

ENTCOM - Entrepreneurship and Community Cooperatives

WP6 – Exploitation of results

E.N.T.E.R. – European Network for Transfer and
Exploitation of EU Project Results:

In-service Training Guidelines

for ENTCOM project



«Project Reference : "ENTCOM Entrepreneurship and Community
Cooperatives" 2014-1-IT02-KA204-003631»

Programme Erasmus+ key action 2 "Strategic Partnership"

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Introduction to In-Service Training Guidelines

This document aims to support Community Cooperatives to organise In-Service Trainings based on identifying needs of improvement related to competences and skills used in cooperative work. The document is addressed to either Community Cooperative Facilitators or cooperative representatives in similar positions and/or dealing with further education opportunities.

As the requirements of In-service trainings will differ in cooperatives depending on their main mission, services, members as well as on demographical factors the approach presented here provides a general framework to be followed and adapted step-by-step according to the actual and individual needs of the cooperatives.



PLAN

General activities

- Set objectives
- Develop plans, processes and practices
- Outlines roles and responsibilities

Specific activities

- ⇒ **Identify potential of improvement** of competences, skills, working processes within the cooperative by interviewing staff and cooperative members, by talking with external parties e.g. stakeholders, business partners. It is also very useful to take a look and get a picture of what other cooperatives do and how they perform and present themselves. Collate expectations of possible training actions at the side of learners.
- ⇒ **Identify good practice examples for your cooperative project** that can serve as useful inspiration and additional training input.
- ⇒ **Decide on the training opportunities** according to your findings for improvement of competences by using the ENTCOM training curriculum. The training course is set up in different modules covering entrepreneurial competences that have been identified as especially needed in cooperative work:

Module	Learning Outcomes Knowledge gained	Skills Required	Attitude Required
1. Identifying your Project	Train individuals & groups engaged in cooperatives how to clearly identify their project e.g. research techniques, needs analysis, SWOT Analysis, resource identification (people and money)	Critical thinking Organizing Questioning Assessment	Pragmatism Enthusiasm Logical
2. Cooperative Formation	The advantages / disadvantages of different formation structures – although this will differ in each Member State there will be a need to include general advice for CCFs to give to cooperatives e.g. the psychology of groups.	Organizing Decision Making Team Working	Pragmatism Enthusiasm Self confidence Patience Helping others Positive outlook



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3. Project Implementation	Project Management skills e.g. how to prepare a GANTT Chart, problem solving (how to handle difficult situations).	Critical and Logical Thinking Decision making Assessment	Methodical Accurate Logical
4. Keeping Project on track	Project Evaluation Skills e.g. project evaluation techniques; how to create/develop questionnaires).	Logical Thinking Organizing ICT	Accurate Meticulous Methodical Pragmatism
5. Marketing	How to make external and internal, presentations, use of PowerPoint, Chairing meetings, recognizing body language, report writing, project website creation, effective use of media, print, radio, television.	Communication ICT Design Presenting Organizing	Enthusiasm Meticulous Logical Open-minded Self confidence Drive Methodical Listening
6. Effective Financial Management	Producing and using spreadsheets and accounting software, fundraising skills e.g. crowdfunding - use of social media, creating business plan.	Critical thinking Organizing Assessment Decision Making Logical Thinking	Pragmatism Accurate Meticulous Logical Methodical
7. Human Resources	Project task allocation, delegation, interviewing skills, staff management issues and resolving conflicts.	Assessment Cultural Awareness Organizing	Proactivity Patience Self confidence

⇒ **Distribute roles and responsibilities** for the In-service training among your staff and members.

⇒ **Motivate your staff/members to participate** in training activities by showing them interesting examples and highlighting the concrete benefits.

DO

General activities

- Execute against plans, processes and practices
- Document activities

Specific activities

- ⇒ **Organise training actions by taking into account preferences of your participants.** Preferences are to be understood in terms of interest in topics, usefulness for daily work as well as learning styles and formats. The Units or Skill Topics of the ENTCOM training course can be used as a whole or taken separately as they have been designed to be stand-alone if needed.

The Course is a “self-directed learning” course, so everyone can work at individual pace. The Course is also available in various formats to suit the particular “learning style” of the learner e.g. paper version as well as an on-line version PLUS a portable, physical CD-ROM and flash drive version, that have been designed to make the most of the interactive aspects of the course.

- ⇒ **Document and report the training activities** in terms of time plans, responsibilities, trainers, participants, learning formats, material used or developed etc. Collate feedback from training from the side of learners as well as trainers.

CHECK

General activities

- Review results
- Evaluate performance
- Determine effectiveness

Specific activities

- ⇒ **Analyse feedback from learners and trainers** and check compare the answers of expectations vs. feedback from after the training.
- ⇒ **Take enough time** for assessing the activities in order to allow participants to integrate new skills and tools into their daily work.
- ⇒ After continuous internal **feedback loops** involve also external parties to check if any modifications or improvements have been visible or noticed from outside.

ACT

General activities

- Draw conclusions
- Wrap-up lessons learnt
- Define further activities

Specific activities

⇒ **Assess if the training actions were successful and sufficient** for your/the cooperative's purposes or if further actions are needed. Take into consideration if individual people or entire groups need further education in specific fields.

Please consider that the ENTCOM Training Course Modules are intended to be "introductory" only and taken in their entirety form the basis of the various skills/competencies that are required to move through the "life-cycle" of a Project – from inception through to completion, including raising and managing funds to managing people.

The ENTCOM Training course is not intended to provide an in-depth training programme covering all aspects of the skills required to assist in the development of a Community Cooperative, but if you require further in-depth training you can supplement the course with further on-line training or face-to-face training offered in your country.

⇒ In this case **identify the topics for in-depth training opportunities considering participants, time schedules, learning styles and formats...**

And here the circle is closing by starting again to ...



PLAN

and creating a continual loop of improvement.