ENELFA

ENtrepreneurship by E-Learning For Adults

Minutes
CESIM Training of trainers session - Budapest

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Distribution list

ENELFA Partners
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Quality System References

ISO 9001 compliant planning and review processes are applied.

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1. Introduction

1.1 Objective

The objective of the meeting minutes is to summarise the results from the training session and to outline the next steps of the project.

1.2 Purpose of the Deliverable

The purpose of this deliverable is to document all findings of training session and to create a common understanding of the results of the meeting/session.

1.3 Scope of the Deliverable

The deliverable contains
- Training topics (agenda)
- Summary of the programme
- Participant list

1.4 Target Audience

The target audience of this deliverable is the project partnership and the project officer from the Hungarian national agency.

1.5 Acronyms and Definitions Used

Acronym	Description
APM – ECA	Asociaţia Patronilor Şi Meseriaşilor Cluj – Employers and Craftsmen Association Cluj
BGF – BBS	Budapesti Gazdasági Főiskola – Budapest Business School
BKIK – BCCI	Budapesti Kereskedelmi és Iparkamara - Budapest Chamber of Commerce & Industry
EMN	Ecole de Management de Normandie
ENELFA	ENtrepreneurship by E-Learning For Adults
ETDU	E-Learning Teaching and Development Unit
ISO	International Standardisation Organisation
NMSA	New Mind S. A.
UBB – BBU	Universitatea Babeş-Bolyai – Babes-Bolyai University

1.6 References

Ref.	Title / Identifier / Version / Author	Date
[1]	ENELFA Proposal	26.02.2011
[2]	Contract No. 11/0029-L/4018 (in Hungarian, with Work Plan in English)	04.11.2011

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2. Minutes

2.1 Agenda

AIM OF THE TRAINING:

- Getting to know the student interface.
- Getting to know the learning materials.
- Playing 1 Practice Round + 3 Rounds on the spot, and 2 Rounds later online. Analyzing the results.
- Consulting about decision-making with each team during each round.
- Getting to know the Instructor interface.

TRAINING SCHEDULE- WEDNESDAY, 12.12.2012

9:00-9:45 OnService student interface introduction (which parts does the student interface consist of, where and what kind of decisions and estimations the students have to submit, how can the students save the team decisions). Watching the tutorial video, answering questions

Case Description. Decision Making Guide

9:45-11:15 Practice Round 1

Help with the individual and team decisions. Practice Round 1 ends at 11:15

11:15- 11:45 Discussing the results, answering questions. Strategy building for the simulation in teams (what strategy will teams intend to follow in order to run a successful business?)

11:45-12:45 Round 1 (submitting decisions, helping the teams, consulting results)

12:45-13:30 Lunch break

13:30-15:00 Round 2 (submitting decisions, helping the teams, consulting results)

15:00- 16:00 Round 3 (submitting decisions, helping the teams, consulting results)

16:00-17:00 Discussing results and simulation experience. Agreeing on the deadlines of the 2 online rounds.

Instructor interface (different parts of the instructor interface, how can you register a course, how can you upload and share documents with the students through the profile)

Sum up, usage in education, role of the professors in a simulation course

2.2 Summary of the training session activities

ENELFA (Entrepreneurship by E-Learning For Adults) project organized the Cesim train the trainer session on 12 December, 2012. The participants were chosen by the schools based on their possible future role as an instructor of the Cesim simulation pilot project. You find the list of the participants attached.

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The training consisted of 1 Practice Round and 5 Rounds, and the aim of it was that the teachers get to know the student interface of the simulation, as well the Cesim instructor interface and at the end they had the chance to discuss about best practices of use. The training was conducted by Cesim Area Manager Monika Csapo.

Below you find a more detailed description of the Cesim training flow:

- As a start Cesim registered the online training course, and a unique profile for each training participant. The passwords to the profiles were sent before the training to each participant together with the learning materials what they could study already before the Cesim training.
- During the Practice Round the participants had the chance to get to know the simulation interface, ask questions regarding the learning materials and play one round with the simulation after which everything went back to zero, and the real simulation rounds started. Just as it will be the case during the pilot trainings where the students and entrepreneurs are going to participate. During the five rounds the participants had to reflect during each round on the changing market conditions, analyze the results of the previous rounds, and adjust their strategy to the market development and the strategy of competitors. Teams could consult during the whole training interactively with the trainer, each team could present its questions during the decision making process and got feedback on the intended strategy for the round.

First each participant had to make decisions him-/herself just as if the members of a management team would be asked to offer solution for a given market situation at a company, what the management team is going to discuss later together. After the individual decisions, the team members had to agree on one common team decision, and the system used these team decisions to calculate the results.

- After getting to know the student interface the participants got to know the Cesim instructor interface as well. At the end of the training we discussed about the best practices of use, and the key success factors of an efficient pilot project.

2.3 Participants

Babes-Bólyai University (P2) and APM (P3)

- Adriana Tiron-Tudor
- Reka Cardoş
- Ramona Lacurezeanu
- Mihai Băcilă
- Teodora Fărcaş
- Monika Alt

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- Fanuta Pop
- Adrian Inceu
- Cătălina Crişan
- Ioana Dragu
- Daniel Mican
- Melinda Fulop
- Anca Jurcau
- Andreea Coste
- Liana Stanca
- Emil Crisan
- Vasile Cardos

CESIM OY (P6)

- Mónika CSAPÓ, trainer

2.4 Next meeting

April 2013 in Babes-Bólyai University – Cluj-Napoca (3rd partner meeting) – after the module adaptations and before the pilot trainings.

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