

INTELLECTUAL OUTPUT I.O.3
DESIGNED EXPERIENTIAL TRAINING
ACTIVITIES
1. INTRODUCTION TO SHARING ECONOMY
AND NEW FORMS OF EMPLOYMENT.

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INTELLECTUAL OUTPUT PRESENTATION

This Intellectual Output, Designed Experiential Training Activities belongs to the project ERASMUS+ CO_LABOURative_LAB. The contents we are going to show you in the next pages, are the result of the integration of IO.1, co-created training methodology, and IO.2 training materials.

IO.3 is where the training activities take place, and is the final result of the next activities:

- O3-A1. Design of Experiential Training Activities and Materials.
- O3-A2. Development of Trainers Materials for Experiential Training Activities.
- O3-A3. Translations of Experiential Training Activities.

As stated in IO.1, The **Co_LABOURative_LAB PROJECT** “*Enhancing Employability of Unemployed Persons through New Forms of Employment and Sharing Economy*” has as main goal to **develop and implement a training program** for increasing the competences of long term unemployed, including young unemployed persons, and Human Resources (HR) Directors or Technicians, about how to exploit the Sharing Economy and New Forms of Employment to increase their entrepreneurship and self-employment opportunities. **Co_LABOURative_LAB** aims to transfer to the target groups, innovative knowledge, tools and practices based on work-based learning knowledge, learning-by-doing, collaboration between trainees and exploitation of ICT Tools in these fields, so future trainees, can have an excellent training experience with high impact in their future working life.

The course has been designed with the next **characteristics**:

1. The Duration of the course is of 62 hours, of which:
 - a. Face to face sessions: 26 hours.
 - b. Online Sessions: 28 hours
 - c. Experts’ Seminars: 8 hours (6 seminars).
2. There will be final workshops for all trainees dedicated to the presentation of their projects.
3. The methodology will be active and participative, it will take place in different workshops and will include the next tools and training materials:
 - a. Face to face sessions.
 - b. Online sessions.
 - c. Webinars.
 - d. Virtual Co-working.
 - e. Physical space for trainees during the course (co-working).
 - f. Mentors or coaches will support trainees during the course.
 - g. Practical Approach with study cases, videos, experts’ seminars, complementary readings.
4. An e-Training Platform will be developed with the next purposes:

- a. Allocation the different training materials and resources with access to trainees.
- b. Virtual co-working.

The **trainees** will have the next profiles,

- Unemployed persons (mainly those that have been unemployed more than 1 year, and that are older than 45 years and younger than 30 years old).
- HR professionals.

It is recommended that training courses don't have more than 12-15 trainees per training group so resources can be assigned and organized efficiently and therefore the training can reach the objectives.

The **General Objective** of the project co-LABOURative LAB project will be to increase the competences of Long Term Unemployed, including young unemployed people, and Human Resources (HR) Directors or Technicians, about how to exploit the Sharing Economy (SHE) and New Forms of Employment (NFE) to increase Entrepreneurship (EPS) and Self-employment (SE) opportunities, through the transference of innovative knowledge, tools and practices based on work-based learning knowledge, learning by doing, collaboration between trainees and exploitation of ICT Tools in these fields.

Specific Objectives are:

- Provide the trainees with the necessary awareness and knowledge about the SHE and NFE dynamics, including the functioning of related ICT tools and platforms.
- Facilitate the trainees the development of their own EPS and SE Plans using SHE and NFE concepts and ICT Platforms.
- Facilitate the trainees the acquisition and improvement of competences to boost their EPS and SE Plans (creativity and innovation, digital skills, management of social networks and personal branding).
- Facilitate the trainees the acquisition and improvement of knowledge to deal with specific topics like: access to funding, regulatory environments and access to markets.
- Connect both sides of the labour market, employers and work seekers in the same training environment.
- Provide the trainees with real and collaborative work approaches where they can apply the trained skills and increase their employability immediately during the training course.

To achieve the aforementioned objectives, it is proposed to develop a **training methodology** based on the following premises:

- Adapted and modulated to the learning capabilities of persons belonging to target groups (unemployed and HR professionals).
- The training will be based in the concepts of experiential training and learning by doing, therefore the training methodology will be mainly active and practical.
- Training sessions will take place in the classroom and online, therefore training materials and training tools will be developed to be used in both training environments.

- Participation of trainees will be a must during the training courses, therefore, trainers will boost activities where trainees could interact and exchange of experiences and knowledge between them and with different actors.
- The training course will have a mentoring/coaching approach. Technicians from the Chambers of Commerce will support the trainees along the training course.
- The Chambers of Commerce will provide a Co-working space along the project for the trainees, so they can develop their projects or plans in a supportive environment.
- An e-Training Platform will be developed to facilitate online training sessions, to share knowledge and experiences of trainees and to support training courses through different online training tools.

In the next pages, we show you a **recommendation for each of the Training Activities**, including:

- Structure and contents in each workshop.
- Timing of each workshop with a breakdown of the main activities to be done.
- Some tips and suggestions to be included.
- Some things that we shouldn't forget.

These guidelines are only a recommendation that we would like you to follow, but they must be also flexible so in the end the trainers should prepare each of the workshop as they like and think are better, always thinking in achieving the objectives of the training program but taking into account the context and the participants.

TRAINING COURSE PLANNING.

	F2F / ONLINE	PARTICIPANTS	DURATION	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8
DETA 1. Introduction to sharing economy and new forms of employment.	F2F	ALL	4H.	1F2F SESSION							
	ONLINE	ALL	4H.	ONLINE							
DETA 2. SHE & NFE digital platforms: how to use and what to know.	F2F	ALL	8H.		1F2F SESSIONS	1F2F SESSION					
	ONLINE	ALL	8H.		ONLINE	ONLINE					
DETA 3. Self-assessment & development of an entrepreneurship / self-employment plan.	F2F	UNEMPLOYED	4H.			1F2F SESSION					
	ONLINE	UNEMPLOYED	4H.				ONLINE				
DETA 4. Legal and financing issues regarding SHE and NFE.	ONLINE	ALL	4H.				ONLINE				
		ALL					ONLINE				
DETA 5. Training in transversal skills for entrepreneurship and self-employment	F2F	UNEMPLOYED	12H.				1F2F SESSIONS	1F2F SESSIONS	1F2F SESSION		
	ONLINE	UNEMPLOYED	8H.						ONLINE	ONLINE	
DETA 6. Sharing experiences and best practices.	F2F	ALL	8H.								1F2F SESSION
WORKING ON SELF-EMPLOYMENT AND ENTREPRENEURSHIP PLANS	ALL	UNEMPLOYED	–	CONTINUOUS TASK							
WEBINARS	ONLINE	ALL	–	WB1	WB2	WB3	WB4	WB5	WB6	WB7	
EXPERTS' SEMINARS	F2F or VIDEO or STREAMING	ALL	2H.		DETA 1-ES1 & ES2 2 HOURS EACH			DETA 4-ES3 & ES4 1 HOUR EACH		DETA 5-ES5 & ES6 1 HOUR EACH	
CO-WORKING SPACE	F2F	UNEMPLOYED	–	CONTINUOUS TASK							
MENTORS / COACHES	F2F & ONLINE	UNEMPLOYED	–	CONTINUOUS TASK							

Step	DESIGNED EXPERIENTIAL TRAINING ACTIVITY (DETA) 1. INTRODUCTION TO SHARING ECONOMY AND NEW FORMS OF EMPLOYMENT.
0	<p>- The length of this DETA is estimated in 8 hours distributed in 2 training sessions,</p> <ul style="list-style-type: none"> • 4 hours face-to-face (F2F) • 4 hours online <p>- Don't forget to have the attendance list ready.</p> <p>- Don't forget to take pictures and if possible record some video of the activities.</p> <p>- Coffee breaks in the F2F sessions are not included in the duration, plan breaks to take approximately 30 minutes, so F2F sessions are going to be 3 hours and 30 minutes of effective work.</p>
0.1	<p>Workshop data:</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Learn of the basic concepts of SHE and NFE • Understand the differences of SHE and NFE and how they can be complementary. • Increase the knowledge about the SHE and NFE contexts. • To increase trainees' awareness about the possibilities that SHE and NFE give to the different profiles of trainees. <p>Participants:</p> <ul style="list-style-type: none"> • Unemployed persons. • HR professionals. <p>Competences to be trained:</p> <ul style="list-style-type: none"> • Continuous learning. <p>Training contents: TOPIC 1. Sharing Economy (SHE) and New Forms of Employment (NFE).</p> <ol style="list-style-type: none"> 1. Concepts and types. 2. SHE and NFE Digital Platforms. Introduction to the main characteristics and trends. 3. Non-Profit Sharing Economy. 4. Global framework and trends in Europe. Application to each Consortium Partner Country. 5. Opportunities for unemployed persons, barriers and drivers. 6. Application of SHE and NFE in the entrepreneur and self-employment environment.
1	FACE TO FACE SESSION –GUIDELINES, DURATION AND TOOLS
1.1	<p>Opening.</p> <p>- Once attendees have arrived to the classroom, the trainer will welcome them, present himself and introduce a brief explanation of the course (objectives, contents and planning). To break the ice, the trainer will propose two initial activities:</p> <ul style="list-style-type: none"> • A game with the trainees to get started. See example. • Self-presentation of trainees. They do it in pairs, they interview each other asking themselves their names, their background (small explanation of their CV or experiences), their expectations of the course and their main hobbies. After the interview, each component of the couple introduces the other. <p>-Duration: 30 minutes.</p> <p>- Tool: PPT.</p>

1.2	<p>Training contents:</p> <ol style="list-style-type: none"> 1. Sharing Economy (SHE) and New Forms of Employment (NFE). Concepts and types. 2. SHE and NFE Digital Platforms. Introduction to the main characteristics and trends. 3. Non-For-Profit Sharing Economy <p>- Each trainer will introduce SHE and NFE concepts and types, giving clear examples on each type of concepts.</p> <ul style="list-style-type: none"> • To do so, the trainer will start with an activity with a pre-selected video (see example) about SHE and NFE concepts, not too long (3-5 minutes). Then the trainer starts a discussion (assembly) with all trainees, asking what the participants think about the video and what are the main thoughts on the video. The trainer takes the core ideas to the blackboard. • After this activity, the trainer has an idea of the participants' previous knowledge on SHE and NFE. To make this activity more dynamic the trainer can prepare some questions about the video to boost trainees' participation. • After this activity, the trainer introduces the trainees to the main concepts and types of the SHE and NFE, giving a selection of clear examples of each type, trying to relate the main ideas written down in the blackboard with the concepts and types provided in the presentation. • Methodology alternative. The groups can work on the same video or each group can work on a different video so they present the contents of it and main conclusions <p>EXAMPLE VIDEOS:</p> <ul style="list-style-type: none"> • https://www.youtube.com/watch?v=525cKUFyTVk • https://www.youtube.com/watch?v=lls-TQsYplQ <p>-Conclusions. After the previous steps are done, the trainer proposes the trainees to form groups (3 groups of 5 persons or 5 groups of 3 persons), and ask them:</p> <ul style="list-style-type: none"> • Which are the main benefits/problems that SHE and NFE can have for you, taking into account your specific situation. • Do you think that SHE and NFE can be interesting for you to change your employment situation? • Each group works on these questions and come to common conclusions, one representative of each group explains to the rest of the trainees their main conclusions. <p>- Bear in mind that you will have different profiles, try to give examples understandable for all types of profiles.</p> <p>- Timing: 70 minutes.</p> <p>- Tool: PPT, video</p> <p>- Include time for questions and discussion.</p>
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1.3	<p>Training Contents:</p> <ol style="list-style-type: none"> 4. Global framework and trends in Europe. Application in consortium partner country. 5. Opportunities for unemployed persons, barriers and drivers. 6. Application of SHE and NFE in the entrepreneur and self-employment environment. <p>- Each trainer will introduce the concepts, giving clear examples to the trainees.</p> <ul style="list-style-type: none"> • For doing so, the trainer will start with an activity with a pre-selected press article (see example) on the concepts (not too long, 1-2 pages). The trainer can prepare some questions about the press article to boost trainees' participation. The trainees read the article individually.. In the groups, already formed in the previous activity, the individual opinions are discussed and then shared with a wider audience (all the other groups) their main conclusions, moderated by the trainer. • After the previous activity, the trainer introduces main concepts, types and trends, as well as opportunities for unemployed persons, including entrepreneurship and self-employment, giving clear examples of the contents. • Methodology alternative. The groups can work on the same press article or each group can work on a different article so they present the contents of the article and main conclusions. <p>PRESS ARTICLE EXAMPLES.</p> <ul style="list-style-type: none"> • http://www.huffingtonpost.com/entry/the-sharing-economy-can-t_b_10242948.html • http://www.huffingtonpost.com/entry/the-sharing-economy-is-ca_b_8765450.html • http://www.huffingtonpost.com/entry/sharing-economy-american-workers_b_9018724.html • http://www.huffingtonpost.com/entry/why-the-gig-economy-is-sp_b_9591540.html# <p>- Show examples of how unemployed persons can be engaged in SHE and NFE, by providing examples of digital platforms.</p> <p>- Duration: 70 minutes.</p> <p>- Tool: PPT, press articles and links to digital platforms.</p> <p>- Include time for questions and interaction.</p>
1.4	<p>Closure.</p> <ul style="list-style-type: none"> • The trainer tries to solve all possible doubts and questions. • The trainer explains how the e-Training Platform works (user, password, structure, tools, forum, webinars, etc.) and also how they can use the co-working spaces, and the coach/mentor service. • The trainer explains how the online training sessions work and what is expected, and details the activities that will be done in the next online training session. • The trainer asks trainees for feedback. • The trainer summons the students for the next F2F training session. <p>-Duration: 40 minutes.</p> <p>- Tool: PPT, e-Training Platform, co-working space and coach/mentor.</p> <p>- Include time for questions and interaction.</p>

2	ONLINE SESSION – GUIDELINES, DURATION AND TOOLS
2.0	<p>The trainer has already designed and uploaded the online session to the e-Training platform.</p> <p>Things to be done online:</p> <ul style="list-style-type: none"> • Trainees must read (and download, if they want), the training materials (PPT, Word document, complementary readings, etc.) for Topic 1.
2.1	<p>Activity 1. Creating their own study cases. The trainees must make a case study (instructions and points of the report must be decided on in advance) of national SHE and NFE digital platforms (limit of 5 examples), stating in a document the main characteristics, and the opportunities provided for entrepreneurship and self-employment.</p> <ul style="list-style-type: none"> • This can be done in the co-working space. • This can be done in groups or individually. • Results must be uploaded in the e-Training platform (virtual co-working space), accessible by all participants • This can be discussed in the forum. • Duration: as much as the trainees would like to spend, but no less than 2 hours. It must be promoted by the trainer, by giving feedback and by facilitating the discussions.
2.2	<p>Activity 2. Webinar. The trainer will call the trainees to a webinar.</p> <ul style="list-style-type: none"> • In the webinar, the trainer will show the trainees a video or an audio-recording of an interview with an expert of the collaborative economy (no longer than 10 minutes), guiding the discussion and answering the questions. Alternatively, the expert could be explaining and discussing his/her view on SHE and NFE. • At the end of the webinar, the trainer will ask the trainees which are the main conclusions from the discussion. Conclusions must be uploaded by each participant in the co-virtual space. • Webinar duration. 1 hour.

3	TRANSVERSAL TRAINING – CO WORKING SPACES AND COACH/MENTOR
3.1	<p>The trainees will have access to a co-working space during the course in the facilities of the training organization. In these co-working spaces, they will work on the training course activities and will also boost their entrepreneur and self-employment plans and activities. The facilities will have internet connection and the training course participants can decide to attend the online sessions in these spaces.</p> <p>Regarding DETA 1, trainees will work on online activities 1 and 2.</p>
3.2	<p>The trainees are supported during the course by a coach/mentor, who will help them to develop the activities and will try to answer the doubts that can arise. The support may be online and/or F2F. The main objective for the coach/mentor is to facilitate trainees to achieve the training objectives and to support their entrepreneur or self-employment plans.</p> <p>The coach/mentor provides an alternative agenda with SHE and NFE events, forums, TV programs, press articles, etc., to keep trainees updated with things that happen around the SHE and NFE concepts in their cities and in the world.</p> <p>Coach/mentor will also boost the knowledge sharing among trainees.</p> <p>Regarding DETA 1, coach/mentor, will follow up:</p> <ul style="list-style-type: none"> • Online Session Activity 1. • Online Session Activity 2. • Knowledge Sharing in the co-virtual space.