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M-ASTRA... WHAT IS IT?

M-ASTRA is an European Project, funded by the Leonardo da Vinci LLP program as a Transfer of Innovation project implemented by organisations coming from 5 different countries with, as follows:

- Polish Foundation of the Opportunities Industrialization Centers “OIC Poland” (Lead Partner) - Poland
- Syntra West vzw Belgium
- GEA College PIC d.o.o. - Slovenia
- Rh Redes Educaçao Formaço e Consultoria, Lda - Portugal
- a 3 networking ingenieria del conocimiento S.L. Spain
- Fundación de Estudios e Análises FESAN Spain

TARGET GROUPS

Managers of small and medium size enterprises
Entrepreneurs
Companies
Training organisations

RESULTS OF THE M-ASTRA

Competence profile of managers
ICT tool for the competence assessment
Handbook (how to use the M-Astra tool)
Train-the-trainer activities

M-ASTRA tool... what can it do?

The M-ASTRA tool is the innovative e-tool for competence level assessment of the managers of small and medium size enterprises. It measures the level of general and specific competences which are related to the major functions of managers within any institution and company. It evaluates the following general competences:

- **Innovativeness** - *the skill of foreseeing new possibilities, openness to novelties, creative approach in management.*
- **Planning** - *the skill of managing time and selecting appropriate methods and resources while planning how to realize individual goals.*



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- **Cooperation** - *the skill of stimulating and supporting collaboration within a team, building an effective, synergic team of people focused on the achievement of goals.*
- **Leadership** - *the skill of motivating and encouraging employees to achieve high results, to take action, to accomplish set objectives.*
- **Decision making** - *the skill of making accurate decisions under the time pressure and in stressful situations, self-control and common sense in the process of decision making.*
- **Self-confidence** - *the self-knowledge and the skill of relying on one's own abilities, experience, knowledge and strengths.*
- **Persistence** - *the ability to make an effort to achieve goals despite various obstacles. It means persisting in efforts and motivating oneself despite discouragement, and thus attempting to achieve goals constantly.*
- **Problem solving** - *the skill of solving problems constructively, analysing difficulties and selecting appropriate remedial actions in difficult situations.*

.... and the specific competences:

- **Knowledge of employee evaluation and motivation** - *the skill of conducting periodic employee appraisals, evaluation of their everyday work and proper reward system assignment, plus knowledge of employee motivation strategies.*
- **Knowledge of recruitment and human resource development** - *the skill of conducting the process of new employee recruitment and selection, designing career development paths, planning trainings for employees.*
- **The knowledge of advertising and marketing** - *the skill of promoting, advertising products and services, and creating the company's image.*
- **Knowledge of market** - *the knowledge of the market, market rules (supply, demand) and the actions of competition their products and services, major clients.*
- **Knowledge of production and logistics** - *the knowledge of logistics processes of the company and the rules referring to orders and supplies.*
- **Knowledge of finances** - *the skill of managing finances, preparing budget plans, calculating and achieving break-even point and calculating production costs.*
- **Knowledge of legislation and regulations**

What is significant about the e-tool is that the emphasis is on what are the competence gaps of managers and how can they improve their competencies, through implementing the training plan adapted to the individual competence gaps.

M-ASTRA tool is accompanied by the handbook, which contains methodological materials and user's guide of ICT tool.

The M-ASTRA tool has been designed to convey a future oriented, positive, dynamic image of the companies, providing a recipe for success in an ever changing business environment, where you need to keep one step ahead of your competitors.

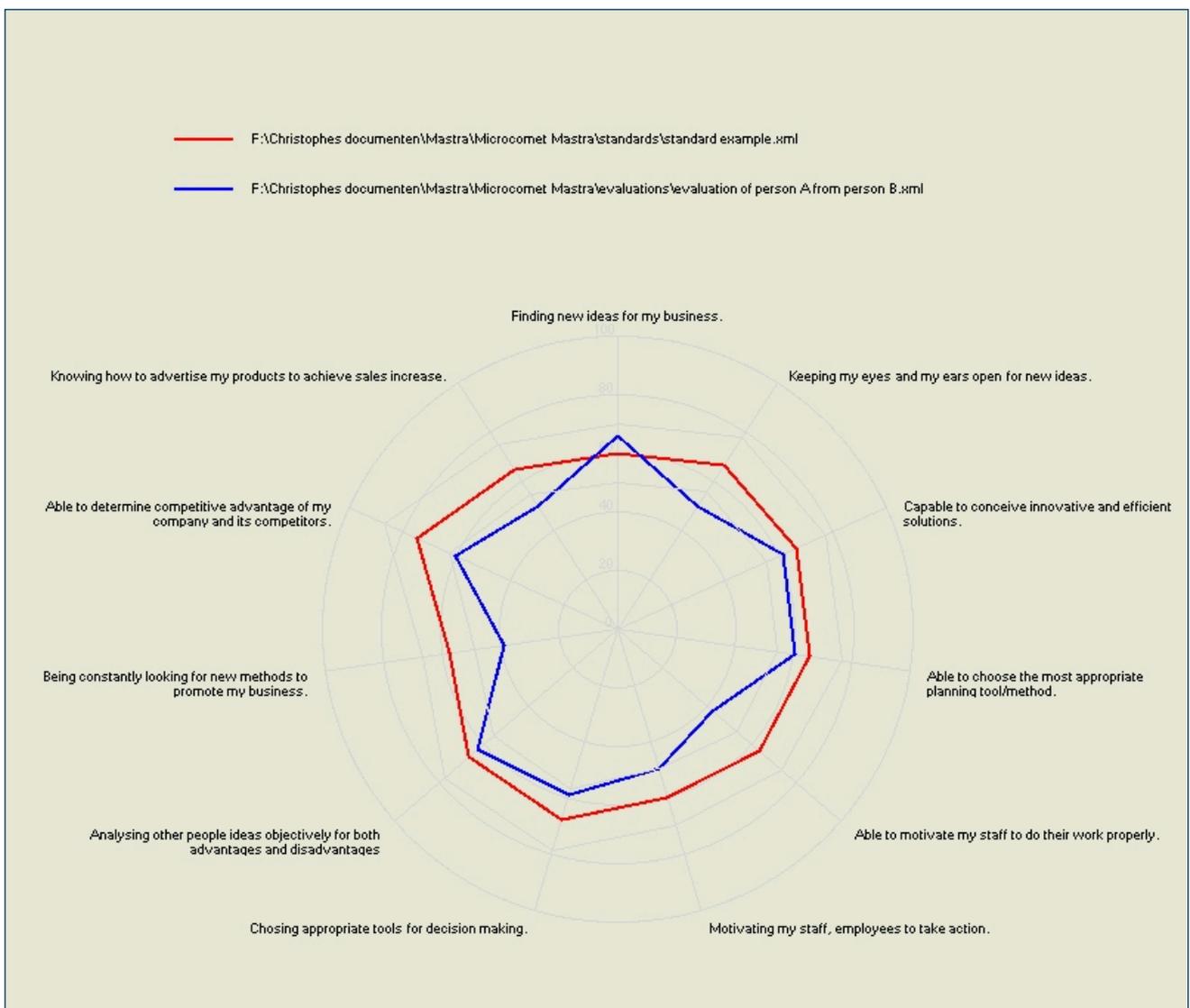


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By providing an objective set of measures, competencies provide an effective benchmark from which to measure the performance gains of both: managers and the team.

The competence management system may be possibly linked to a company's HR system, therefore it is essential in terms of recruiting and selecting the candidates. Competency assessment can be used to define how well a candidate fits the requirements for the specific job. By creating a competency-based profile, recruiters and managers can screen candidates base on how well their competency proficiencies match the profile.

The results of the managerial competence assessment can be presented in different way. One of them is the radar graph:



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In brief about the M-ASTRA tool:

- It is very clear and easy to use
- It can be used on-line or off-line
- Results are get in minutes
- The tool shows the advantages and competence gaps
- It shows recommendations to exceed the competence gaps
- It is available in national language
- It enable the competence assessment of the team and 360o assessment

Should you require any further information about research findings please visit the official project website www.oic.lublin.pl/competencelevel/



Partners:

