

**Multimedia training tools used
in teaching work organisation methods
in relation to industrial workers of enterprises at SMEs sector**



The European market is about to see a new training product. Based on well-known multimedia know-how, the product is addressed to managers and workers of industrial SMEs. It is a user-friendly state-of-the-art tool, with an additional benefit of a competitive price.



Education and Culture DG



**Lifelong Learning Programme
Leonardo da Vinci**

The project is co-financed from the European Union funds under the Lifelong Learning Programme.

ABOUT THE PROJECT

The project “Multimedia training tools used in teaching work organisation methods in relation to industrial workers of enterprises at SMEs sector” is executed under the Lifelong Learning Programme. The project’s aim is to develop state-of-the-art multimedia training tools, ensuring faster learning of work organisation methods. The “E-SME” project is a joint undertaking of partners from five European Union Member States: Poland, the Czech Republic, Germany, Greece and Slovakia. The project partnership have conducted surveys among managers and workers of industrial small and medium-sized enterprises (SMEs). The purpose of those surveys was to identify the knowledge gaps as regards the broad topic of work organisation. Based on the survey results, five areas of knowledge have been identified. For each of them the project developed a state-of-the-art multimedia tool combined with an innovative training programme.

THE TARGET GROUP

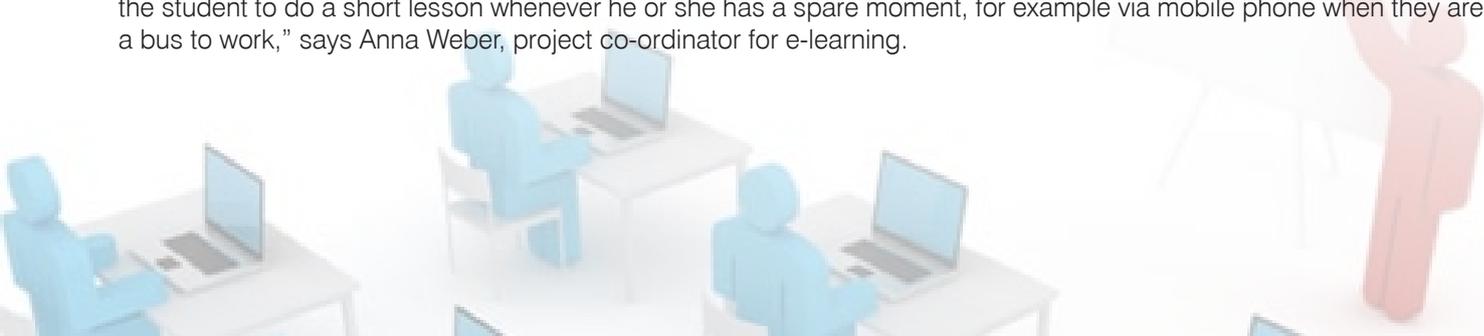
The project is addressed to small and medium-sized industrial enterprises. The training beneficiaries are workers involved primarily in work organisation. Given that in microbusinesses one person may be involved in a combination of functions and positions, the training can be used by both managers and technical staff. “The training is highly specialised, i.e. it does not cover general management issues, but rather develops skills in five selected areas. In a microbusiness for example, the deputy CEO may also be involved in working time standardisation. In this sense, the training course is also addressed to managers,” says Leszek Nowaczyk, project manager.

METHODS AND TOOLS

The training programme is based on the concept of blended learning, which combines e-learning with traditional learning formats. In the “E-SME” project, trainees participate in an in-class session with a trainer at the beginning and at the end of the course. The duration of those meetings, however, is reduced to a necessary minimum. The remaining training proceeds in the e-learning format. “This is how we could reduce the time when the worker is away from their work, learning, which is always a problem for SME employers,” believes Leszek Nowaczyk. “For example, a traditional training module would put in about 100 of in-class training, while in blended learning this time is reduced to 24 hours.”

At an opening session with the trainer, the trainees receive a pack of traditional printed training materials. However, the heart of the programme is an internet portal where the trainees can log-in to access the training course itself.

The structure of the training modules has been intentionally fragmented, to allow the student to perform at least one short task whenever he or she has a spare moment. Each module is divided into a number of courses subdivided into smaller units, to allow the trainee to learn in small chunks of knowledge. The student can also check their progress based on a set of revision questions. “At this stage the trainee is not being assessed. The point is rather to enable the trainee to check their own knowledge and decide if they are ready to move on to the next unit. On the other hand, each module and each part thereof end with an assessed test. The test results give us information not about how much of an expert a person has become, but only about how well he or she has integrated the knowledge contained in the module. This structure enables the student to do a short lesson whenever he or she has a spare moment, for example via mobile phone when they are on a bus to work,” says Anna Weber, project co-ordinator for e-learning.





The project “Multimedia training tools used in teaching work organisation methods in relation to industrial workers of enterprises at SMEs sector” was preceded by a detailed analysis of the relevant needs on the part of small and medium-sized enterprises. We asked their owners, managers and workers about the skill gaps they experience in the area of work organisation. Based on this analysis the scope and topics of the training were carefully designed.”

Leszek Nowaczyk

Project manager
Association REFA Wielkopolska



“Our course contains carefully selected materials for which a great demand has been shown. It’s like a pill that everyone wishing to be familiar with a given topic should take. This pill is administered in a manner that is as friendly as only possible, i.e. we require no earlier knowledge or skills to use the product. Furthermore, we did our best to make the presentation as attractive as possible, by applying multimedia and films in which an instructor shows and explains clearly the material contained in the handbooks”

Anna Weber

Project co-ordinator for e-learning

A TRAINING COURSE FOR YOU

After the project is completed, the product, i.e. the training courses and the training support multimedia pack for workers of SMEs, will be incorporated into the training offering of the Association REFA Wielkopolska and the other project partner institutions. The course will only be half the price of traditional training courses available in the market.

The courses will be certified by REFA Bundesverband, a brand well-known across Europe. The partnership members will apply for accreditation of the training course in their respective countries.

THE PARTNERSHIP

Stowarzyszenie REFA Wielkopolska, Poznań – Project Leader
Stowarzyszenie Rozwoju Edukacji Ustawicznej „Transfer”, Warsaw
REFA Bundesverband e.V., Germany
Fraunhofer IPA, Slovakia
Racionalizační Agentura s.r.o., the Czech Republic
Hellenic Regional Development Centre – HRDC, Greece

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