



**FINE2WORK**

## **FINE2WORK: Promoting financial, digital and entrepreneurial competences for vulnerable adults (women) with restricted access to the digitalised market (home based)**

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Intellectual Output 2: FINE2WORK Educational Pack: Benchmarks and Indicators For Competence Framework – Learning Modules

Descularte & Ruse Chamber of Commerce and Industry

**Emphasys**  
CENTRE



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## MODULE 1: ENTREPRENEURIAL COMPETENCIES

### 1. General description of the module

This module will provide basic understanding and some of the first steps in the process of setting up and starting a business. It will define and explain some of the cornerstone concepts in entrepreneurship, such as refining a business idea, finding and exploiting opportunities, acquiring and utilizing resources. It will also be useful as an overview of underlying characteristics that are important for one to perform their role as an entrepreneur in a successful way.

### 2. List of Topics:

#### **Topic 1:** Ideas and Opportunities

**Short description:** This topic will provide information regarding the important steps one has to follow to become an entrepreneur, what actions should be able to take beyond his requirements and act fast and before he is asked, how to face significant obstacles, how to use limited resources and looks for different but efficient approaches to resolving problems and achieving goals. An entrepreneur always measures his actions as well as the consequences and impact of his projects.

#### **Topic 2:** Creativity

**Short description:** This topic will provide information regarding the importance of creativity in an entrepreneur and how it contributes to a successful business.



**Topic 3:** Self-awareness and self-efficacy

**Short description:** This topic will provide guidelines in self-awareness, and will point out some obscure, but important personal traits, that builds a capacity to execute behaviors necessary to produce specific performance attainments

**Topic 4:** Motivation and perseverance

**Short description:** This module will help in building and understanding the skills, needed for motivation of self and others. It will also provide some ideas how to persist in the effort to do or achieve something despite difficulties, failure, or opposition

**Topic 5:** Taking the initiative (planning and management)

**Short description:** This module will provide information and skills in the crucially important topic of planning and managing tasks for a group or small team. It will also look into the practical side of everyday entrepreneurial life

**Topic 6:** Learning through experience and working with others

**Short description:** This module will teach how to extract valuable experience from past actions and mistakes, and how to make your network of friends and acquaintances work for your goals and mutual interests. It will take on some soft skills like networking with others, building new contacts and being professional about it

MODULE 1: ENTREPREUNERIAL SKILLS					
		<b>KNOWLEDGE</b> <i>(In the context of EQF, knowledge is described as theoretical and/or factual)</i>	<b>SKILLS</b> <i>(In the context of EQF, skills are described as practical)</i>	<b>ATTITUDE</b> <i>(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)</i>	<b>Activities/Lesson Plan</b>



<b>Topic 1.1:</b> Spotting opportunities and vision	<b>Main Objectives:</b> This topic intends to give the tools so one can identify and seize opportunities; identify needs and challenges and establish new connections.	<ul style="list-style-type: none"> <li>1. I understand what opportunities are</li> <li>2. I understand the importance of spotting and identify opportunities</li> <li>3. I understand how to find different challenges that need solutions</li> <li>4. I understand the importance of setting goals</li> <li>5. I understand why is important to imagine the future</li> </ul>	<ul style="list-style-type: none"> <li>1. I know how to identify opportunities</li> <li>2. I know how to recognize different challenges</li> <li>3. I know how to identify opportunities to solve problems</li> <li>4. I know how to set a goal</li> </ul>	<ul style="list-style-type: none"> <li>1. I am able to act in immediately in face of problems and opportunities</li> <li>2. I am able to recognize the targets needs and desires as well as their expectations</li> <li>3. I am able, in face of a situation, to be proactive.</li> <li>4. I am able to eliminate reactivity</li> <li>5. I am able to create attainable goals</li> </ul>	<ul style="list-style-type: none"> <li>1. Identify in various texts whether there were any lack of initiative and what resulted for the good of the business.</li> <li>2. Describe a certain target group.</li> <li>3. Identify, through case studies, different opportunities.</li> <li>4. Identify in videos of case studies, the result of the lack of goals.</li> </ul>
<b>Topic 1.2:</b> Creativity	<b>Main Objectives:</b> This topic aims to develop several ideas and opportunities to create value; explore and experiment with innovative approaches and combine knowledge and resources.	<ul style="list-style-type: none"> <li>1. I understand what creativity is</li> <li>2. I understand the importance of creativity</li> <li>3. I understand how to explore new ways to be creative</li> <li>4. I understand how to use creativity to solve problems</li> <li>5. I understand how to find examples of innovative products, services and solutions</li> </ul>	<ul style="list-style-type: none"> <li>1. I know how to use different techniques to develop ideas</li> <li>2. I know how to creativity to solve problems</li> <li>3. I know how to find use creativity for innovation</li> <li>4. I know how to use creativity to design value</li> <li>5. I know how to share ideas</li> </ul>	<ul style="list-style-type: none"> <li>1. I'm able to apply processes/approaches/solutions to boost creativity</li> <li>2. I'm able to use the imagination</li> <li>3. I'm able to express the ideas to others</li> <li>4. I'm able to imagine desirable future</li> <li>5. I'm able to share ideas</li> <li>6. I'm able to think outside the box</li> </ul>	<ul style="list-style-type: none"> <li>1. View case studies that are successful. Ex: Facebook and the success of Mark Zuckerberg</li> </ul>



		6. I understand how to use creativity to generate ideas			
<b>Topic 1.3:</b> Self-awareness and self-efficacy	<b>Main Objectives:</b> This topic will provide guidelines in self-awareness	<ul style="list-style-type: none"> <li>1. I understand what self-awareness is</li> <li>2. I understand the importance to identify my needs, interests and goals</li> <li>3. I understand why is important to identify my strengths and weaknesses</li> <li>4. I understand what self-efficacy is</li> <li>5. I understand the importance of self-efficacy</li> </ul>	<ul style="list-style-type: none"> <li>1. I know how to identify my needs, interests and goals</li> <li>2. I know how to identify my strengths and weaknesses</li> <li>3. I know how to identify the lack of self-esteem</li> <li>4. I know how to identify overconfidence</li> </ul>	<ul style="list-style-type: none"> <li>1. I'm able to identify my needs, interests and goals</li> <li>2. I'm able to believe in my strengths</li> <li>3. I'm able to identify my weaknesses</li> <li>4. I'm able to avoid the traps of low self-esteem</li> <li>5. I'm able to avoid the issues arising from overconfidence</li> </ul>	1. Create a table with your 'Strengths and weaknesses'
<b>Topic 1.4:</b> Motivation and perseverance	<b>Main Objectives:</b> This topic will provide some important understanding and skills in motivation and personal stability	<ul style="list-style-type: none"> <li>1. I understand what motivation is</li> <li>2. I understand why motivation is important</li> <li>3. I understand how to challenge myself to be motivated</li> <li>4. I understand the internal and external factors for motivation</li> </ul>	<ul style="list-style-type: none"> <li>1. I know how to motivate myself for challenges</li> <li>2. I know how to motivate myself</li> <li>3. I know how to motivate others</li> <li>4. I know how to avoid motivation blocks</li> </ul>	<ul style="list-style-type: none"> <li>1. I'm able to be motivated by challenges</li> <li>2. I'm able to provide moral support to team members</li> </ul>	1. Exercise: make an online reaserch and find a global company, where employees are happy to work for. Keep an eye for their comments about the management



<b>Topic 1.5:</b> Taking the initiative (planning and management)	<b>Main Objectives:</b> This topic aims to give initial idea of practical side of business life, like teamwork, initiative, planning and management	1. I understand why is important to take responsibilities 2. I understand why is important to have a plan 3. I understand how to divide the plan into tasks	1. I know how to take individual responsibilities 2. I know how to take group responsibilities 3. I know how to develop a plan 4. I know how to prioritize, organise and follow-up tasks	1. I'm able to encourage myself and others to take responsibilities 2. I'm able to plan, organise and follow-up tasks 3. I'm able to divide the work properly among team members	1. Draft a plan for your activities for the next week.
<b>Topic 1.6:</b> Learning through experience and working with others	<b>Main Objectives:</b> This module will teach how to extract valuable experience from past actions and mistakes, and how to make your network of friends and acquaintances work for your goals and mutual interests	1. I understand what learning through experience is 2. I understand the importance of learning through experience 3. I understand the importance to help others reflect on their achievements and failures 4. I understand how to filter the feedback provided by others and keep the good from it 5. I understand what teamwork is 6. I understand why teamwork is important in a workspace 5. I understand the basics of teamwork 6. I understand why is important to provide	1. I know how to reflect on failures (mine and others) identify their causes and learn from it 2. I know how to recognize what I have learnt from 3. I know how to provide constructive feedback to others 4. I know how to look for opportunities to improve my strengths and weaknesses 5. I know how to show respect to others 6. I know how to recognize the emotions, attitudes and behaviours in shaping others people's attitudes and behaviours and vice versa 7. I know how to provide feedback to individuals and teams	1. I'm able to reflect on (mine and others) failures 2. I'm able to try new things and take risks 3. I'm able to show respect to others 4. I'm able to work with a range of individuals and teams 5. I'm able to be open for new opportunities 6. I'm able to show empathy towards others 7. I'm able to contribute to group decision making constructively 8. I'm able to make connections with new people 9. I'm able to maintain a conversation on professional level	1. Calculate your online "networth" – the sum of your connections on social media profiles + phone contacts  2. Case study: Identify an example of a small business venture that reached global success – point out the strong traits of the management, or some of their failings.



		<p>feedback to individuals and teams</p> <p>7. I understand the important to contribute to group decision making constructively</p> <p>8. I understand the importance of establishing new contacts and cooperation with others (individuals and groups)</p>	<p>8. I know how to expand the network (contacts and cooperation)</p> <p>9. I know how to identify important networking opportunities</p> <p>10. I know how to draw attention to my ideas</p>		
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