

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



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/trainers

Partner: equalizent

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Module 3. Financial competences	
Activity Number	M3-T3-A2
Topic	3. Accounting + record keeping
Learning Outcomes	Keeping records and accounting
Learning approach	<input type="checkbox"/> Blended-learning opportunities <input checked="" type="checkbox"/> F2F training <input checked="" type="checkbox"/> Individual e-learning <input type="checkbox"/> Open-distance learning <input checked="" type="checkbox"/> Work-based learning <input checked="" type="checkbox"/> Community work <input type="checkbox"/> other (please specify)
Training Technique	Blended learning (reading text / pros + cons of accounting types)
Duration	30 minutes
Facility/ Equipment	None
Participants will need:	Pen and paper to make notes if necessary
Attached worksheets	M3-T3-E2_Easy Accounting
Main Tasks / Procedure	Participants read the worksheet and discuss the tips in pairs. Participants discuss how they keep track of their private finances. Examples of questions: How do you monitor / check your finances? Do you keep separate records of bank transactions? Have you ever worked with spreadsheets? Or other software? What are your experiences with accounting, bookkeeping and recordkeeping? Participants then share their experiences with the class (without sharing details of their private financial situation).
Useful Resources referenced to DATABANK (IO2-A2)	
Tips	With Deaf Participants, time should be taken to ensure that the SIGNS for all the terms relating to accounting and bookkeeping are clearly understood.

Worksheet 1

M3-T3-E2_Easy Accounting.docx

