

INTELLECTUAL OUTPUT I.O.3
DESIGNED EXPERIENTIAL TRAINING
ACTIVITIES
6. SHARING EXPERIENCES AND BEST
PRACTICES

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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 6. SHARING EXPERIENCES AND BEST PRACTICES.
0	<ul style="list-style-type: none"> - The length of this DETA is estimated in 8 hours distributed in 1 F2F training session, - Don't forget to have the attendance list ready. - Don't forget to take pictures and if possible record some video of the activities. - Coffee and lunch breaks in this F2F session are not included in the timing, we estimate they can be of 30 minutes (2 coffee break, 15 minutes each) and 60 minutes for the lunch break, so face to face sessions are going to have 6 hours of effective work. - All trainees will have received clear instructions about the date, planning, contents, and expected individual deliverables in DETA 6. - ...
0.1	<p>Objectives:</p> <ul style="list-style-type: none"> • Share with all trainee's profiles, trainers and mentors/coaches the Self-Employment or Entrepreneurship Plans definition, evolution and future activities. • Share with all trainee's profiles, trainers and mentors/coaches the first experiences on SHE and NFE environments. • Share lessons learnt with all trainee's profiles, trainers and mentors/coaches. <p>Participants:</p> <ul style="list-style-type: none"> • Unemployed persons. It is foreseen that the 20 trainees enrolled in each of the courses participate in this DETA 6, presenting their self-employment and entrepreneurs Plans. • Trainers, coach/mentors. • HR Directors and Technicians. <p>Competences to be trained:</p> <ul style="list-style-type: none"> • Building Trust. • Communication. • Continuous Learning. • Facilitating Change. • Gaining Commitment. • Initiative. • Innovation. • Planning and Organizing. • Risk Taking. <p>Training contents:</p> <ul style="list-style-type: none"> • From TOPIC 1 to TOPIC 5. In this DETA, trainees will show how they have incorporated the knowledges and skills trained along the course in the different DETAs where all the topics have been seen and explored.
1	FACE TO FACE SESSION –GUIDELINES, TIMING AND 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 introduces the objectives, contents and planning of DETA 6. - Timing: 10 minutes. - Tool: PPT.

1.2	<p>Trainees presentations of their individual self-employment and/or entrepreneurs Plans:</p> <ul style="list-style-type: none"> - Each trainee will have 10 minutes to make a brief presentation of their self-employment and/or entrepreneur Plans. To do so, they will have previously to the DETA 6 a PPT presentation template with no more than 10 slides (with predefined contents) where they could introduce the details of their Plans. They could increase the number of slides to include specific contents no specified in the PPT template, but in any case, it would be more than 14 slides. - The trainees will present their Plans to the trainers, HR and coach/mentors that will form a something like an evaluation tribunal. The rest of trainees will participate listening to the presentations. - After each presentation the tribunal will give feedback to the trainee, and will ask the rest of trainees if they have any doubt, remark, idea or suggestion. The feedback won't last more than 5 minutes. - Timing: 300 minutes (6 hours – 20 presentations with 10 minutes for presentations and 5 minutes for feedback). - Tool: PPT template. - Include time for questions and discussion.
1.3	<p>Closure.</p> <ul style="list-style-type: none"> • The trainer ask trainees for feedback, tries to solve all possible doubts and questions. <p>-Timing: 15 minutes. - Include time for questions and interaction.</p>
2	<p>TRANSVERSAL TRAINING – CO WORKING SPACES AND COACH/MENTOR</p>
2.1	<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 6, trainees will work on the preparation of their Self-Employment and/or Entrepreneurship Plans presentations to be done at the end of the course.</p>
2.2	<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 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 6, coach/mentor, will follow up and facilitate the preparation of the Self-Employment and/or Entrepreneurship Plans presentations.</p>