AN INNOVATIVE
OUTREACH
PROGRAMME TO
EQUIP ADULTS WITH
DISSABILITIES WITH
KEY COMPETENCES
(SOCIAL
ENTREPRENEURIAL
AND DIGITAL)

Entre
4all

ENTRE4ALL COMMUNITY SUPPORT CENTRES

Project number: 2019-1-SI01-KA204-060426

O2. ENTRE4ALL back pack: Educational - learning guide for setting up digital social entrepreneurship hubs

O2.1. Teaching and learning material based on the social activation approach

TEMPLATE: Training Techniques and handouts for adult educators/teachers/trainers

Partner: Center ponovne uporabe

Date: October 2020

Module	1. [Entrepreneurial competences]
Activity Number	M1-T3-A3
Topic	HUMAN RESOURSES
Learning Outcomes	*Level 3 - 4:* - To understand the meaning of human resources - Understanding the meaning of teamwork - Be able to work in a team
Learning approach	☐ **Blended-learning opportunities** ☒ **F2F training** ☐ **Individual e-learning** ☐ **Open-distance learning** ☒ **Work-based learning** ☒ **Community work** ☐ **other (please specify)**
Training Technique	Lecture with incorporated case studies
Duration	165 MINUTES
Facility/ Equipment	Classroom, Internet access, projector, pen, whiteboard, tables, chairs, notebooks
Participants will need:	A pen, a phone
Attached worksheets	**I.1-1[Leadership and Human Resources Management, short test; How effectively can I lead?]**
Main Tasks / Procedure	**Task 1:** Adjust the lecture according to their disabilities. Start the lesson with a video; *https://www.youtube.com/watch?v=tO5s3aGegzc* (Eng.) (5 min) *Find on Youtube, Google*; Find the meaning of HR in your language Discussion Questions for the Video: (30 mins) - What is the definition of Human Resources? - Do you see yourself working in that field of work? - **2. Task 2** The teacher explains to the students the definition of HR. (10 min) What it takes to be a good HR leader (discussion with students) (30 min) **3. Task 3** Worksheet 1-1, [**Leadership and Human Resources Management, short test How effectively can I lead?**]: (60 mins). Handout the students the worksheets, which they fill out themselves.

	Discuss about the results of the students. **4. Task 5** - Wrap it up (5 mins)
Useful Resources referenced to DATABANK (IO2-A2)	Resource: DATABANK /P1/ M1/25 Handbook, Vodenje in ravnanje z ljudmi (Leadership and employee management) DATABANK/P1/ M1/31 Book, Student Resources - work book *https://www.shrm.org/membership/student-resources/pages/student-workbooks.aspx*
Tips	*Level 5:* KNOWLEDGE • Expresses patients' ability to listen to others SKILLS • Demonstrates understanding and motivations to others COMPETENCE • Encourage helping behaviour *Level 6:* KNOWLEDGE • Expresses understanding for co-workers and their personalities well SKILLS • Divides tasks to employees according to their knowledge, skills and abilities COMPETENCE • Motivators to employees • Leads a team; represents a leader not a boss Students should deepen in topics such as future leaders (Google). They should carry out the test so they will understand different personalities *https://www.123test.com/personality-test/.* Useful literature for extended knowledge: *https://www.forbes.com/sites/benjaminlaker/2020/08/05/this-is-what-leadership-will-be-in-2030/?sh=772fa1c57722 , https://hbr.org/2019/03/the-future-of-leadership-development, https://u2b.com/2020/08/14/leadership-skills-future-leaders/*

Worksheet 1

I.1-1[Leadership and Human Resources Management, short test How effectively can I lead?]

With this test, you can find out how effective as a leader you are in terms of assigning tasks. The scale will confirm your strengths and determine where you need to improve this ability. Circle the number you think best suits your level of ability. The highest number you circle, the more the statement represents you.
(7 = very true,…1 not true at all); source,(Možina, 1994, pp . 86-87).

Each of your co-workers/friends knows exactly what to expect from him.	7	6	5	4	3	2	1
Co-worker/friend are usually involved in your goal setting, problem solving and activities to help improve work performance	7	6	5	4	3	2	1
Instead of doing the work of others yourself, you prefer to personally plan and verify the work done.	7	6	5	4	3	2	1
You first choose your co-worker/friend thoughtfully, and then assign him/her a task.	7	6	5	4	3	2	1
If something gets complicated after assigning a task to a co-worker/friend, you give him/her a chance to fix it.	7	6	5	4	3	2	1
When assigning work to a co-worker/friend, you explain the task in details concisely and accurately.	7	6	5	4	3	2	1
Taking on tasks that helps co-worker/friend to develop their professional skills, and you also give them work accordingly.	7	6	5	4	3	2	1
You support the co-worker/friend and help them in need, but you don't want to do the work for them.	7	6	5	4	3	2	1
After assigning a task, you emphasize that the results that need to be achieved, are not in the way they are supposed to accomplish the task.	7	6	5	4	3	2	1
When you share tasks with co-worker/friend, you make sure everyone is aware of who is making the decisions.	7	6	5	4	3	2	1
When assigning tasks, you align responsibilities with need and experience with co-worker/friend.	7	6	5	4	3	2	1
You delegate responsibility for success to co-worker/friend.	7	6	5	4	3	2	1
TOTAL:	**The sum of points:**						

Results between 72 and 84 show that you know how to assign tasks. If you scored between 48 and 71, you are close, but you should improve. Any score below 48 means that you need to do something to be able to assign tasks more efficiently.