

Training Module 3

Assessment and strengthening of workers' skills

Session 1 - GrowINg approach on entrepreneurial skills

Session 2 - GrowINg Entrepreneurial Tools



GrowINg approach on entrepreneurial skills

GrowINg

Welcome & Icebreaker

- Understanding entrepreneurial skills



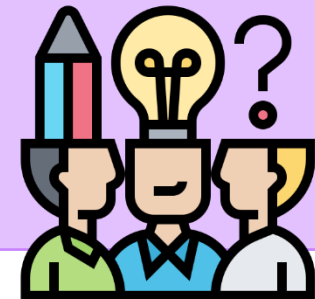
Introduction to the GrowNg approach to entrepreneurial skills

- What is entrepreneurship?
- GrowNg's 10 entrepreneurial skills



Sum up of the activity

- Reflection workshop

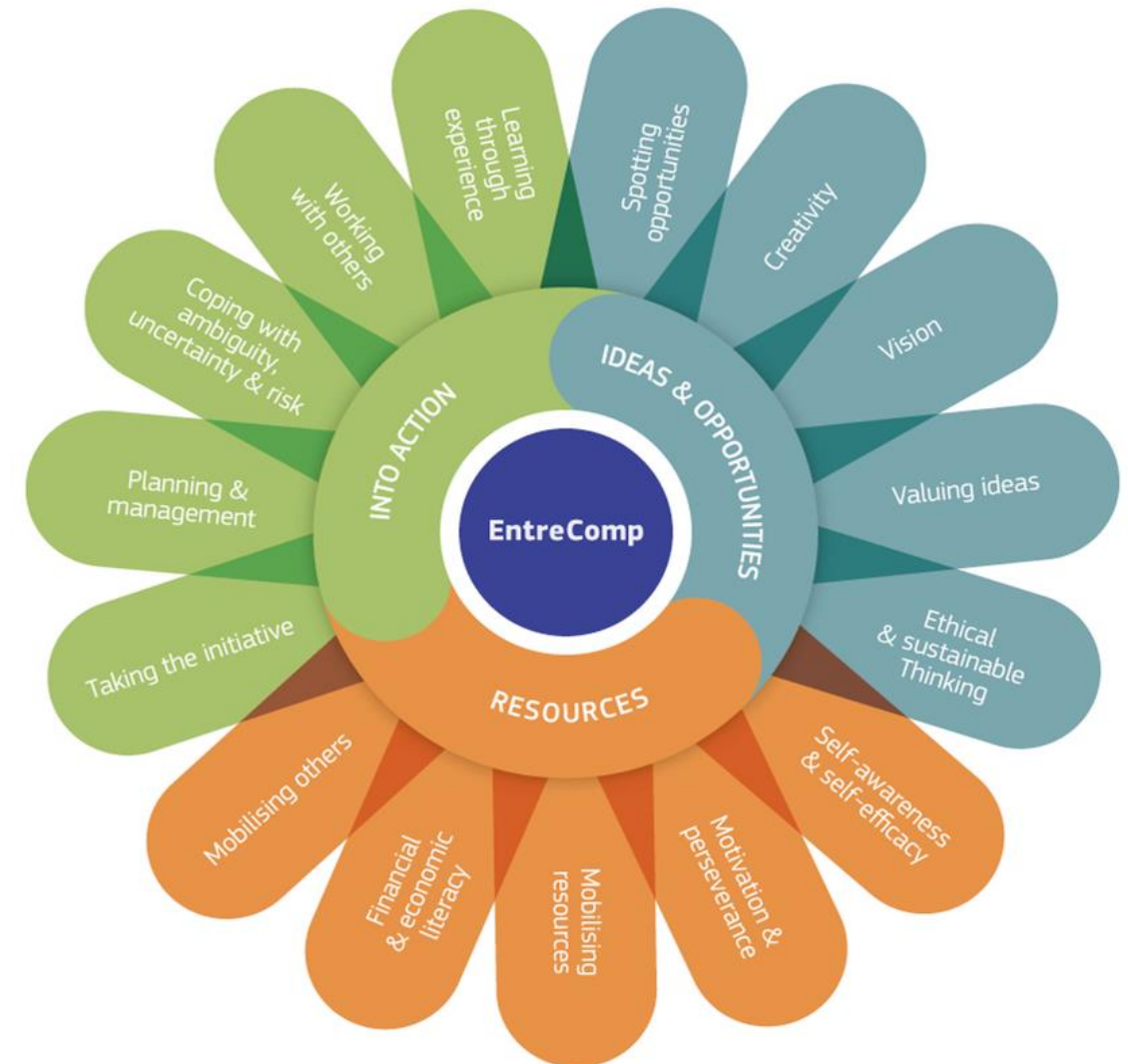


Welcome & Icebreaker!

Activity 1: Understanding entrepreneurial skills

Growing

- Which **EntreComp-related** skills and attitudes do you have? How do you use them in your daily life?
- Through your work, do you apply these competences in your specific issue/field/sector? How do you do this (or how could you do this)? What is the main type of value created (social, cultural or financial)?
- Think and choose one concrete example of an idea/activity and write it on a sticky note referring to social (yellow sticky note), cultural (orange) or financial (green) value.



Introduction to the GrowINg approach to entrepreneurial skills

Lecture 1

What does mean
entrepreneurship?

Growing

What is entrepreneurship?



Entrepreneurship is the capacity to act upon opportunities and ideas to create social, cultural, or financial value for others. It is a competence for life, being relevant to personal development, career progress or to come up with new business ideas.



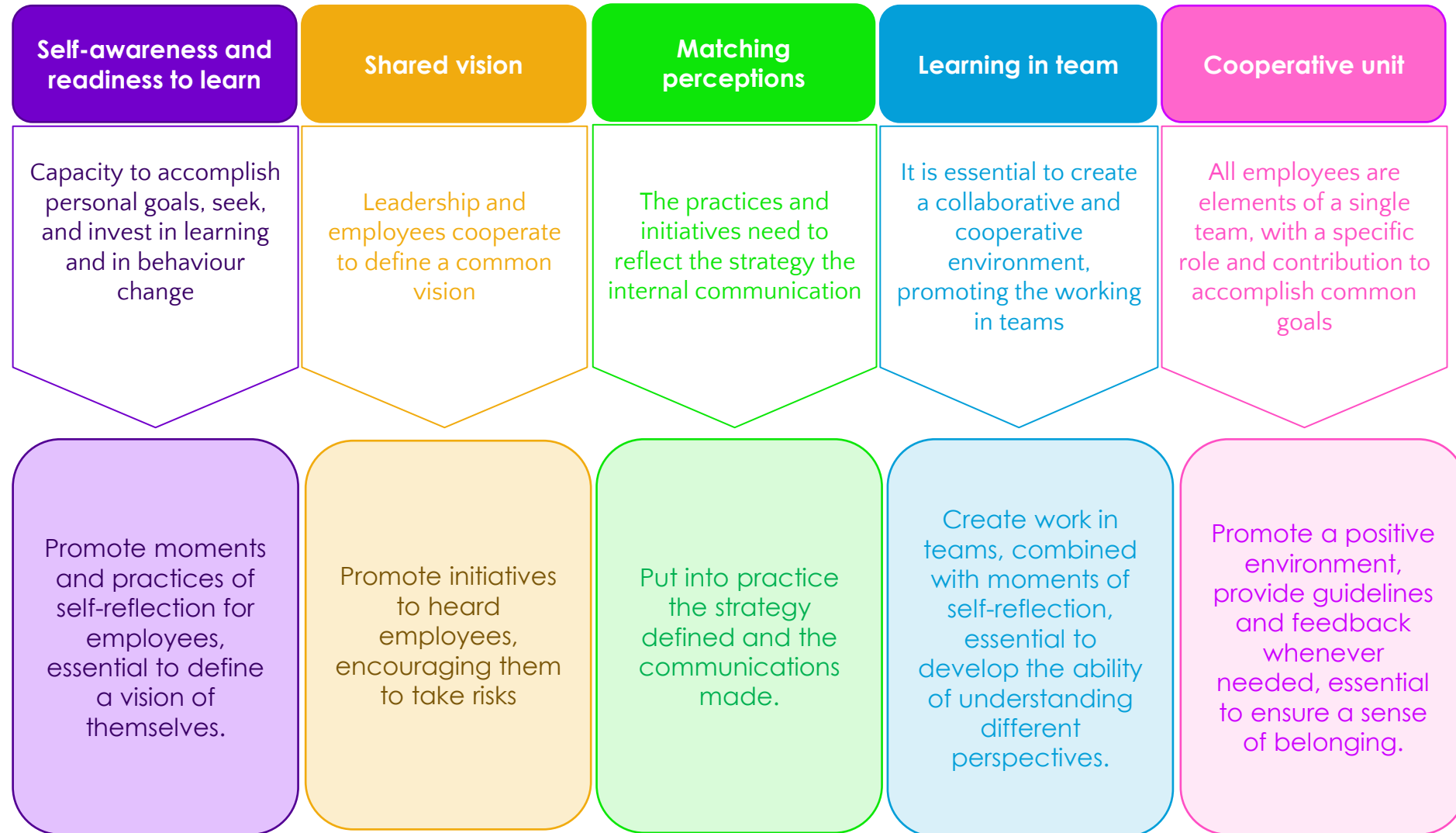
Introduction to the GrowIng approach to entrepreneurial skills

Lecture 1

What does mean entrepreneurship?

GrowIng

Which initiatives can be undertaken to set up a learning organisation culture?



GrowINg's entrepreneurial tools focus on **10 main entrepreneurial skills**, divided in three main areas:

- **Ideas and Opportunities** - Ability to spot and create new opportunities and ideas.
- **Resources** - Ability to identify, reach or mobilize resources to put ideas and opportunities in motion
- **Into Action** - Ability to concretize the ideas and opportunities spotted or defined.



Introduction to the GrowINg approach to entrepreneurial skills

Lecture 2

The 10 entrepreneurial competences of the Growing approach

The 10 entrepreneurial skills are:

- **Spotting opportunities** - Identify and seize opportunities to create value
- **Creativity**- Develop several ideas and opportunities to create value
- **Self-awareness & self-efficacy** - Reflect on your needs, aspirations and wants
- **Motivation & perseverance** - Be determined to turn ideas into action
- **Mobilizing resources**- Get and manage the material, non-material and digital resources
- **Financial & economic literacy** - Estimate the cost of turning an idea into a value-creating activity
- **Mobilising others** - Inspire and enthuse relevant stakeholders
- **Planning & management** - Set long, medium and short-term goals
- **Coping with uncertainty, ambiguity & risk** - Make decisions when the result of that decision is uncertain, when the information available is partial or ambiguous, or when there is a risk of unintended outcomes
- **Working with others** - Work together and cooperate with others to develop ideas and turn them into action

Introduction to the GrowINg approach to entrepreneurial skills

Lecture 2

The 10 entrepreneurial competences of the Growing approach

GrowINg

Presentation of the entrepreneurial self-assessment tool Growing

Lecture 3: Presentation of the GrowINg Tools

Three tools were designed to support SMEs in the assessment, development, and consolidation of employees' entrepreneurial mindset and skills:

Online entrepreneurial skills assessment tool



Self-assessment tool for the evaluation of employees' entrepreneurial skills.



Its aim is to support the identification of employees' entrepreneurial skills that need to be strengthened or reinforced.



Handbook for Entrepreneurial skilled employees



It consists of the guidelines for the use of the online self-assessment tool.



It will include activities and strategies to be implemented in the company, fostering the continuous update of employees' entrepreneurial skills.



Entrepreneurial Challenges



Internal contests to be launched in SMEs to engage and mobilize employees in solving problems



Employees are challenged to identify or find a solution to a problem or aspect to be improved in the company.



Sum up of the activity

Activity 2: Reflection activity

Growing



Reflect on the session and try to answer the following questions:

- What were the main issues addressed in the session?
- What are the most important things you retained



GrowINg Entrepreneurial Tools

GrowINg

Presentation of the entrepreneurial self-assessment tool

- Presentation of the tool
- Simulation of the tool



Handbook for entrepreneurial skilled employees

- Presentation of booklets
- Presentation of the handbook
- Simulation of one activity



Entrepreneurial challenges

- Entrepreneurial challenge
- Short role-play



Presentation of the entrepreneurial self-assessment tool

Lecture 4

Understanding the online self- assessment tool

Benefits of self-assessment strategies

- A higher level of employees' engagement and commitment in the assessment and strengthening of the skills
- To reinforce employees' self-awareness and self-knowledge
- To increase employees' self-confidence and trust
- A better match between employees' skills and occupation competences required
- To plan and implement strategies related to career guidance and capacitation of employees

Presentation of the entrepreneurial self-assessment tool

Lecture 4

Understanding the online self- assessment tool

Online questionnaire with **45 statements**, structured to allow employees to know their **level of proficiency** in **10 entrepreneurial skills**, available [here](#).

BASIC	<ul style="list-style-type: none">• Requires support from others or low level of autonomy
INTERMEDIATE	<ul style="list-style-type: none">• With some guidance and jointly with peers, assuming a certain level of responsibility
ADVANCED	<ul style="list-style-type: none">• Autonomously or together with others, taking responsibility for making decisions
EXPERT	<ul style="list-style-type: none">• Guiding and supporting others and contributing to the innovation and growth of others

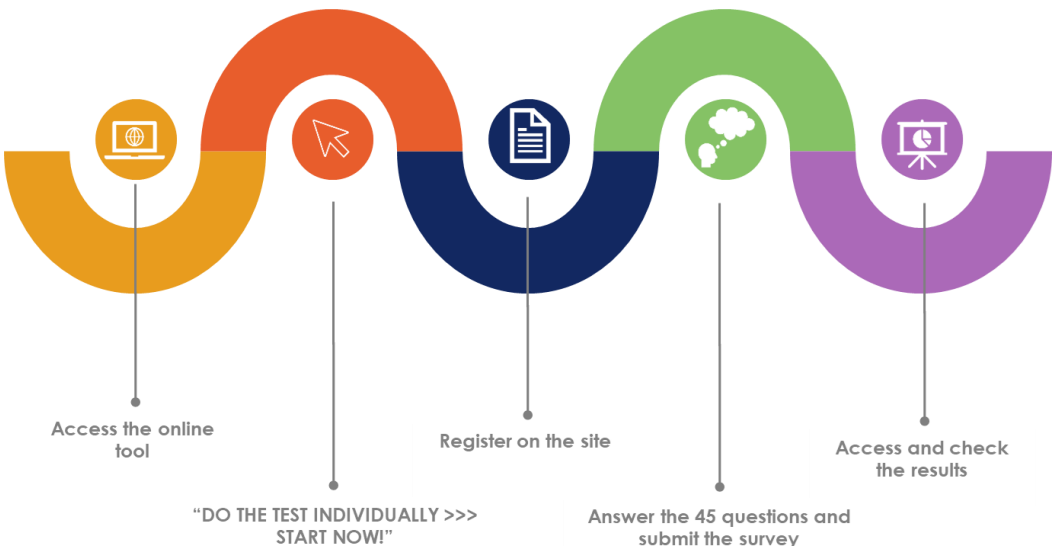
How does it work?

Presentation of the entrepreneurial self-assessment tool

Lecture 4

Understanding the online self-assessment tool

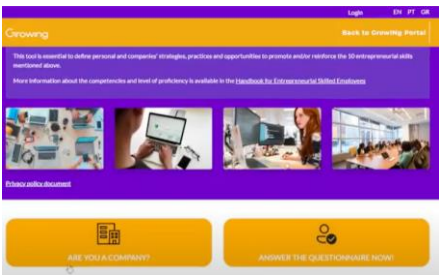
Growing



Individual



Company



Understanding and using the results

Presentation of the entrepreneurial self-assessment tool

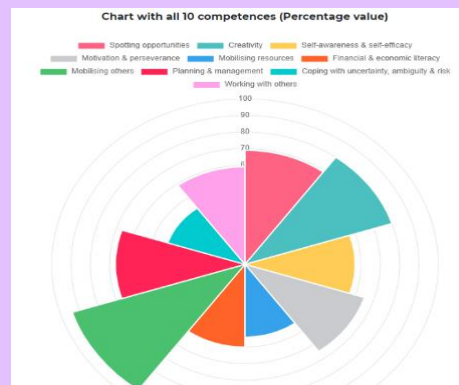
Lecture 3

Presentation of the GrowINg Tools

GrowINg

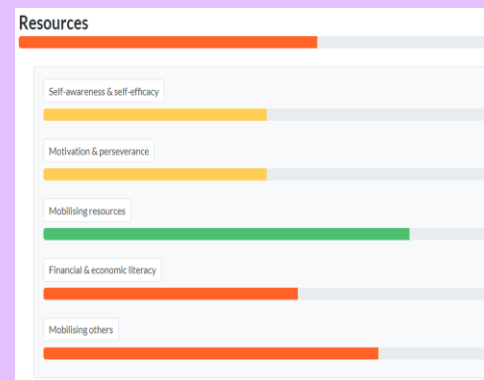
Chat with 10 competences

Global overview
of the level of
proficiency of the
competences in
percentage



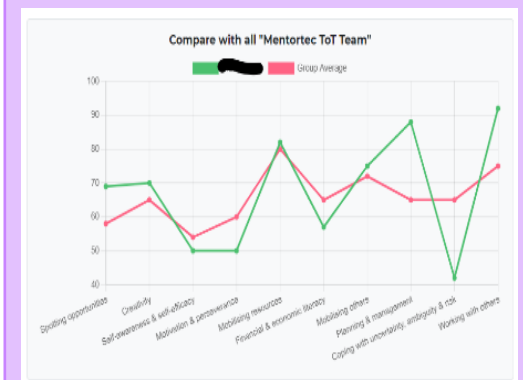
Full details

Check the level
of proficiency
per each one of
the criteria



Comparative results

Chart to
compare results
with the
average of
respondents



Presentation of the entrepreneurial self-assessment tool

Lecture 3

Presentation of the GrowINg Tools

Growing

Understanding the levels

◆ **0% to 25%**

◆ **Red**

◆ **Basic**

- The employee reveals the ability to use competence when having adequate support from others. Nevertheless, it is important to reinforce the competence allowing the individual to be more autonomous at this level.

◆ **26% to 50%**

◆ **Orange**

◆ **Intermediate**

- The employee is able to use the competence while cooperating with peers or benefiting from some guidance, assuming a certain level of autonomy. However, it is necessary to strengthen this competence to be able to assume a higher level of responsibility.

◆ **51% to 75%**

◆ **Yellow**

◆ **Advanced**

- The employee is able to use the competence autonomously or together with others, taking responsibility for making decisions. Having the opportunity of reinforcing this competence, the individual will be able to guide and support others as well.

◆ **76% to 100%**

◆ **Green**

◆ **Expert**

- The employee is able to use the competence autonomously and to guide and support others, contributing to their innovation and growth. Excellent!

Using the tool

Presentation of the entrepreneurial self-assessment tool

Activity 4

Simulation of the use
of the entrepreneurial
self-assessment tool

1. Establish groups of 4 elements and define the element that will be the HR manager of the company
2. Together visualize the video to proceed with the registration of your company (real or created in the training)
3. After the video, create the profile of the company, groups and 4 PIN codes
4. Once the group has the PINs, each element will need to fill in the questionnaire (using one of the PINs)
5. After all elements answer the questionnaire, follow the handbook to better understand the results

The online self-assessment tool is complemented with **45 activities** identified and explicitly prepared to support companies in developing employees' entrepreneurial skills

Image insights	Alternate uses	Draw this	Context developing	Unleash your creative mind	Brainwriting	6 thinking hats
I am a creative thinker	I am an innovator	The winning lottery ticket	Establish an overview	Sustainable strategy	Define your priorities	A well-oiled machine
Adapt to change	Team updates	Leading a team-building updates	Working better together	Past, present, future tools for working better together	Being an outsider!	Risk workshops
Mentoring sessions	Learn to adapt	Building resilience and psychological security	The Johari Window	Personality type tests	The freedom diagram	Work with your choice of words
Emotions in the envelope	Outdoor scavenger hunt	Visualize your goals	My resilience plan	Uprooting the unhelpful thinking	Office Tank	Greener Tomorrow!
Circadian rhythm	Emergency round table	Enthusiasm is an engine!	Kaizen debates	Good morning meetings	My media buddy	Finance labs
		Visit around the leading companies	News about... taxation rules	Start with why		

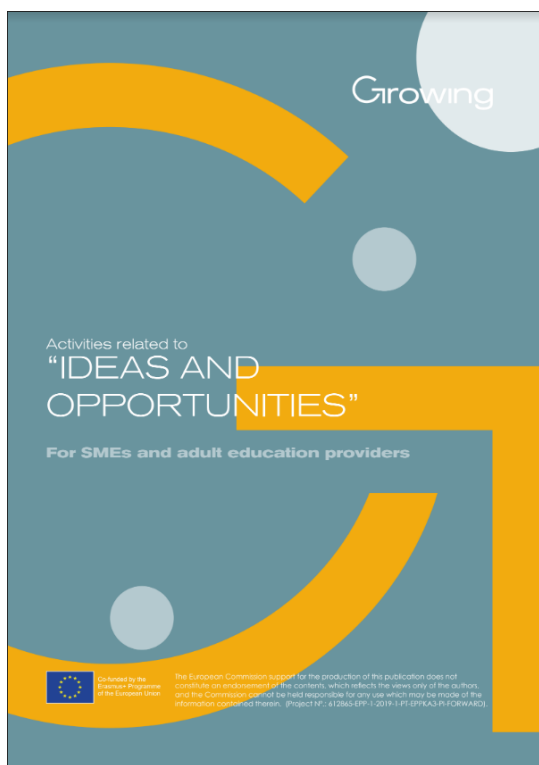
Handbook for entrepreneurial skilled employees

Lecture 4

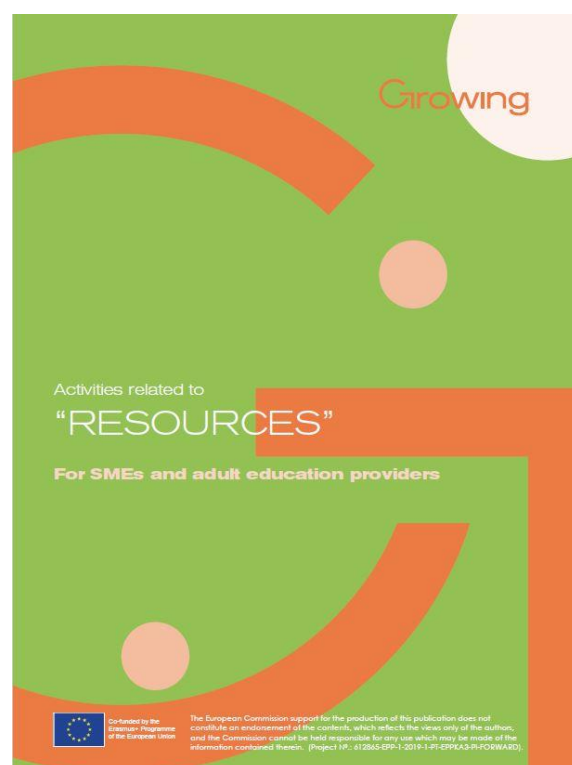
Knowing the handbook

All of the activities are available in the 3 booklets, according to the area to which they belong to:

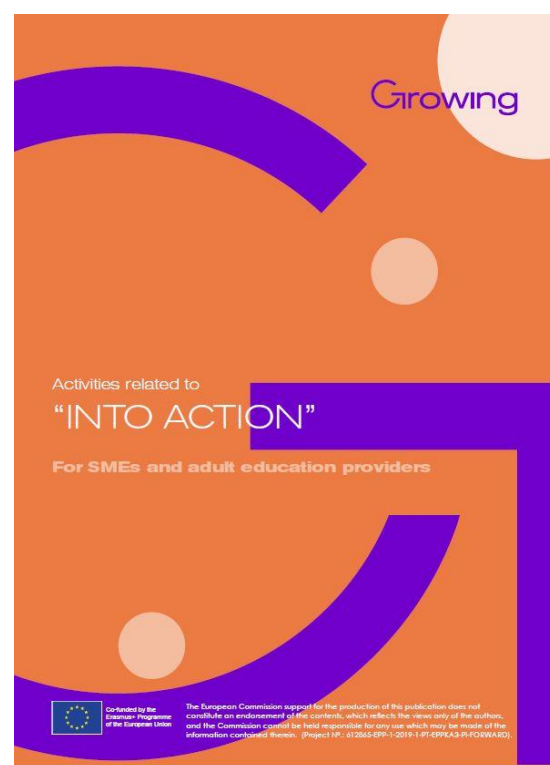
Ideas and Opportunities



Resources



Into Action



Handbook for entrepreneurial skilled employees

Lecture 4

Knowing the handbook

Growing

All of the activities are available in the 3 booklets, according to the area to which they belong to:

Ideas and Opportunities

Image
insights

Draw this

Resources

Being an
outsider!

Working
better
together

Into Action

Office Tank

Personality
type tests

Handbook for
entrepreneurial
skilled
employees

Activity 5

Simulation of
activities

Growing

Guidelines

- Participants launch these internal contests in their companies, contributing to the raising of awareness of employees of SMEs to the impact of development of entrepreneurial skills in their personal, social and professional lives;
- A total of 24 contests are expected to be promoted and related to entrepreneurial actions generating innovative ideas in SMEs;
- Development of a Catalogue of Entrepreneurial Winning Ideas with contributions from all SMEs.

How to plan and implement the challenges?

The Entrepreneurial Challenges are internal contests to be launched in Small and Medium-sized Enterprises (SMEs) in which employees are challenged to identify or find a solution to a problem or aspect to be improved in the company. The idea is to identify at least one challenge/improvement that the representatives from the company would like to overcome/change and introduce it to all employees, who, in teams of 3-5 elements, will present and introduce a possible solution/improvement. The challenge/improvement needs to be related to one of the three topics of the GrowINg project:

- Learning at the workplace
- Employees' career management
- Employees' entrepreneurial skills

How to plan and implement the challenges?

The organizer and Jury

The companies need to identify an organizer of the contest, be responsible for presenting it to the company, and support/guide the teams participating in the contest. A jury responsible for evaluating the solution/improvement will also be defined, should include at least 3 members, namely a:

- Manager/director
- A representative from the human resources or training department
- Representative from employees

The team

Each team is composed of 3 to 5 employees and one of the elements takes the leadership, including communication with the challenge organizer. The teams are free to plan the cooperation work and introduce a solution/improvement as they wish.

How to plan and implement the challenges?

The contest

The process of launching the internal contest in the company is as follows:

- The company identifies a challenge or possibility of improvement, briefly describing its goal of it
- The contest organizer launches the contest to all companies, presenting the objectives of the contest, the challenge, the timeline, the ways of participation , the members of the jury and the process of cooperation between the members of the teams
- The teams should have, at least 3 weeks, to identify a possible solution/improvement
- The jury will analyse the solution/improvements, selecting the best one
- The company will organise the **Entrepreneurial Day**, where each team will introduce their idea in up to 5 minutes and get feedback from the jury
- The winning ideas will be presented at the **Entrepreneurial Conference** and integrated into the

Catalogue of Entrepreneurial Winning Ideas

Entrepreneurial challenges

Lecture 5: Entrepreneurial challenge

Growing

How to plan and implement the challenges?

Analysis and evaluation

The jury will analyse and select the winner solution/improvement following the following criteria:

CRITERIA	Points
The solution/improvement answers to the solution/improvement presented.	1- Not at all 2- To a certain point 3- Totally
The solution/improvement is innovative and doesn't exist in the company.	1- Not at all 2- To a certain point 3- Totally
The solution/improvement is suitable to be implemented in the company.	1- Not at all 2- To a certain point 3- Totally
The solution/improvement benefits every one of the companies.	1- Not at all 2- To a certain point 3- Totally

Divide the group into small groups and allow them to identify a challenge or possibility of improvement in a company. Each group will have 5 minutes to present the idea and all together participants debate the different ideas, identifying other ones.





Implementation and evaluation

Growing

Entrepreneurial tools

Implementation at the workplace

Entrepreneurial self-assessment tool

Test the entrepreneurial self-assessment tool at your company:

- 🕒 Select a group of 3 employees
- 🕒 Present them the entrepreneurial self-assessment tool (Company mode)
- 🕒 Ask each one to respond to the online questionnaire

Check the results. For each one of the questionnaires:

- 🕒 Get the 10 Competences chart and the Comparative Results chart
- 🕒 Fill the template ***Company Implementation of the self-assessment tool***

Entrepreneurial tools

Implementation at the workplace

Handbook for
entrepreneurial skilled
employees

Growing

Analyse the results:

- 🕒 Select the competences that you think you must improve at your team
- 🕒 Select 2 activities from the handbook that can help you improve team entrepreneurial skills
- 🕒 Test the activities with your team
- 🕒 Fill the template ***Company Implementation of the activities of the handbook***

Plan and prepare the entrepreneurial challenges in your company:

- 🕒 Organize and mobilize the internal team
- 🕒 Define the jury and the timeline of the activity
- 🕒 Identify the problem or challenge and launch it to all employees
- 🕒 Announce the winning ideas and celebrate it

Entrepreneurial
tools

Implementation at the
workplace

Entrepreneurial
challenges

Growing

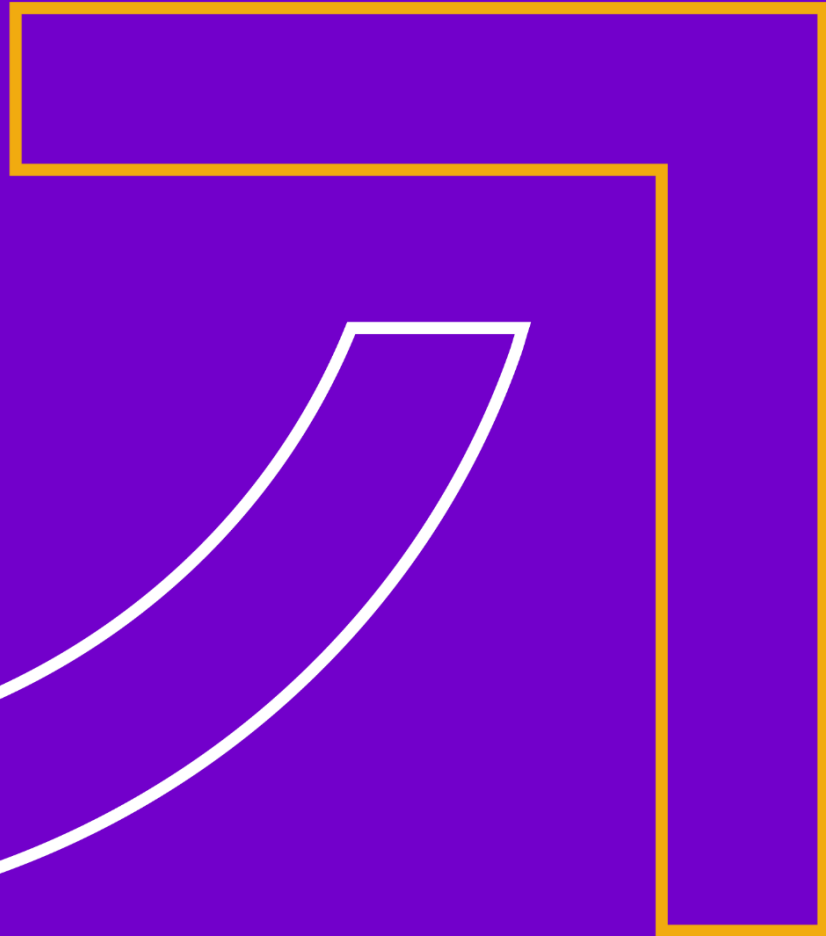
Entrepreneurial tools

Evaluation of the module

At the end of implementation, evaluate this training module.

Fill the ***Evaluation Questionnaire M3***

Thank you for being part of the project!



Growing