



ERASMUS+ Programme 2015 – KA2 Adult Education
Project nº: 2015-1-ES01-KA204-015937
Partner: KERIGMA

Employment and Women on the 21st century in Europe: From Household economy to SME economy (Small and Medium enterprises) – MUPYME Project

**IO4 Training plan Knowledge area “Enterprise organization and human resources”
Kerigma- Portugal**

Modules length: 36 hours

Training methodology: Presence

Prerequisites:

Trainer :

- Very good knowledge of the subject;
- Understanding the psychological profile of the target learners;
- Previous educational training in the subject is preferable, but also experience in teaching adults is obligatory;
- Empathy and good communicator;

Learners/Trainees:

- Strong motivation to learn;
- Ability to learn (learn to learn);
- Autonomous learning skills – basic ICT skills are preferable;



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Modules:

Module 1: What is the organization chart of an Enterprise (8 hours)

Didactic Unit 1: Organization Charts (4h)

Themes: organization chart definition and examples; organogram; horizontal and vertical structures; departments; household structure in comparison to SME;

Methodologies: Expository and questioning method;

Tools: PPT presentation, diagnosis test, exercises.

Didactic Unit 2: Enterprise Structure & Organization (4h)

Themes: definition of coordination & supervision; types of structures in branches, departments, groups or individual work;

Methodologies: Brainstorming; expository and questioning method;

Tools: Brainstorming; PPT presentation, test.

Module 2: The tasks organization in the household and in the Enterprise (16h)

Didactic Unit 1: Management of tasks in an Enterprise (4h)

Themes: Definition of tasks, functions and profiles; Comparison to tasks in the household...

Methodologies: Brainstorming; group discussion;

Tools: PPT presentation, video, exercises.

Didactic Unit 2: Organization activities (4h)

Themes: types of activities,

Methodologies & Tools: PPT presentation, video, exercises.

Didactic Unit 3: Organization techniques & plans (4h)

Themes: definition of plan, types of plans (weekly, monthly and per year), planning and resources (physical/material, human, financial); the importance of time management in plan organization; types of techniques; types of resources; examples...

Methodologies & Tools: PPT presentation, video, exercises.



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Didactic Unit 4: Time Management (4h)

Themes: the importance of time management;

Methodologies & Tools: PPT presentation, video, exercises.

Module 3: How to allocate human resources to the different tasks (12h)

Didactic Unit 1: HR Development & Training (4h)

Themes: profile type,

Methodologies & Tools: PPT presentation, video, exercises.

Didactic Unit 2: Leadership & Motivation (4h)

Themes:

Methodologies & Tools: PPT presentation, video, exercises.

Didactic Unit 3: Conflict Management & Negotiation (4h)

Themes:

Methodologies & Tools: PPT presentation, video, exercises.