

## SME's e-Learning to e-Work Efficiently

503208-LLP-2009-1-HU-LEONARDO-LMP

<http://www.adam-europe.eu/adam/project/view.htm?prj=5451>

## Project Information

Title: SME's e-Learning to e-Work Efficiently

Project Number: 503208-LLP-2009-1-HU-LEONARDO-LMP

Year: 2009

Project Type: Development of Innovation

Status: granted

Country: EU-Centralised Projects

Marketing Text: In accordance with the Lisbon Strategy and the decision No 1720/2006/EC, our project addresses to promote a dynamic knowledge based economy for Europe, sustainable economic growth with more and better jobs and greater social cohesion. Since SMEs play an important role in the European economy, SeeE project not only involves SMEs in order to improve their attractiveness of Community actions, but provides innovative and practical tools to help to scope with new challenges due to change of working procedures and flexible work environments. An approach to e-skills which is rooted in a desire for social inclusion and greater social cohesion will be reflected in the need to take measures to assist SMEs in adopting these changes. The competitiveness of European enterprises could improve if better productivity and efficiency is achieved. Teleworking can contribute to better work performance, the reduction of space needs, the reduction of congestion, and reduced absenteeism and recruitment costs, whilst also - on balance - benefiting most employees, society as a whole and the environment to a degree. Through the change management steps, potential e-workers shall be supported to get prepared for new challenges due to change of working procedures. E-workers competencies should be developed not only in the field of ICT, but also for being able to work in an "E" environment. Number of Telework related projects have been launched, but non of them were aimed at developing ToolKits to identify, and to provide training to develop competencies of E-workers or E-managers.

Summary: In this project E-workers' competencies are identified, information and educational material needs are developed, specially regarding skills that assist potential eWorkers to comply with this changing environment and expectations of the employers.

Specific goals of the project are:

Based on the „Best Practices“ of HEP-project results,

- conduct national surveys for current educational material available in participating countries
- develop a Competency Toll-KIT for SMEs to support the assessment of E-workers
- develop and test new innovative e-learning curriculum material for two target groups: E-managers and E-workers, including 12 key E-Worker competencies
- disseminate the project results to other European countries, to a wide range of SMEs to exploit the potential of project outcomes for further development and commercialization and consequently establish sustainability of the project results beyond EU funding period.

Description: The idea of e-work is closely linked to the development of the knowledge society all over Europe. The Lisbon Strategy highlighted the importance of creating "more and better jobs and greater social cohesion". Not just "more jobs", but also "better jobs" a good working environment, a better reconciliation of work and personal life, health and safety at work, employee involvement, and diversity in working life. The knowledge society opens new perspectives for the quality of work: creating conditions for change in existing jobs, generating new working methods and new ways of organizing work, and allowing greater flexibility in the workplace. Therefore, this project intends to show a comparison of requirements in the different countries to find a common conclusion of necessary and optional conditions for employers and employees regarding e-working environments. The Copenhagen Declaration (2002) underlines that lifelong learning policies and strategies are essential for promoting employability, active citizenship, social inclusion and personal development. In accordance to these guidelines, the partnership intends to create a practical product with a clear added-value, not only for the end-users but also to the European SMEs in general. Therefore, the project endorses creativity, competitiveness, employability

## Project Information

and the growth of an entrepreneurial spirit amongst the target groups, such as e-workers and SMEs, thus the indirect beneficiaries from other European countries. Moreover, it promotes knowledge share among 4 European organizations, with a comprehensive participation on past Support Actions within the scope of Leonardo Programme. In addition, all project partners will gain a more open view and thinking by learning experiences and requirements of other countries and institutions.

Themes: \*\*\* Utilization and distribution of results

- \*\*\* Labor market
- \*\*\* Lifelong learning
- \*\*\* Open and distance learning
- \*\*\* Enterprise, SME
- \*\* Intercultural learning
- \*\* ICT
- \*\* Access for disadvantaged
- \*\* Equal opportunities
- \*\* Continuous training

Sectors: \*\*\* Administrative and Support Service Activities

- \*\* Public Administration and Defence; Compulsory Social Security
- \*\* Real Estate Activities
- \*\* Financial and Insurance Activities
- \*\* Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
- \*\* Electricity, Gas, Steam and Air Conditioning Supply
- \*\* Other Service Activities
- \*\* Information and Communication

Product Types: website

- teaching material
- program or curricula
- open and distance learning
- modules
- material for open learning
- evaluation methods
- CD-ROM

Product information: In order to achieve these objectives the project we will:

- conduct a Sectoral Survey Report (SSR. The surveys will aim at(1) identifying the necessary competencies of the target groups in each country(2)and to explore and summarize the currently available national training material for E-workers.
- create new innovative Tool-Kit to insure the right training development procedure for e-workers (e-managers and e-workers).
- create a Competency Dictionary which will have the detailed list of E-manager and E-Employee competencies and will have the specific definition of each competency.
- create a Competency GAP Matrix which will function as a personal development plan.
- develop an innovative training material for two target groups: E-managers and E-employees. The developed training material will be evaluated and tested and certified by local and national agencies.
- create traditional promotion material like announcements, newsletters, flyers.
- create a Sustainable Exploitation Plan taking into consideration those project results, products and deliverables that have a potential for sustainability even after the completion of the project.

Projecthomepage: [www.elearn-ework.eu](http://www.elearn-ework.eu)

## Project Contractor

Name: Inno-Motive Regionális Gazdaságfejleszt Innovációs Transzfer Nonprofit Kft.  
City: Szeged  
Country/Region: Dél-Alföld  
Country: HU-Hungary  
Organization Type: association/non-governmental organisation  
Homepage: <http://www.innomotive.hu>

## Contact Person

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## Coordinator

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Country/Region: Dél-Alföld  
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## Partner

### Partner 1

Name: Inovaformacao - Prestacao de Servicos de Formacao Pro. Lda  
City: Matosinhos  
Country/Region: Norte  
Country: PT-Portugal  
Organization Type: SME - small and medium-sized enterprise (up to 250 employees)  
Homepage: <http://www.inovafor.pt>

### Partner 2

Name: Vakaru Lietuvos versio kolegija  
City: Klaipeda  
Country/Region: Lietuva  
Country: LT-Lithuania  
Organization Type: continuing training institution  
Homepage: <http://www.vlvk.lt>

### Partner 3

Name: Bit media e-Learning solution GmbH & Co KG  
City: Graz  
Country/Region: Lower Austria  
Country: AT-Austria  
Organization Type: SME - small and medium-sized enterprise (up to 250 employees)  
Homepage: <http://www.bitmedia.cc>

## Project Files

### 2009\_2108\_PR\_SEES\_pub.pdf

[http://www.adam-europe.eu/prj/5451/prj/2009\\_2108\\_PR\\_SEES\\_pub.pdf](http://www.adam-europe.eu/prj/5451/prj/2009_2108_PR_SEES_pub.pdf)

SEES Public Report

### Leporello SeeS.pdf

<http://www.adam-europe.eu/prj/5451/prj/Leporello%20SeeS.pdf>

This Leporello provides an accurate description of the goals of the SEES project as well as it informs you about the partners and the developed tools.

### SECTORAL SURVEY REPORT.pdf

<http://www.adam-europe.eu/prj/5451/prj/SECTORAL%20SURVEY%20REPORT.pdf>

Sectoral Survey Report:

Provides an overview on the demand for training needs in Lithuania, Hungary, Portugal and Austria, identifying the key competencies that SMEs feel an urgent need to develop. The report also has useful information regarding the current trends in these countries and contains useful links in e-related topics.

### SeeS Newsletter I..pdf

<http://www.adam-europe.eu/prj/5451/prj/SeeS%20Newsletter%20I..pdf>

Newsletter for SeeS project-2010.04.

## Products

- 1 COMPETENCY BASED TRAINING MATERIAL DEVELOPMENT FOR E-WORKERS

## Product 'COMPETENCY BASED TRAINING MATERIAL DEVELOPMENT FOR E-WORKERS'

Title: COMPETENCY BASED TRAINING MATERIAL DEVELOPMENT FOR E-WORKERS

Product Type: teaching material

Marketing Text: The Competency based training material (CbT) will be developed for E-workers and e-managers of SMEs. There will be 5 E-manager modules, 4 E-worker modules and 3 "shared" modules that are suited for both target groups. The modules will develop the following 12 competencies: leadership skills, change management skills, motivation skills, performance appraisal skills, conflict handling skills, communication skills, life long learning skills, quality awareness, team building skills, time-management, decision making skills, problem solving skills. A training material will help those managers and workers who want to introduce distance working in their organisation. It will give aid to those managers who face new challenges while working with colleagues in different locations or perhaps abroad.

Description: The effectiveness and usefulness of the described competencies (leadership skills, change management skills, motivation skills, performance appraisal skills, conflict handling skills, communication skills, life long learning skills, quality awareness, team building skills, time-management, decision making skills, problem solving skills) in the Competency based Training Material will be developed and tested through a "video conference training", then corrections will be made if necessary and will be transformed in e-learning format. The effectiveness of the training will be tested on SMEs during a "simulation" testing phase, after adopting the e-learning materials. With real case studies participants will simulate an e-work project. The manager will assign work in one partner country and the e-worker will do the job. The manager will have to assign the work, set up measurable (SMART) objectives, provide help and assistance if necessary, motivate and handle conflict, learn the best ways of communication, insure quality and finally appraise the e-worker. The e-worker will have to perform the job, insure quality, keep the deadline, handle conflicts, manage his or her time, solve problems and make decisions if necessary. Finally the e-worker will have to participate in a performance appraisal process. With this unique testing phase potential participants will practice and improve skills and competencies necessary for successfully managing e-work projects in the future.

Target group: E-workers and e-managers in Small and Middle sized companies. Potential employers and employees who are interested in e-working.

Result: The result of the project will be a competency based handbook and e-learning material for e-workers and e-managers with appropriate training material, case studies and role plays. This training material will be useful for both e-managers and e-workers to improve their e-competencies in order to work efficiently in e-environment.

Area of application: The product will be used by potential managers and workers who would like to work at home and would like to develop their e-competencies in order to work more efficiently. With e-learning tools anyone who is interested in distance learning and working will be able to use the product. In case of low performance e-managers can set up performance objectives for their e-workers to improve their e-skills with the help of this tool. E-workers can also use the CbT service to find their weak competencies in order to improve them. The tool will help both e-managers and e-workers to implement the idea of Life Long Learning.

Homepage: [www.innomotive.hu](http://www.innomotive.hu)

Product Languages: English  
Lithuanian  
Portuguese  
German  
Hungarian

## product files

### SECTORAL SURVEY REPORT.pdf

<http://www.adam-europe.eu/prj/5451/prd/1/1/SECTORAL%20SURVEY%20REPORT.pdf>

Sectoral Survey Report:

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## Events

### 1st International Workshop

Date 27.06.2010

Description The goal of the workshop is to discuss current project tasks, follow-ups, future milestones, interim evaluation of WP tasks, overview of deliverables, internal communication of project related issues

Target audience Project partners

Public Closed event

Contact Information sees@innomotive.hu

Time and place 2010.06.27.-2010.06.29., Lithuania