Timetable and Structure of Workshops

Innovative Trainer
CESSIT Partners:

SPI
Ana Solange Leal
E-mail: analeal@spi.pt
URL: http://www.spi.pt

RPIC-VIP, s.r.o.
Eva Homolová
E-mail: homolova@rpic-vip.cz
URL: http://www.rpic-vip.cz

E.N.T.E.R.
Petra Kampf
E-mail: petra.kampf@enter-network.eu
URL: http://www.enter-network.eu

DIT
Thomas Cooney
E-mail: thomas.cooney@dit.ie
URL: http://www.dit.ie

AHE
Justyna Rodej
E-mail: jcodej@ahe.lodz.pl
URL: http://www.ahe.lodz.pl

LAEA
Ingrida Mikisko
E-mail: ingrida@laea.lv
URL: http://www.laea.lv

ASSOCIATED PARTNER:

APTES
Claudia Gonzalez
e-Mail: claudia.gonzalez@aptes.ch
URL: http://www.aptes.ch
CONTENT

1. Introduction 4

2. Description of workshop 6
   2.1 Aim of workshop (generally) 6
   2.2 Workshop’s methodology 7
   2.3 Target group 8
   2.4 Participation 9
   2.5 Size of the groups 9
   2.6 Trainers 9
   2.7 Time and place 9
   2.8 Stationary and other materials 10
   2.9 Evaluation/certification 10
   2.10 Benefits for participants 10
   2.11 Results 11

3. Program of workshops 11
   3.1 The role of creativity 12
   3.2 The entrepreneurial spirit 13
   3.3 Action for the future 15

4. Summary 16
1. Introduction

Creativity, entrepreneurship and innovation are increasingly important in the current job market, especially for more flexible workers. CESSIT Project aims at providing adult trainers with the necessary tools to develop these aspects amongst early-school leavers.

CESSIT Project was funded by the European Commission, started in 2009, with activities planned throughout 6 different European countries: Austria, Czech Republic, Ireland, Latvia, Poland and Portugal also in Switzerland (associated partner). It is the intention of this project to contact directly with the target group, namely adult trainers working with early school leavers (ESL). The partnership understands by early school leavers those who left school before legal age of their country or before achieving the lower legal document possible.

In order to achieve aim, the consortium established the following objectives for the project:

- to assess the actual needs of adult educators dealing with ESL;
- to identify training techniques and methods used by trainers that have been successful to help their learners to develop new competences (namely, creativity and entrepreneurial spirit);
- to provide a tool to adult educators and training managers which support them in developing transversal competencies such as creativity and an entrepreneurial spirit and having them more aware of the importance of these competences;
- to promote practical workshops at national level for trainers’ exchange experiences and to discuss the impact of creativity and entrepreneurship aspects on training and competences development;
- to disseminate the project results at a European level among the target-groups

Academy of Humanities ands Economics in Lodz (Poland) has a huge knowledge and experience in preparing workshops. In cooperation with Center of Creativity and Entrepreneurship undertake training activities since 1999.

The main tasks in Work Package 3 entrusted with Polish partner (AHE) are following:
- **Guidelines for European Trainers and Managers** - to be used as a working tool, both by adult educators and training managers, in supporting them integrating transversal competencies such as creativity and an entrepreneurial spirit in training programs addressed to ESL;

- **National workshops for trainers** - each partner country will promote 3 free workshops addressing creativity and entrepreneurship aspects and their impact on training and competences development;

CESSIT project aims at helping trainers to improve their pedagogical approaches and to increase adult training attractiveness and effectiveness.

We believe that both the national workshops and the guidelines will become a source of essential knowledge for trainers and managers involved in working with ESL.
2. Description of workshop

1.1 Aim of workshop (generally)

Workshops are one of the best methods to gain “know-how”, to develop the practical skills, mainly by exchanging experiences and discussing the impact of creativity and entrepreneurship aspects on training and competences development. It is possible to gain knowledge by attending seminars and lectures; however, we truly believe that active methods like workshops allow having individual personal experience, and transforming scientific knowledge into everyday activity and practice. This way of teaching is especially important because one of the reasons the final beneficiaries left the educational system was “too much theory and things that are not useful” according to the survey conducted for the CESSIT project.

Workshops help to develop openness, ability to communicate and active-listening, and those abilities were valued as the most positive by ESL. Its active character improve not only knowledge on the creativity, entrepreneurship and didactics, but also social skills needed for work with people, who expect authority based on respect but not fear and building motivation by enhancing students to reach their potentials, also by taking responsibility for own decisions and behaviors. Those social skills are the most needed by educators as it was shown in the Needs Analysis Report. Participating in this kind of workshops means developing working methods in practical way, but also gives a chance for personal development, which is the basis for work with people, where one of the way of learning is modeling. Effective trainers are those that can use the knowledge and present the skills to the trainees, not only talk about them.

What it is important is also a chance to give participants of the CESSIT project possibility to find new motivation and inspiration for their work by experience exchange, and creative attitude used by Partners.
1.2 Workshop’s methodology

The methodology presented below is proposed to be used while developing the content of the workshop; however, each Partner is free to decide what methodology will follow. Proposed methods are created by Prof. M. K. Stasiak (Academy of Humanities and Economics, Lodz). The base of those workshops are specially constructed activities, called “try again” activities, that help to develop creative attitude and ability to cross own boundaries in order to find new solution.

**WORKSHOP – STRUCTURE ACCORDING TO PROF. M.K. STASIAK**

1. Building a group
2. Identification of the main difficulty
3. Confrontation
4. Mutual learning
5. Including new skill into the daily habits – project

Workshops’ structure is based on the same theory of intentional creativity and group process. It includes the realization of the aims of workshops in such a way, that participants have a chance to solve real difficulties and problems concerning the topic and end it with practical solutions, inspirations and thoughts, coming from the knowledge exchange and individual work. It is also based on theories of group process and includes space and use of emotions that appear during the workshop, as emotional ground of learning process make it more efficient.

Partners have thought of the three workshops as a part of one process, that is why not only each workshop is based on the structure given below, but all three are part of cycle, which has the same structure as workshop to achieve the aims of project.

Method “try again” is worth mentioning as great tool of enhancing not only the number of various solutions, but also awareness of others, and the ability to use the differences for own development. It is based on the theory of intentional creativity, where the main stress is put on developing autonomy of the learner and his ability to intentionally look for various
solutions, also ability to look for inspiration in other people bringing new, sometimes surprising perspective. This method is focused on developing curiosity in other human being, seeing his difference as a chance for own development. “Try again” allows to confront solutions, attitudes, thoughts and values of participant and use of this confrontation for intentional and aware creating innovative acting implemented later on in everyday life. Innovative act in this theory means not only a brand-new solution, but also one that is bringing something good for the doer and his environment.

Activity - structure according to Prof. M.K. Stasiak

1. Instruction

2. Task execution

3. Confrontation

4. “Try again” instruction

5. Task execution

6. Confrontation and reflections

That kind of activity allows the participant to confront own ideas with the ideas of others, discuss it, and develop brand new solution. It also develops the ability to appreciate the autonomy of other person, the ability to resist from changing her/his point of view, but treat his/her ideas as inspiration for change in own life. Full respect for participants and their point of view, attitudes, solutions helps to develop the ability to accept future clients and their way of thinking of their life, and in the same time, workshop stimulate the ability to confront them with results of that thinking and motivate to change – the subjective approach.

1.3 Target group

The main target groups of CESSIT project are:

- trainers and teachers of ESL and other stakeholders dealing with ESL

- training managers
Participants of workshops will be gathered from those groups, as they are the direct beneficiaries of the workshops created for the needs of the project.

The final beneficiaries of CESSIT and Early School Leavers (ESL), understood as those, who left school before the legal age of their country or before achieving the lower legal document possible.

### 1.4 Participation

Participation in every workshop is free. No prior preparations are required. If possible, the same group of participants should attend all three workshops from the area of creativity, entrepreneurship and future planning, though it is not required.

All workshops will be carried out at national level, each Partner will collect participants in own country.

### 1.5 Size of the group

Participants will be divided into groups, in each group between 8-10 participants.

### 1.6 Trainers

The number of trainers for each workshop should be decided by each Partner, according to their internal skills and staff availability. It is recommended that trainers work in pairs, however, the final decision is made by each Partner. If trainers are not the same for the whole cycle, it is recommended to organize a meeting for sharing the topic discussed in the previous workshops.

### 1.7 Time and place

- Each workshop should last 2 days (it is recommended two days in row), each day – 6-8 hours including one hour for lunch/dinner and short coffee breaks, however, it may be adjusted to the local needs and preferences by each Partner separately.

- First workshop (The role of creativity) will take place in October/November 2010;
Second workshop (The entrepreneurial spirit) will take place in the beginning of January 2011;

Third workshop (Actions for the future) will be carried out in 2 separate sessions. Each session shall be implemented after the realization of first workshop and second workshop. The first day of the third workshop will take place in October or in November 2010 (before second workshop), the second day of the third workshop will take place in January or February 2011 (after second workshop).

All three workshops will also take place in following order:

- W1 - The role of creativity (2 days) in October 2010;
- W3 - Actions for the future (1 day) in November 2010 (before W2);
- W2 - The entrepreneurial spirit (2 days) in the beginning of January 2011;
- W3 - Actions for the future (1 day) in February 2011 (after W2).

The particular date and place of workshops will be appointed by each Partner separately, according to local preferences.

1.8 Stationary

Stationary and other materials needed for workshop will be organized by each Partner separately, according to the needs of own country.

1.9 Evaluation/Certification

- All three workshops will be evaluated.

- Participants will receive a certificate of each workshop in which he/she has been present:

  - one certificate for the workshop “The role of creativity”;
  - one certificate for the workshop “The entrepreneurial spirit”;
  - one certificate for the first day of third workshop “Actions for the future”
• one certificate for the second day of third workshop “Actions for the future”.

1.10 Benefits for participants

Participants will elaborate new solutions for working with ESL with the use of creative and enterprising methods. They will learn how to transfer this knowledge of developing creativity and improving enterprising skills, in order to inspire their trainers for further development.

Workshops will create a chance to improve social skills, initiative and will raise the awareness how crucial are those skills and creativity in becoming active and open-minded trainer. Course on creativity, entrepreneurial spirit and future planning is the opportunity for aware reflection of own skills and behaviors. What is more, the methods tools of creative thinking used during workshops can be inspiration to plan a regular change in environments where those skills are needed in everyday life.

1.11 Results

Improved skills in the area of creativity and entrepreneurship.

Bank of ideas of innovative solutions in work with ELS, available for each participant.

3. Program of workshops

To achieve aims of the project Partners will prepare three workshops on:

1/ The role of creativity (two days in a row)

2/ The entrepreneurial spirit (two days in a row)

3/ Actions for the future (two separated days)
3.1 The role of creativity

This workshop is prepared by Partners to develop creative thinking and attitude toward own life and work. Exploring methods of creative thinking like brainstorming and mind mapping, developing creative skills like inductive and deductive thinking, associations, metaphors, abstraction and transformation are the beginning for developing creative approach. Use of “try again” activities are crucial in this workshop as they allow confronting participants with stereotypes and routines in their thinking.

When: in October 2010

Objectives:
- Developing creative approach
- Improving creative skills
- Introducing creative methods like brain-storming, mind-mapping, “try again” and its use in education
- Enhancing creative attitude at work and life of participants
- Exploring creative solutions to problems

Duration: 8 hours each day

Contents/Program: Day 1

<table>
<thead>
<tr>
<th>TIME</th>
<th>CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning Session</strong></td>
<td>• Presentation of trainer/s and participants.</td>
</tr>
<tr>
<td>4 hours</td>
<td>• Introduction of CESSIT Project and Workshop Objectives.</td>
</tr>
<tr>
<td></td>
<td>• Building the group (The activities that allow participants and trainers get to know each other, their names, work, experiences, hobbies and so on, in creative way and stimulating group process – activities giving a chance for personal conversations, in pairs and small groups, later group activities giving a chance for team work).</td>
</tr>
<tr>
<td></td>
<td>• Identification of needs and contract (This part is crucial for the workshop, the participants create the set of rules for example: don't criticize, speak in your own behalf, talk freely about emotions and opinions. In this part trainers should also define the needs of participants and their vision of workshop in order to address their needs fully. It is also time for presenting Needs Analysis Report).</td>
</tr>
<tr>
<td><strong>Afternoon Session</strong></td>
<td>• Introduction to creativity (Set of activities to introduce the creativity and its role in people’s life. Those activities are also to introduce the method of brain-storming and mind-mapping that are going to be used later during the workshop).</td>
</tr>
</tbody>
</table>
3.2 The entrepreneurial spirit

This workshop is created by the Partners to raise the entrepreneurial spirit among participants and to develop their ability to motivate the people with whom they work in order to develop their sense of entrepreneurship and to help them to find the inspiration to continue building their education. By exploring the meaning of entrepreneurship, both general and individual, the participant will discover the opportunity to find solutions to the challenges that they will meet in their professional and private life.

When: in the beginning of January 2011

Objectives:
- To improve one’s enterprising skills in both a personal and a professional arena
- To engender an understanding of how to bridge one’s own limits in order to improve their effectiveness in the workplace
- To build awareness of the possibility for personal development through the workplace

Duration: 6 hours each day

Contents/Program: Day 1

<table>
<thead>
<tr>
<th>TIME</th>
<th>CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Session 3 hours</td>
<td>• Opening the workshop - greeting and building the group dynamics. Introduction to CESSIT Project.</td>
</tr>
<tr>
<td></td>
<td>• Who is the Entrepreneur? Build the person, build the business. (Basic networking and communications, Visualisation techniques and fostering creativity, Exploration of the self and self-belief, Action planning towards achieving goals).</td>
</tr>
<tr>
<td></td>
<td>• How do I write a business plan? Writing an effective business plan. Developing personal skills (Advanced Networking and Communication Skills, Time Management, Motivating self and others).</td>
</tr>
<tr>
<td>Afternoon Session 3 hours</td>
<td>• What legal issues need to be considered? Legal issues. Overcoming challenges (Advanced Networking and Communications, Planning).</td>
</tr>
<tr>
<td></td>
<td>• What is management &amp; operations? The role of operations management. Technology: Scheduling Tools, Contact Management Tools.</td>
</tr>
</tbody>
</table>

Contents/Program: Day 2

<table>
<thead>
<tr>
<th>TIME</th>
<th>CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Session 3 hours</td>
<td>• What marketing strategy needs to be developed? Marketing activities; Technology: Print Marketing Tools, Website Management.</td>
</tr>
<tr>
<td></td>
<td>• How can I develop my communication skills? Business Communications; Technology: Presentation Tools, Online Collaboration Tools.</td>
</tr>
<tr>
<td></td>
<td>• How can technology management help me? Managing technology for business; Technology: Setting Priorities, Bringing IT tools together.</td>
</tr>
<tr>
<td>Afternoon Session 3 hours</td>
<td>• Where do I get Finance? Raising Finance; Technology: Common financial documents, Expense tracking tools, Advanced (Pivot Tables).</td>
</tr>
<tr>
<td></td>
<td>• Bringing it all together, Integration of IT and business skills for entrepreneurship. The next step.</td>
</tr>
</tbody>
</table>
3.3 Actions for the future

This workshop is the last workshop, closing the cycle. It’s aim is to gather the results of the previous workshops in order to improve creativity and entrepreneurial spirit in working environment of participants.

Day 1 - Actions for the future: Improving Creativity in Training.

When: after the implementation of workshop “The role of creativity”

Objectives:
- To present the project and its aims
- To present the main results on Workshop 1
- To explore the relationship between Creativity and Training
- To formulate recommendations to improve Creativity in Training.

Duration: 6 hours

Contents/Program:

<table>
<thead>
<tr>
<th>TIME</th>
<th>CONTENT</th>
</tr>
</thead>
</table>
| Morning Session       | • Presentation of trainer/s and participants  
| 3 hours               | • Introduction of CESSIT Project and Workshop Objectives  
|                       | • Creativity: exploring the concept  
|                       | • Creativity and Adult Training: presentation of the main results of the 1st workshop (participants, activities implemented, feedback from participants and trainer/s, etc.) |
| Afternoon Session     | • Presentation of case-studies (techniques, training programs, seminars, workshops, other activities that have proven to be successful in promoting creativity in training)  
| 3 hours               | • Brainstorming: recommendations to improve creativity in training.  
|                       | • Workshop assessment and closure.                                                                                                        |

Day 2 - Actions for the future: Boosting Entrepreneurship Skills among ESL.

When: after the implementation of workshop “The entrepreneurial spirit”

Objectives:
- To present the project and its aims
- To present the main results on Workshop 2
- To explore the relevance of Entrepreneurship Skills in the Labour Market
To discuss the role of Training in improving Entrepreneurship Skills
To formulate recommendations to boost Entrepreneurship Skills among ESL.

Duration: 6 hours

Contents/Program:

<table>
<thead>
<tr>
<th>TIME</th>
<th>CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Session</td>
<td>• Presentation of trainer/s and participants</td>
</tr>
<tr>
<td>3 hours</td>
<td>• Introduction of CESSIT Project and Workshop Objectives</td>
</tr>
<tr>
<td></td>
<td>• Entrepreneurship and Labour Market: exploring the relationship</td>
</tr>
<tr>
<td></td>
<td>• Training as a means to improve Entrepreneurship Skills:</td>
</tr>
<tr>
<td></td>
<td>presentation of the main results of the 2nd workshop (participants,</td>
</tr>
<tr>
<td></td>
<td>activities implemented, feedback from participants and trainer/s, etc.)</td>
</tr>
<tr>
<td>Afternoon Session</td>
<td>• Presentation of case-studies (techniques, training programs, seminars,</td>
</tr>
<tr>
<td>3 hours</td>
<td>workshops, other activities that have proven to be</td>
</tr>
<tr>
<td></td>
<td>successful in boosting Entrepreneurship Skills among ESL)</td>
</tr>
<tr>
<td></td>
<td>• Brainstorming: recommendations to boost Entrepreneurship Skills</td>
</tr>
<tr>
<td></td>
<td>among ESL.</td>
</tr>
<tr>
<td></td>
<td>• Workshop assessment and closure.</td>
</tr>
</tbody>
</table>

4. Summary

Each workshop will be a brief intensive course emphasizing interaction and exchange of information, knowledge and experience among participants of CESSIT Project. Participants will receive an opportunity to develop their skills in training at the very practical level; attending different activities will enable them not only to know themselves much more deeper, but also will help understand them, how important role play creativity and entrepreneurship in their professional life.

“The role of creativity” is devoted to developing creativeness and creative thinking and exploring innovative tools of learning as well. It will help to break schemas and find new solutions in different, sometimes difficult or unusual situations in work or in life.

“The entrepreneurial spirit” will focus on raising the entrepreneurial spirit among participants and showing them, how motivate people who finish their education too early, to find the inspiration for further learning.

“Actions for the future” will be a chance for participants to gather the results of the previous workshops in order to improve their new acquired skills.
Working with people, especially training other people, takes a lot of doing, permanent development and searching new solutions in order to improve training competences. We strongly believe, that these workshops will support participants CESSIT in developing transversal competencies such as creativity and an entrepreneurial spirit and give them more awareness of the importance of these competences in dealing with early school leavers (ESL).