Program celoživotného vzdelávania

Vzdelávanie a kultúra

Výsledok projektu č. 3

Catalogue of training pathways for achieving of key competences with emphasis to entrepreneurship

KATALÓG TRÉNINGOVÝCH METÓD PRE ZÍSKANIE KĽÚČOVÝCH KOMPETENCIÍ S DôRAZOM NA PODNIKATEĽSTVO

realized within the project / realizovaný v rámci projektu

TITTESI

"Transfer of Innovative Training Tools for Entrepreneurial Skills Improvement"

/

„Transfer inovatívnych tréningových nástrojov pre skvalitnenie podnikateľských zručností"

Lifelong Learning Program / Program celoživotného vzdelávania

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Project partners:

Coordinator:

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Prešovská regionálna komora, Slovensko

Partners:

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P2 Österreichisches Institut für Wirtschaftsforschung
Unterstützung Federal Chamber of Commerce

– Team International Know-how Transfer, WIFI, Österreich

P3 A-OMEGA, s.r.o., Slovensko

P4 Apeiron EU, s.r.o., Slovensko

P5 BWG, k.s., Slovensko

P6 Elcom, s.r.o., Slovensko

P7 Ploskon AT, s.r.o., Slovensko

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Vzdelávanie a kultúra

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Training courses

Basic document for the training course „Principles of Project Management"

Description

The course objective is to learn how to plan and manage all important phases of the project cycle. The course participants will become familiar with definition of the objective, principles of planning and managing the project as well as finalizing the project. By acquiring these skills the course participants will be able to carry out the role of a project manager in a solid way.

Output/focuses

1. Gain knowledge in „Basics of project management" and in „Organizing a project"
2. Understand the following parts of „Life cycle of a project" :
    - 2.1. Starting a project
    - 2.2. Planning a project
    - 2.3. Managing a project
3. Improve skills while learning the respective topic

Essential know-how/knowledge/experience

To be able to have a proper orientation in the field of Project management and Organizing a project. The aim is to utilize gained know-how, knowledge and experience during the phases of elaborating, planning and managing the project.

Acquired competencies

1. Gain knowledge regarding the essentials of a project

- to learn what is a project and when it does have sense
- to understand the project complexity and the idea of project management

2. Learn to organize a project

- to understand the tasks and responsibility of a project
- to comprehend, that project management is a team work and management at the same time
- to define project management also as conflict management

3. Learn to start a project

- to specify the aims of a project
- to carry out and process the environment analysis and information on the project
- to create regulatory means of the project
- to define a project as a unit

4. Gain knowledge on planning a project

- to state a plan of structure of objects, plan of structure of the project, plan of individual phases of the project and planning the continuances and schedule
- to define a critical path
- to learn how to plan resources
- to acquire project assignment

5. Master project management

- to specify progress of the project
- to learn detailed planning of phases
- to gain knowledge in risk management, quality management, change management, issue management
- to learn how to manage a project team
- to specify management of project environment

6. Master the finalizing of a project

- to become familiar with products acceptance and handing over
- to define open issues
- to understand the term „lessons learned“
- to organize the final workshop
- to elaborate the final report
- to organize a party

7. Become familiar with additional information

- to comprehend the terms tools and resources

Content

1. Basics

1.1. What is a project
1.2. When does a project have sense
1.3. Project complexity
1.4. Project management

2. Organizing a project

2.1. Tasks and responsibility
2.2. Project management is a team work
2.3. Project management is managing
2.4. Project management is conflict management

3. Starting a project

3.1. Project aims
3.2. Analysis of the environment and information on the project
3.3. Creating of regulatory means
3.4. Project definition

4. Planning a project

4.1. Plan of structure of the objects
4.2. Plan of structure of the project
4.3. Plan of individual phases of the project
4.4. Planning the process and schedule
4.5. Critical path
4.6. Planning the resources
4.7. Assigning the project

5. Managing a project

5.1. Progress of the project
5.2. Detailed planning of the following phase
5.3. Risk management
5.4. Quality management
5.5. Change management
5.6. Issue management
5.7. Managing the project team
5.8. Managing the project environment

6. Finalizing a project

6.1. Acceptance and handing over the products
6.2. Open issues
6.3. Lessons learned
6.4. Project evaluation
6.5. Final workshop
6.6. Final report
6.7. Party

7. Additional information

7.1. Tools
7.2. Resources

Duration of the training

1. Basics	2 – 3 hours
2. Organizing a project	2 – 3 hours
3. Starting a project	4 – 5 hours
4. Planning a project	4 – 5 hours
5. Managing a project	4 – 5 hours
6. Finalizing a project	3 – 4 hours
7. Additional information	1 – 2 hours
Total	20 – 27 hours

Training methods and tools

The training is utilizing various methods and tools, such as presentations (of the trainer and participants , both as outputs during training and hands-on exercises), discussions, team work, (brainstorming), exercises and models.

Assessment methodology

In order to evaluate the trainees‘ success in the training, as well as their knowledge and skills, it is recommended that the training participants themselves elaborate and evaluate the training project.

Comments

1. Taking into consideration the training content, it is recommended that the respective trainer has sufficient knowledge in project management.
2. Theoretical and practical content parts of the training should be balanced.

Basic document for the training course „Corporate management essentials"

Description

The aim of the course is to master basic business, financial and management skills in data processing area, as well as the essential theoretical principles. The course is designed to acquire knowledge and experience inevitable for activities leading towards managing a business

Outcome/focuses

1. To gain knowledge in „Essential business financial skills" and in „Essential business management skills"
2. To acquire „Essential business skills in data processing", and above all the following:
    2.1. Data collection
    2.2. Filtering data

Essential know-how/knowledge/experience

To manage orientation and correct specification of the business financial and management skills. To develop these skills into data processing. The aim is to utilize the know-how, knowledge and experience in all processes both inside and outside the company.

Acquired competencies

1. Acquire knowledge in basic business financial skills

- to learn what a financial model is
- to specify and learn the following concepts: inventory, yearly financial statement, balance sheet, profit and loss account, transcription, capitalized expenses
- to learn the concepts cost-effectiveness and indicators
- specify and learn the concept return on equity

2. Acquire knowledge in basic entrepreneurial management skills

- to learn basic concepts of commercial law: legal forms of business, commercial obligations, delegating representation, authorization to negotiate, insolvency
- to learn to calculate expenses and pricing
- to learn the concepts: financial accounting versus cost accounting, long-term and short-term bottom price , types of in-house accountancies
- in the field of pricing the following concepts should be specified: types of markets, pricing calculations for various kinds of business

3. Acquire basic business skills in data processing

- learning the concepts data collection and filtering data
- learn to process data with cross-tab reports and On-line Analytical Processing (OLAP)

Content

1.modul – Basic business financial skills

1.1. Financial overview

1.1.1. Inventory
1.1.2. Yearly financial statement
1.1.3. Balance sheet
1.1.4. Profit and loss account
1.1.5. Transcription
1.1.6. Capitalized expenses

1.2. Cost-effectiveness and indicators

1.2.1. Return on equity
1.2.2. Return on investment
1.2.3. Liquidity
1.2.4. Productivity
1.2.5. Financial flows
1.2.6. Indicators of productivity
1.2.7. Final assessing activity

2. module – Basic business management skills

2.1. Commercial law

2.1.1. Legal forms of business
2.1.2. Commercial obligations
2.1.3. Delegating representation
2.1.4. Authorization to negotiate
2.1.5. Insolvency

2.2. Calculation of expenses and pricing

2.2.1. Financial accounting versus cost accounting
2.2.2. Long-term and short-term bottom price
2.2.3. Types of in-house accountancies

2.3. Pricing

2.3.1. Types of markets
2.3.2. Pricing calculations for different types of business

3. module – Basic business skills of data processing

3.1. Data collection
3.2. Filtering data
3.3. Citlivostná štatistika????
3.4. Data processing using cross-tab report
3.5. On-line Analytical Processing (OLAP)
3.6. Final assessing activity

Training duration

1. module - Basic business financial skills	6 – 8 hours
2. module – Basic business management skills	6 – 8 hours
3. module – Basic business data processing skills	6 – 8 hours
Total	18 – 24 hours

Methods and tools of the training

The training is utilizing various methods and tools, such as explanation and motivation the participants, interactive software support of educational units, case studies, discussion forum, individual solving of practical cases, team solving of practical cases.

Assessment methodology

In order to evaluate the trainees‘ success in the training, as well as their knowledge and skills, it is recommended that the training participants themselves design, elaborate and evaluate one practical case of a training module.

Comments

1. Taking into consideration the training content, it is recommended that the respective trainer has sufficient knowledge in various modules of business skills and he/she is able to provide for practical cases from business.
2. Practical parts of the training should slightly prevail the theoretical ones.
3. Each training participant must have a PC. The PC is inevitable mainly for individual and team solving the practical cases.