

COMPETENCES TRAINING

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➤ **COMPETENCES:**

In the current period of dynamic economic development and increasing number of companies operating in highly competitive market, it seems important to define the characteristics of an entrepreneur that enable him/her not only to survive, but also to develop the skills and become successful.

Competences are the subject of research in a range of social science fields, such as: psychology, management, law, sociology and organizational theory. The competences associated with company management can be defined as those characteristics which are vital to successful management. Both types of competences - general and specific - are personal attributes, which might be amended or modified for example through training. A range of various factors may influence the competence level, such as personality traits or even a particular moment in a person's life.

The competence assessment can be the starting point for development of training plan suited to the needs of assessed individuals.



➤ **COMTRAIN :**

The COMTRAIN project was about the soft competences assessment and development of the potential entrepreneur, through the combination of two previous LdV projects results, the ASTRA and the CECE project.

Using the results and the tools developed for these two projects, they were created training programmes and materials for six generic competences, as well as a refined online tool for competences assessment.

The six soft competencies are:

- ✓ Communication
- ✓ Entrepreneurship
- ✓ Efficiency
- ✓ Problem Solving
- ✓ Planning & Organizing
- ✓ Proactive Approach

Effective communication

or *"The magic of understanding one another"*



It seems only too easy to let others know what we need, and negotiate with them. Despite that, this competency is still one of the most important to entrepreneurs. Why is it so? Because we are not always as good as it is required from us. Communication skills are in fact the most complex "soft" skills.

Entrepreneurship or *"Reward for courage"*



The competency for entrepreneurship deals with how to think of and create things so as to achieve beneficial results. Enterprise is a source of power and strength. An enterprising individual makes sure his/her ideas are implemented. It is not only about people who have the courage to make it on their own and start a business; it is a valuable commodity for the individual as well as for the company employing him/her.

Efficiency or *"Step by step to reach the goal"*



Efficiency does not just mean deploying standard skills or meeting business requirements; that is taken for granted. True efficiency is based on consistently good results while maintaining motivation. The entrepreneur can overcome obstacles and multitask while remaining well-balanced and behaving professionally. He/She can simply do it!

Problem solving or "*Where there is a will there is a way*"



Entrepreneurs must be able to deal with various problems as they occur. But being competent in problem-solving means being able to recognise, correctly label and classify a problem, and put it into context. It is important to be able to view problems from different angles, to choose the correct approach and implement it. While doing so, it is important to react to changes or stimuli brought on by the problem and the solution. Finally, there is evaluation of what has happened and what we have learnt not only about the issue, but also about ourselves.

Planning and organising one's work

or "*Better safe than sorry*"



"Organisation" and "planning" are terms which are naturally and automatically connected with the working process (be it personal or job-related). It will, therefore, come as no surprise that they are frequently mentioned amongst entrepreneur's skills.

Proactive approach or "*Fortune favours the prepared*"



When asked what they expect from entrepreneurs, managers or entrepreneurial employees, the people often say: "I expect them to be proactive, to perform not only the assigned duties but also come up with suggestions and ideas that would help the firm to survive and be successful on the market". Competency for proactive approach deals with man's natural interest in the world around him, the ability to proactively seek opportunities, participate in various activities and influence what is happening around us.

➤ TARGET GROUPS:

Potential entrepreneurs (employees, students, unemployed people) and trainers

➤ 3 STEPS - COMPETENCES ASSESSMENT AND TRAINING:

- ✓ Filling in a questionnaire
- ✓ Evaluation of the answers
- ✓ Suggestion of an appropriate, individualized training plan based on the results

The training that a potential entrepreneur gets includes lectures, case studies presented via video, training games, role playing and many other things that will make the training more easier to understand.

➤ EXPECTED RESULTS OF THE COMTRAIN PROJECT:

- ✓ Test your managerial and entrepreneurial competences
- ✓ Get to know and strengthen your advantages
- ✓ Get in touch and improve your gaps
- ✓ Strengthen starting firms as well as their chances of survival
- ✓ Increase their competitiveness on the market through upgrading managerial competences
- ✓ Long term benefits through the correct organization and management of the SME



➤ COMTRAIN CONSORTIUM:

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