

**INTELLECTUAL OUTPUT I.O.3**  
**DESIGNED EXPERIENTIAL TRAINING**  
**ACTIVITIES**  
**3. SELF-EMPLOYMENT PLAN**

This project has been funded with support from the European Commission.  
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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	<p><b>EXPERIENTIAL TRAINING ACTIVITY 3. INTRODUCTION.</b> <b>SELF-ASSESSMENT &amp; DEVELOPMENT OF AN ENTREPRENEURSHIP / SELF-EMPLOYMENT PLAN.</b></p>
0	<p>- The length of this DETA is estimated in 8 hours distributed in 3 training sessions,</p> <ul style="list-style-type: none"> <li>• 4 hours F2F</li> <li>• 8 hours Online</li> </ul> <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 timing, we estimate they can be of 30 minutes, so face to face sessions are going to have 3 hours and 30 minutes of effective work.</p> <p>- ...</p>
0.1	<p><b>Workshop data:</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Facilitate that trainees develop an appropriate Self-Employment or Entrepreneurship Self-Assessment so they end up having a clear idea of their strengths and weaknesses in a SHE and NFE environment.</li> <li>• Facilitate to trainees the knowledge, skills and tools to initiate the development of their own self-employment or entrepreneurship plans.</li> <li>• Validate that the initial plans include the relevant contents and methodology to facilitate a successful development and implementation.</li> </ul> <p><b>Participants:</b></p> <ul style="list-style-type: none"> <li>• Unemployed persons.</li> </ul> <p><b>Competences to be trained:</b></p> <ul style="list-style-type: none"> <li>• Planning and Organizing; initiative; building partnerships; continuous learning; gaining commitment.</li> </ul> <p><b>Training contents: TOPIC 3. Guidelines to develop a Self-Employment or an Entrepreneurship plan.</b></p> <ol style="list-style-type: none"> <li>1. Self-Assessment of Self-Employment and Entrepreneurship Capabilities and Competences.</li> <li>2. Development of my Self-Employment or Entrepreneurship Plan.             <ol style="list-style-type: none"> <li>a. Determination of Interests and Goals.</li> <li>b. Self-Assessment Inventory results</li> <li>c. Resources needed and action planning.</li> </ol> </li> </ol>
1	<p><b>FACE TO FACE SESSION 1 –GUIDELINES, TIMING AND TOOLS</b></p>
1.1	<p><b>Opening.</b></p> <p>- Once attendees have arrived to the classroom, the trainer welcomes them.</p> <p>- The trainer introduces the <b>objectives, contents and planning of DETA 3.</b></p> <p>- The trainer makes a brief reminder of the concepts and activities done in DETA 1 and 2, and leaves some time for doubts and questions that have made arisen in that DETA and that are unresolved.</p> <p>- The objective of this part of the opening is also to connect the contents and activities seen in DETA 1 and 2 with the contents and activities in DETA 3, so trainees can see coherence and the continuity of the course.</p> <p>- Timing: 30 minutes.</p> <p>- Tool: PPT.</p>

<p>1.2</p>	<p><b>Training contents:</b> <b>Self-Employment and Entrepreneurship.</b> Each trainer will introduce the attendees the concepts, potential, pros and cons, and linkage with SHE and NFE.</p> <p><b>ACTIVITY 1.</b></p> <p>Trainer will introduce the main concepts and data about self-employment at EU and national level and will give some information about benefits and threats according to the existing bibliography. NFE related with Self Employment will be remembered</p> <p>Then, direct information will be given to the trainees based on the next possible and complementary tools;</p> <ul style="list-style-type: none"> <li>- If there are trainees with experience in Self-Employment they will explain to the rest their own experiences.</li> <li>- Videos will be shown with lessons learnt from Self-Employed persons</li> <li>- Self-Employed people who has participated in previous courses of Chambers of Commerce could also transfer their experiences</li> </ul> <p><b>Conclusions.</b> Trainer will ask people about their opinion about the potential of SHE for promoting Self-Employment (pros and cons, updates of discussion of first sessions). Opinions will be collected and shared (assembly). Trainer will then add information based on the existing bibliography and summarized in the Training Materials.</p> <ul style="list-style-type: none"> <li>- Timing: 45 minutes.</li> <li>- Tool: ppt, Videos, Attendance of Self-Employed</li> <li>- Include time for questions and discussion.</li> </ul>
<p>1.3.</p>	<p><b>Training contents:</b> <b>Self-Employment and Entrepreneurship Competences.</b> The trainer will introduce the concept of Competence (knowledge, skills and attitudes).</p> <p><b>ACTIVITY 2. Nominal Group Technique.</b></p> <p>In groups (3-5 persons) people will discuss about what they think are the key Self-Employed competences (we can give them a broad list of competences from which they must pick up the 5-6 key competences). One representative of each of the groups will take their selection to the blackboard. Once the selection of competences is in the blackboard, each participant, individually will assign 3 points to the one more important for him or her, 2 points for the second more important and 1 for the third. Once all trainees have scored the competences, the trainer counts the votes of each competence and lists the 5 most voted competitions. The objective of this activity is to introduce trainees the competence concept in an applied way to self-employment/entrepreneurship, so in the end they, more or less, are aware which are the more important competences to be acquired or developed from the group points of view.</p> <p>Then the Trainer will add information based on bibliography and will guide the determination of the "Self-Employed Profile". Trainer will explain people the Self-Diagnosis Template designed and people will start doing their own self-diagnosis. Trainer will support people during the activity.</p> <ul style="list-style-type: none"> <li>- Timing: 75 minutes.</li> <li>- Tool: PPT. Self- Diagnosis Questionnaire</li> <li>- Include time for questions and discussion.</li> </ul>





<p>1.4.</p>	<p><b>Training contents:</b> <b>Self-Employment and Entrepreneurship Plan.</b> Determination of Interests and Goals. Self-Assessment Inventory results. Resources needed and action planning.</p> <p><b>ACTIVITY 3.</b> Trainer will ask trainees about what content will they include in an Action Plan for preparing a successful Self-Employment experience. Quick answers will be collected.</p> <p>Trainer will introduce the content of a Self-Employment Plan and its potential.</p> <p>Trainer will ask trainees to make a first development of the Self-Employment Plan, without research and reflection, only based in their first thoughts, without considering SHE.</p> <p>Trainer will explain trainees that during next training activities;</p> <ul style="list-style-type: none"> <li>- they will receive knowledge and tools for updating Self-Employment Plan</li> <li>- they must include SHE approaches and SHE Platforms for boosting it.</li> </ul> <ul style="list-style-type: none"> <li>- Timing: 75 minutes.</li> <li>- Tool: ppt. Self-Employment Plan</li> <li>- Include time for questions and discussion.</li> </ul>
<p>1.5</p>	<p><b>Closure.</b></p> <ul style="list-style-type: none"> <li>• The trainer ask trainees for feedback, tries to solve all possible doubts and questions.</li> <li>• 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.</li> <li>• The trainer summons the students for the next F2F training session.</li> </ul> <ul style="list-style-type: none"> <li>- Timing: 15 minutes.</li> <li>- Tool: PPT, e-Training Platform, co-working space and coach/mentor.</li> <li>- Include time for questions and interaction.</li> </ul>



2	<b>ONLINE SESSION 1 – GUIDELINES, TIMING AND TOOLS</b>
2.0	<p>The trainer has already designed the online session and uploaded it in the e-Training Platform. Things to be done online:</p> <ul style="list-style-type: none"> <li>• Trainees must read, see and download (if they want), the training materials (PPT, Word document, complementary readings, etc.) for Topic 3.</li> </ul>
2.1	<p><b>Activity 1.</b></p> <ul style="list-style-type: none"> <li>- <b>Revision of Self-Employment Plans;</b> First versions of Self-Employment Plans will be uploaded to the Training Platform and they will be reviewed by trainees (each trainee will review 3 Self-Employment Plans and will give feedback, including proposals for SHE Platforms according to their own research)</li> </ul> <p><i>Estimated 2 hours</i></p>
3	<b>ONLINE SESSION 2– GUIDELINES, TIMING AND TOOLS</b>
3.0	<p>The trainer has already designed the online session and uploaded it in the e-Training Platform. Things to be done online:</p> <ul style="list-style-type: none"> <li>• Trainees must read, see and download (if they want), the training materials (PPT, Word document, complementary readings, etc.) for Topic 3.</li> </ul>
3.1	<p><b>Activity 2. Webinar.</b> The trainer will call the trainees to a webinar.</p> <ul style="list-style-type: none"> <li>• Trainer will show 1-2 Self-Employment Plan as “best practice” and trainees will ask and discuss about it.</li> <li>• <i>Estimated 1 hour</i></li> </ul>



3	<b>TRANSVERSAL TRAINING – CO WORKING SPACES AND COACH/MENTOR</b>
3.1	<p>The trainees will have the possibility of having a co-working space along the course in the facilities of the training organizations. In these co-working spaces, they will work on the training course activities and also will boost their entrepreneur and self-employment plans and activities. The facilities will have internet connection and they could decide if they attend to online sessions in these spaces.</p> <p>Regarding DETA 3, trainees will work on:</p> <ul style="list-style-type: none"> <li>• Update of Self-Diagnosis:</li> <li>• Trainees will test and use several available self-diagnosis tools given by the trainers.</li> <li>• Trainees will update their self-diagnosis and will introduce them as “things to improve” in the self-employment plan</li> <li>• Update of Self-Employment Plan:</li> <li>• Trainees will get deeper and will evaluate what kind of SHE environments and platforms could better fit with their own Self-Employment Plan</li> </ul>
3.2	<p>The trainees will have along the course the support (online and/or F2F) of a coach/mentor, that will help them to develop the activities and will try answer the doubts that can arise.</p> <p>The main objective of this coach/mentor is to facilitate that trainees, not only achieve the training objectives, but that they boost their entrepreneur or self-employment plans.</p> <p>The coach/mentor, will facilitate an alternative agenda with SHE and NFE (or related areas like ICT, etc.) events, forums, tv programs, press articles, etc. that keep trainees updated with all the 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 3, coach/mentor, will follow up:</p> <ul style="list-style-type: none"> <li>• Online Session 1, activity 1.</li> <li>• Online Session2, activity 2.</li> <li>• 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.</li> <li>• COACH/MENTOR will be available in specific schedule for checking and supporting trainees</li> </ul>