
69. Understand the importance of gaining confidence
70. Understand the importance of respecting others
71. Being able to identify strategies how to get to know new persons
72. Understanding the importance of asking for help
73. Understand whom to ask for help
74. Understanding the importance of accepting the help offered
75. Understanding the importance of offering help to others
76. Understanding the importance of active listening

77. Experimenting strategies to approach problems with proactive attitude
78. Experimenting strategies to maintain focus on the task during time
79. Experimenting strategies to assume/play different roles within a group
80. Experimenting strategies to approach a task from different perspectives

PART IV.

Objective: Acquire basic business knowledge

81. Understand employer's expectations towards new employees /incl. Code of Conduct – dress code, work hours, day off planning/.
82. Understand the types of organisations and who is the responsible person for the targeted job position
83. Understand what a job description is about
84. Being able to identify if own knowledge, skills and expectations fit the job description
85. Understand the importance and responsibilities of being at work
86. Understand the importance of knowing who is in charge for different activities on the work place
87. Identify own work process and being able to explain what needs to be done on the job
88. Understand the different types of work relationships
89. Understand the corporate responsibility activities within the company (separating waste, not using plastic, care for employees and customers, care for business partners)
90. Understand and respect the difference between private and professional behaviour /applied to communication at work, compliance with rules and regulations/
91. Understand the need to respect work rules and procedures

92. Being able to apply rules for business communication /phone communication, mail communication/
93. Being able to participate in a conversation about own performance results /to present own work done, to ask questions about misunderstood information, to share difficulties at work/
94. Understand what is the meaning of effective completion of tasks /on-time, achieve required results etc./
95. Understand the balance between personal goals and work goals
96. Understand the principles of effective Time management – / use of written tasks, prioritizing, grouping similar tasks, focusing on a single task until finished etc./
97. Being able to apply a “To Do list” for daily tasks.
98. Being able to set priorities for work tasks within the scales urgent-not urgent and important –not important
99. Being able to plan own time by evaluating the necessary time for different tasks
100. Find the right daily routine according to own tasks& functions