

INTELLECTUAL OUTPUT I.O.3
DESIGNED EXPERIENTIAL TRAINING
ACTIVITIES
2. SHARING ECONOMY AND NEW FORMS
OF EMPLOYMENT DIGITAL PLATFORMS

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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	EXPERIENTIAL TRAINING ACTIVITY 2. SHE & NFE DIGITAL PLATFORMS: HOW TO USE AND WHAT TO KNOW.
0	<p>- The length of this DETA is estimated in 16 hours distributed in 4 training sessions,</p> <ul style="list-style-type: none"> • 8 hours face-to-face (F2F) • 8 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 time table, planbreaks 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"> • Increase the knowledge about the SHE and NFE platforms. • Understand how SHE and NFE digital platforms work and learn about the business models. • Gain an overview about the possibilities SHE and NFE digital platforms offer to different trainees in terms of entrepreneurship and self-employment and benefits for HR departments. <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"> • Adaptability; innovation; building partnerships. <p>Training contents: TOPIC 4. SHE and NFE Digital Platforms.</p> <ol style="list-style-type: none"> 1. Platform economy, digital services. <ol style="list-style-type: none"> a. How they work,business models, main characteristics and best practices. b. Things to be taken into account when engaging in a transaction as self-employee. 2. Platform economy, face to face services. <ol style="list-style-type: none"> a. How they work,business models, maincharacteristics and best practices. b. Things to be taken into account when engaging in a transaction as self-employee. 3. Non-Profit Sharing Economy. Digital platforms and experiences to boost it. 4. Opportunities for entrepreneurs.
1	FACE TO FACE SESSION 1 –GUIDELINES, DURATION AND TOOLS
1.1	<p>Opening.</p> <p>- Once attendees have arrived to the classroom, the trainerwelcomes them.</p> <p>- The trainer introduces the objectives, contents and planning of DETA 2.</p> <p>- The trainer makes a brief reminder of the concepts and activities done in DETA 1 and leaves some time for doubts and questions that came up.</p> <p>- The objective is also to connect the contents and activities seen in DETA 1 with the contents and activities in DETA 2, fortrainees tosee coherence and continuity inthe course.</p> <p>- Duration: 30 minutes.</p> <p>- Tool: PPT.</p>

1.2	<p>Training contents:</p> <ol style="list-style-type: none"> Platform economy, digital services. <ol style="list-style-type: none"> How they work, business models, main characteristics and best practices. Things to be taken into account when engaging in a transaction as self-employee. Platform Economy, face to face services. <ol style="list-style-type: none"> How they work, business models, main characteristics and best practices. Things to be taken into account when engaging in a transaction as self-employee. Non-Profit Sharing Economy. Digital platforms and experiences to boost it. Opportunities for entrepreneurs. <p>- Activity 1. Each trainer introduces examples of national and/or international digital platforms (DP) and presents one mainstream (multinational, well known, with solid trust...) SHE and NFEDP in detail. Through the review of this DP the trainer highlights the main concepts, structure, functioning, business model, etc. of the platform. The clients', and the workers' benefits and risks are discussed. The objective is to get a tangible example that guides through the session in a practical manner. The trainer should log in to the platform or should create a profile and show potential work projects (jobs). - Duration: 45 minutes. - Tools: PPT, DP example and trainer user and password.</p> <p>- Activity 2. Once the group has an overview of DPs, we make a step forward. Taking the case studies prepared in DETA 1 Online Sessions Activity 1 (make a case study) that are already uploaded on the e-training platform (virtual co-working space) as a starting point, trainees briefly (app. 3 min) present the business cases (name, services and conditions for workers). The trainer takes the names of the DP to the blackboard, making a list. The participants may select one platform, on which they can imagine to start working. For the remainder of the training course, the participants will focus on these platforms. - Once the DP is selected, the trainer enters it and makes a tour guided by the trainees that have worked with it in Activity 1. All trainees collect and discuss benefits, barriers, the business model, conditions for workers, etc. - Once everyone has a better knowledge of the DP, the trainer proposes to create a profile for testing purpose. This allows to check potential job offers and to see the available work opportunities and to create a bid for a job. The bid won't be sent. The objective of this activity is to propose trainees to build a business proposal. This can give the trainer the level of trainees when preparing a proposal to gain an offer. The group can work on the structure of the proposal, sharing ideas over a good wording. The results are shared in the virtual co-working space. This can be something to follow up and can also be the content of an online session, as we will see later. - Duration: 1.30 hours. - Tools: PPT, trainees DP case studies, proposal basic scheme template.</p> <p>- Conclusions (plenum). After the previous activities are done, the trainer proposes the trainees to form groups (3 groups of 5 persons or 5 groups of 3 persons), and asks them:</p> <ul style="list-style-type: none"> Which are the main benefits/problems that SHE and NFE digital platforms can have, taking into account the trainees' specific situation. Do you think that SHE and NFE digital platforms can be interesting for you to change your employment situation? <p>- Trainers should bear in mind that participants will have different profiles, examples for different profiles should be at hand. - Duration: 15 minutes. - Include time for questions and discussion.</p>
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1.3	<p>Closure.</p> <ul style="list-style-type: none"> • The trainer tries to solve all possible doubts and questions. • The trainer explains the trainees how the next online training session is going to be and what is expected from them, and explains in a specific way the activities that will be done on it. • The trainer asks trainees for feedback, • The trainer summons the students for the next F2F training session. <p>- Duration: 30 minutes. - Tool: PPT, e-Training platform, co-working space and coach/mentor. - Include time for questions and interaction.</p>
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2	ONLINE SESSION 1 – GUIDELINES, DURATION AND TOOLS
2.0	<p>The trainer has already designed the online session and uploaded it 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 2. ○
2.1	<p>Activity 1. In this session trainees must deepen their knowledge on the contents and activities done in the previous F2F session.</p> <ul style="list-style-type: none"> • They will select one of the DP seen both in their own case study (DETA 1 Activity 1 Online Session) and in the DETA 2 F2F session 1. • They sign in as workers and begin to interact with DP, creating their own profile, seeing job offers, seeing other workers profiles (if possible), etc.
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 ask the trainees about their experiences about their first interaction with the DP selected in the previous activity. Each trainee will have 5 minutes to present the DP, their main functionalities and services, the problems and benefits they have found, etc. • At the end of the webinar the trainer will ask the trainees which are the main conclusions they have taken from their colleagues' experiences. • Webinar duration: 1:30 hours.

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 2, trainees will work on:</p> <ul style="list-style-type: none"> • F2F session 1, activity 2. Development of a template of business proposal. • Online session 1, activities 1 and 2.
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 answer the doubts that can arise. The support may be online and/or F2F.</p> <p>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 2, coach/mentor, will follow up:</p> <ul style="list-style-type: none"> • Online Session 1, activity 1. • Online Session 1, activity 2. • Knowledge Sharing in the co-virtual space and boosting the forum by sending the trainees questions, reflections on the subject, news that he or she has found, etc.

1	FACE TO FACE SESSION 2 –GUIDELINES, DURATIONAND TOOLS
1.1	<p>Opening.</p> <ul style="list-style-type: none"> - Once attendees have arrived to the classroom, the trainer welcomes them. - The trainer reminds the objectives, contents and planning of DETA 2 and also the things done in previous sessions. - Duration: 15 minutes. - Tool: PPT.
1.2	<p>Training contents:</p> <ol style="list-style-type: none"> 1. Platform Economy, digital services. <ol style="list-style-type: none"> a. How they work,business models, main characteristics and best practices. b. Things to be taken into account when engaging in a transaction as self-employee. 2. Platform Economy, face to face services. <ol style="list-style-type: none"> a. How they work,business models, main characteristics and best practices. b. Things to be taken into account when engaging in a transaction as self-employee. 3. Non--Profit Sharing Economy. Digital platforms and experiences to boost it. 4. Opportunities for entrepreneurs. <ul style="list-style-type: none"> - Activity 1. Expert Seminar 1.From the DP perspective. The expert presents the DP and explains its main characteristics, including services, business model, impact in society, benefits, problems found when the DP was launched and how they overcame them, etc. - This activity can be done F2F or online (video conference), but all trainees are together in the classroom. - Trainees interact with the expert by asking questions reflections, etc. - Duration: 1:30 hour. - Tools: PPT, video conference tool. - Activity 2. Expert Seminar 2. From the worker perspective. The expert presents their activities in DP, explains why he or she choose to work on it, the main problems s/he found and that s/he still finds, the benefits of this activity for him/her, recommendations for trainees, etc. - This activity can be done F2F or online by a video conference, but all trainees are together in the classroom. - Duration: 1:30 hours. - Tools: PPT, video conference tool. - Conclusions. After the expert seminars, the trainer proposes the trainees to form groups (3 groups of 5 persons or 5 groups of 3 persons), and asks them: <ul style="list-style-type: none"> • Which are the main lessons learnt from the seminars? • Which are the main benefits/problems that SHE and NFE Digital Platforms can have for you to engage in these activities? • The groups discuss about the questions and when they finish explain the rest of the groups the main conclusions. - Duration: 45 minutes. - Include time for questions and discussion.

1.3	<p>Closure.</p> <ul style="list-style-type: none"> • The trainer tries to solve all possible doubts and questions. • The trainer explains the trainees how the next online training session is going to be and what is expected from them, and explains in a specific way the activities that will be done on it. • The trainer asks trainees for feedback, • The trainer summons the students for the next F2F training session. <p>- Timing: 15 minutes. - Tool: PPT. - Include time for questions and interaction.</p>
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2	ONLINE SESSION 2 – GUIDELINES, TIMING AND TOOLS
2.0	<p>The trainer has already designed the online session and uploaded it 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 2.
2.1	<p>Activity 1. In this session trainees must deepen their knowledge on the contents and activities done in DETA 2.</p> <ul style="list-style-type: none"> • They will carry on interacting with the DP selected in 2 DETA Online Session 1 – Activity 1. They begin to work on a business proposal discussing what resources they would need to start working on the platform, how to define services, and how to start their DP activities.
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 ask the trainees about their final decisions to engage in DP activities, what they need before engaging and next steps they will do to start. • At the end of the webinar the trainer will ask the trainees which are the main lessons learnt they have taken from their colleagues' comments. • 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 2, trainees will work on:</p> <ul style="list-style-type: none"> • Online session 2, activity 1.
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 answer the doubts that can arise. The support may be online and/or F2F.</p> <p>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 2, coach/mentor, will follow up:</p> <ul style="list-style-type: none"> • Online Session 2, activity 1. • Sharing of knowledge in the virtual co-working space and promoting the forum by sending the trainees questions, reflections on the subject, news that he or she has found, etc.