



ERASMUS+ Programme 2015 – KA2 Adult Education
Project n°: 2015-1-ES01-KA204-015937
Partner: Kerigma

Teaching Guide for the resources design related to the Training Plan “From the Household to the SME”

Knowledge area: “Enterprise organization and Human Resources”

A. REQUIREMENTS

a.1 Concerning the teaching staff

The trainers should have:

- Very good knowledge of the subject, skills and competences on related to 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 communication skills;

a.2 Concerning the participant students

The participant students should have:

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

B. TRAINING PLAN DESCRIPTION

b.1 Training goals

By the end of the training participants will be able to have a *global understanding of an enterprise organization and human resources at SME level*;

b.2 Professional Qualification goals

At a professional level, participants will be able to achieve different goals regarding each module and its units. See tables below for each module.



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MODULE 1. ORGANIZATION CHART OF AN ENTERPRISE						
Unit	Goals	Content	Methods	Resources	Evaluation	Duration
1.1 Organization Charts	<ul style="list-style-type: none"> - Understand an organization's chart; - Interpret an organogram; - Understand the meaning of departments; - Compare the household structure to a SME; 	<ul style="list-style-type: none"> - Organization chart definition and examples; - Organogram; - Horizontal and vertical structures; - Departments; - Household structure in comparison to SME; 	<ul style="list-style-type: none"> - Expository; - Questioning; - Brainstorming; 	<ul style="list-style-type: none"> - Computer; - Projector; - Desk material; - PPT presentation; 	<ul style="list-style-type: none"> - Diagnosis test; - Exercises. 	4 hours
1.2. Enterprise Structure & Organization	<ul style="list-style-type: none"> - Understand the definition of coordination & supervision; - Identify types of structures, branches, departments and groups in an Enterprise; 	<ul style="list-style-type: none"> - Definition of coordination & supervision; - Types of structures in branches, departments, groups or individual work; 	<ul style="list-style-type: none"> - Expository; - Questioning; - Brainstorming; 	<ul style="list-style-type: none"> - Computer; - Projector; - Desk material; - PPT presentation; 	<ul style="list-style-type: none"> - Exercises; - Evaluation test; 	4 hours
Total of hours						8 hours



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MODULE 2: THE TASKS ORGANIZATION IN THE HOUSEHOLD AND IN THE ENTERPRISE						
Unit	Goals	Content	Methods	Resources	Evaluation	Duration
2.1. Management of tasks in an Enterprise	<ul style="list-style-type: none"> - Identify types of tasks and activities in an Enterprise; - Characterize different functions and profiles in an enterprise; - Compare tasks of an enterprise with household; 	<ul style="list-style-type: none"> - Definition of tasks and activities, functions and profiles; - Comparison with tasks in the household. 	<ul style="list-style-type: none"> - Expository; - Questioning; - Brainstorming; 	<ul style="list-style-type: none"> - Computer; - Projector; - Desk material; - PPT presentation; - Videos; 	<ul style="list-style-type: none"> - Case studies; - Exercises. 	4 hours
2.2. Organization techniques & plans	<ul style="list-style-type: none"> - Understand the definition of a plan; - Understand the importance of defining a plan; - Identify different types of plans; - Develop a plan; 	<ul style="list-style-type: none"> - Definition of plan; - Types of plans (weekly, monthly and per year), planning and resources (physical/material, human, financial); 	<ul style="list-style-type: none"> - Expository; - Questioning; - Group discussions; - Brainstorming; 	<ul style="list-style-type: none"> - Computer; - Projector; - Desk material; - PPT presentation; 	<ul style="list-style-type: none"> - Case studies; - Exercises; 	4 hours
2.3. Time Management	<ul style="list-style-type: none"> - Understand the importance of time management; - identify time management strategies & techniques 	<ul style="list-style-type: none"> -Importance of time management; - Time management strategies & techniques; 	<ul style="list-style-type: none"> - Expository; - Questioning; - Group discussions; - Brainstorming 	<ul style="list-style-type: none"> - Computer; - Projector; - Desk material; - PPT presentation; 	<ul style="list-style-type: none"> - Case studies; - Exercises; - Evaluation test; 	4 hours
Total of hours						12 hours



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MODULE 3: ALLOCATION OF HUMAN RESOURCES TO THE DIFFERENT TASKS

Unit	Goals	Content	Methods	Resources	Evaluation	Duration
3.1. HR Development & Training	<ul style="list-style-type: none"> - Recognize the importance of training; - Identify different kinds of trainings modalities; 	<ul style="list-style-type: none"> - Importance of development & training; - Types of training modalities; 	<ul style="list-style-type: none"> - Expository; - Questioning; - Brainstorming; 	<ul style="list-style-type: none"> - Computer; - Projector; - Desk material; - PPT presentation; - Videos; 	<ul style="list-style-type: none"> - Case studies; - Exercises. 	4 hours
3.2. Leadership & Motivation	<ul style="list-style-type: none"> - Understand the importance of motivation and leadership; - Identify characteristics of a leader; - Identify motivation strategies & techniques; 	<ul style="list-style-type: none"> - Definition of leadership & motivation; - Types of leaders; - Motivation management; - Motivation strategies & techniques; 	<ul style="list-style-type: none"> - Expository; - Questioning; - Group discussions; - Brainstorming; 	<ul style="list-style-type: none"> - Computer; - Projector; - Desk material; - PPT presentation; 	<ul style="list-style-type: none"> - Case studies; - Exercises; 	4 hours
3.3. Conflict Management & Negotiation	<ul style="list-style-type: none"> - Understand the importance conflict management & negotiation; - Know how to overcome conflicts; - Know how to negotiate relationships; -Identify conflict management strategies & techniques 	<ul style="list-style-type: none"> -Definition of conflict & negotiation; - Importance of conflict management& negotiation; - Conflict management strategies & techniques; 	<ul style="list-style-type: none"> - Expository; - Questioning; - Group discussions; - Brainstorming 	<ul style="list-style-type: none"> - Computer; - Projector; - Desk material; - PPT presentation; 	<ul style="list-style-type: none"> - Case studies; - Exercises; - Evaluation test; 	4 hours
Total of hours						12 hours



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C. MODULES' STRUCTURE

c.1 Number of modules

This knowledge area is composed by 3 modules.

c.2 Name of each module

1. Module 1. Organization chart of an Enterprise

- 1.1. Organization Charts
- 1.2. Enterprise Structure & Organization

2. Module 2. Tasks organization in the household and in the Enterprise

- 2.1. Management of tasks in an Enterprise
- 2.2. Organization techniques & plans
- 2.3. Time Management

3. Module 3: Allocation of human resources to the different tasks

- 3.1. HR Development & Training
- 3.2. Leadership & Motivation
- 3.3. Conflict Management & Negotiation

c.3 Connections between the modules

- Module 1 represents an introductory module, in order to give a global vision of an enterprise organization.
- Module 2, introduces, at a more specific level, tasks and of an enterprise that can be compared in the household economy.
- Module 3 addresses main factors that can contribute to a better management of human resources and the entire environment of the enterprise, as to the household.



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D. MODULES LENGTH

Module 1. Organization chart of an Enterprise (8h)

Module 2. Tasks organization in the household and in the Enterprise (12h)

Module 3: Allocation of human resources to the different tasks (12h)

E. MODALITES

e.1 Classroom training

- Brainstorming method;
- Expository method;
- Questioning method.

e.2 Distance learning

e.3 Mixed

F. TEACHING RESOURCES

f.1 General supporting materials

- Open Learning Resources in ICT competences
- PPT presentation
- Videos;
- Exercises;
- Paper and desk material;

f.2 Technological resources ad hoc

f.3 Ready-made technological resources

- Projector;
- Computer.

G. PEDAGOGICAL SUGGESTIONS

g.1 Visits

g.2 Meetings

g.3 Projects

g.4 Didactic Resources

- Powerpoint presentations;



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G. ANOTHER ASPECTS RELATED TO TRAINING EFFICIENCY

h.1 Highlight elements or aspects

- Good time management;
- Good space and atmosphere;
- Encouragement environment;

h.2 Rejected elements or aspects

- Overlapping of information;
- Avoid repetitive themes;