

Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

Module Name: Entrepreneurial competences	
Topic 4 Title: Taking the initiative (Planning and management)	
Lesson Plan 10 – Taking on responsibilities	
Duration: 60 minutes	
Aim	This short lesson will provide some insight into the responsible behavior and why it's important, how to lead your team and partners, and what is important at the workplace.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> Classroom Internet access Personal device with internet access Power point presentation White board
Tools/ Materials	<ul style="list-style-type: none"> Handout 1
Main Tasks	<ol style="list-style-type: none"> 1. Task 1: Presenting the responsible behavior and responsible attitude concepts (20 mins) 2. Task 2: How to lead your team or partners (10 mins) 3. Task 3: Case study - five attitudes that are important in workplaces (see Handout 1) (10 mins) <ol style="list-style-type: none"> 3.1 Draft a plan for your activities for the next week (10 mins) 4. Task 4: Wrap-up (10 mins)

HANDOUT 1: Five attitudes that are important in workplaces

- **Respect for Others**

Respect in the workplace doesn't solely extend to the way employees interact with management. People who have self-respect don't do managers' bidding no matter what; they think for themselves and present alternative ideas at times, but respectfully. Employees should also have a respectful attitude when interacting with clients and customers as well as co-workers. Those with this type of attitude are willing to treat other people politely and professionally, even if they disagree with the other person's point of view.

- **Infectious Enthusiasm About Life**

Someone who is enthusiastic about life in general radiates a positive energy that rubs off on everyone around her. She dives into every project with interest, eagerly learns new skills and ideas and quickly applies them to her work. Some people are born with positive energy, but it can also be developed. Teach your staff to approach every situation, positive or negative, as a challenge and an opportunity.

Adopt a "glass half full" attitude in the company and encourage employees to build on it. Soon they'll extend an enthusiastic attitude toward co-workers, customers and everything they do.

- **Commitment to the Job**

Small businesses need employees who are not only committed to the goals and initiatives that affect the bottom line, but who also are committed to their particular positions. Employees project a committed attitude by showing a willingness to do whatever it takes to fulfill the duties of their positions and via the development of new ideas to make the company even better. When committed individuals work together as a team towards company goals, everyone benefits.

- **Innovative Ideas and Finding New Ways**

Employees with an innovative attitude don't shy away from trying something new or finding a different way to do things. Small businesses need employees who can think outside of the box and innovate new ways to accomplish existing tasks and approach goals. Employees with this type of attitude know their ideas might not work out to be the best way to do something, but that the biggest failure is not at least giving new ideas a shot.

- **Helpfulness with Others**

It is important to have a helpful attitude at work, whether that means assisting clients and customers with their needs or helping co-workers accomplish overall company goals. The more helpful an attitude employee have, the more people want to be around them at work and the more willing they are to partner with those employees on key projects and initiatives.