

Joint development, piloting and validation of entrepreneurial mindset and key skills curricula and training materials for third countries



Entrepreneurial Mindset and Key Skills for All

# ENTRECOMP CURRICULUM: 3.2 PLANNING AND MANAGEMENT

TASK ID AND TITLE 2.2: JOINT DEVELOPMENT OF THE CURRICULA AND TRAINING MATERIALS FOR ENTRECOMP

PARTNER RESPONSIBLE FOR THIS ACTIVITY: MMC MEDITERRANEAN MANAGEMENT CENTER

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ENTRECOMP Curriculum 3.2

Task 2.2





### PROJECT MAIN DETAILS

**Programme**: Erasmus+

**Key Action:** Lump Sum Grants

Project title: Joint development, piloting and validation of

entrepreneurial mindset and key skills curricula

and training materials for third countries

Project Acronym: EMSA

Project Agreement Number: 101092477

**Start Date**: 01/01/2023

**End Date:** 31/12/2025

### **COORDINATED BY**



## **PROJECT PARTNERS**



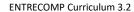












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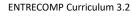




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# TRAINING CURRICULUM FOR COMPETENCE: PLANNING AND MANAGEMENT

#### Aim of the workshop

This workshop ignites your journey towards personal and professional mastery. Through interactive activities, insightful theory, and practical tools, you'll forge a robust foundation in planning and management, equipping you to conquer goals, maximize productivity, and thrive amidst life's ever-changing currents.

Sharpen your vision: Craft ambitious yet achievable goals with the SMART framework, transforming intangible dreams into tangible plans with clear milestones and deadlines. Prioritization becomes your compass, guiding you through the storm of competing demands. You'll leave equipped to tackle the most crucial tasks first, freeing yourself from overwhelm and ensuring the right things get done.

Unleash your inner maestro of time: Learn to wield proven time management techniques like time tracking and scheduling systems. Focus enhancement becomes your secret weapon, leaving you in control of your day and empowered to navigate the choppy seas of distractions.

Embrace the winds of change: Develop a resilient mindset to welcome unexpected turns and navigate challenges with confidence. Learn to anticipate the squalls and adjust your sails nimbly, conquering obstacles with honed problem-solving skills and adaptability.

This workshop is also your launchpad to:

- Greater goal achievement: Transform lofty ambitions into tangible realities with a clear roadmap and actionable steps.
- Increased productivity and control: Master your time and prioritize effectively, leaving you feeling empowered and in charge of your journey.
- Confidence and adaptability: Embrace change, overcome challenges, and navigate life's uncertainties with a resilient spirit.

#### Learning outcomes

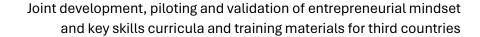
After attending this workshop, participants will be in a position to:

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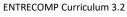






In terms of knowledge:
Explain the value of flexibility in goal achievement.
Name techniques for handling unexpected obstacles.
In terms of skills:
Formulate specific and measurable goals using the SMART framework.
Create a timeline for goal achievement.
Align short-term actions with long-term objectives.
In terms of competences:
Apply prioritization, recognizing essential tasks and activities.
Construct a structured method for prioritizing.
Formulate action plans that harmonize with overarching goals and objectives.
Training methodology
☑ Synchronous Online Learning
☑ Self-Directed Learning
Prerequisites
☑ Beginner level
☐ Specific skills required
☐ Previous workshops required
If the workshop requires specific skills or participation in previous workshops, please explain:
N/A





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#### SYNCHRONOUS ONLINE LEARNING

#### Workshop duration

6 hours.
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#### Training techniques

☑ Lecture (compulsory)
☐ Individual Exercise
⊠ Group Exercise
⊠ Role play
☐ Experiential Workshop
☑ Group Discussion
☑ Brainstorming
☑ Case Study
oxtimes Questions and Answers (multiple-choice and open-ended questions)
☐ Other (Please indicate):

#### **Necessary equipment and materials**

#### **Equipment:**

- ✓ Laptop/PC
- ✓ Online whiteboard

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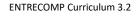
#### **Materials:**

- ✓ Power Point presentation
- √ Handouts (Handout, additional theories)
- ✓ Blank papers
- ✓ Pens/Pencils

#### Workshop programme breakdown

No.	Theme/Content		Workload in minutes
1	Introduction and Foundations		60 minutes
	Structure	Training Technique/Code of Methodological Tool	
	<ul> <li>The Power of Planning and Management</li> <li>Key Concepts and Frameworks</li> </ul>	Lecture (15 minutes)/PPT3.2_1  Ice-breaking Activity (15 minutes)/MT3.2_1  Group Discussion (30 minutes)/MT3.2_2	
2	Planning Your Goals		90 minutes
	Structure	Training Technique/Code of Methodological Tool	
	<ul> <li>Identifying Your Goals</li> <li>SMART Goal         Formulation         </li> <li>Creating Actionable         Plans     </li> </ul>	Lecture (15 minutes)/PPT3.2_1  Brainstorming (25 minutes)/MT3.2_3  Case Studies (25 minutes)/MT3.2_4	
3	Group Discussion (25 minutes)/MT3.2_5  Prioritizing and Time Management		90 minutes

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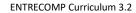
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	Structure	Training Technique/Code of Methodological Tool	
	<ul> <li>Prioritization Strategies</li> <li>Time Management Techniques</li> <li>Staying Organized and Motivated</li> </ul>	Lecture (20 minutes)/ PPT3.2_1  Group Exercise (Scenario Pitching) (20 minutes)/ MT3.2_6  Case Studies (25 minutes)/ MT3.2_7  Group Discussion (25 minutes)/MT3.2_8	
4	Adapting to Change and Challeng	ges	90 minutes
	Structure	Training Technique/Code of Methodological Tool	
	<ul> <li>Embracing Change and Flexibility</li> <li>Developing Adaptability Skills</li> <li>Staying on Track and Reflecting</li> </ul>	Lecture (20 minutes)/ PPT3.2_1  Group Discussion (25 minutes)/MT3.2_9	
		Role Play (25 minutes)/ MT3.2_10  Group Exercise (Scenario Planning) (20	
		minutes)/MT3.2_11	
5	Revision and Conclusion		30 minutes
	Structure	Training Technique/Code of Methodological Tool	

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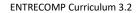


•	Review of Key	Lecture (10 minutes)/PPT3.2_1	
	Takeaways and Action	0	
	Steps	Questions and Answers (10 minutes)/	
•	Q&A Session and	MT3.2_12	
	Feedback	Group Discussion (10 minutes)	
•	Resource Sharing and Closing Remarks		

#### List of methodological tools

No.	Training Technique	Code of Methodological Tool
1	Lecture	PPT3.2_1
2	Ice-breaking Activity	MT3.2_1
3	Group Discussion	MT3.2_2
4	Brainstorming	MT3.2_3
5	Case Studies	MT3.2_4
6	Group Discussion	MT3.2_5
7	Group Exercise	MT3.2_6
8	Case Studies	MT3.2_7
9	Group Discussion	MT3.2_8
11	Role Play	MT3.2_9
12	Group Exercise	MT3.2_10





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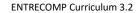
13	Questions and Answers	MT3.2_11

#### **SELF-DIRECTED LEARNING**

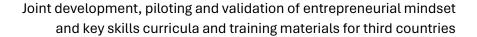
#### **Resources**

No.	Resource Title	Attachment
		(if applicable)
1.	Drucker, P. F. (1999). "Management Challenges for the 21st Century." HarperBusiness.	
2.	Mintzberg, H. (1994). "Rise and Fall of Strategic Planning." Free Press.	
3.	Locke, E. A., & Latham, G. P. (2002). "Building a practically useful theory of goal setting and task motivation: A 35-year odyssey." American Psychologist, 57(9), 705-717.	
4.	Dweck, C. S. (2006). "Mindset: The New Psychology of Success." Random House.	
5.	Covey, S. R. (1989). "The 7 Habits of Highly Effective People." Free Press.	
6.	Allen, D. (2001). "Getting Things Done: The Art of Stress-Free Productivity." Penguin.	
7.	Taleb, N. N. (2012). "Antifragile: Things That Gain from Disorder." Random House.	
8.	Greitens, E. (2015). "Resilience: Hard-Won Wisdom for Living a Better Life." Houghton Mifflin Harcourt.	
9.	Patterson, K., Grenny, J., McMillan, R., & Switzler, A. (2011). "Crucial Conversations: Tools for Talking When Stakes Are High." McGraw-Hill Education.	
10.	Rumelt, R. P. (2011). "Good Strategy Bad Strategy: The Difference and Why It Matters." Crown Business.	











12. Harford, T. (2011). "Adapt: Why Success Always Starts with Failure." Little, Brown and Company.  13. Kahneman, D. (2011). "Thinking, Fast and Slow." Farrar, Straus and Giroux.	
and Company.  13. Kahneman, D. (2011). "Thinking, Fast and Slow." Farrar, Straus and Giroux.	
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14 Clear L (2019) "Atomic Habite: An Easy & Draven Way to Build Cood Habite & Brank	
14. Clear, J. (2018). "Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones." Avery.	
15. Ries, E. (2011). "The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses." Crown Business.	
16. Newport, C. (2016). "Deep Work: Rules for Focused Success in a Distracted World."  Grand Central Publishing.	
17. Cirillo, F. (2018). "The Pomodoro Technique." The Pomodoro Technique.	
18. Meier, J. D. (2010). "Getting Results the Agile Way: A Personal Results System for Work and Life." Innovation Playhouse.	
19. Pink, D. H. (2009). "Drive: The Surprising Truth About What Motivates Us." Riverhead Books.	
20. Duhigg, C. (2012). "The Power of Habit: Why We Do What We Do in Life and Business." Random House.	
21. Senge, P. M. (1990). "The Fifth Discipline: The Art & Practice of The Learning Organization." Currency.	
22. Christensen, C. M. (1997). "The Innovator's Dilemma: When New Technologies Cause Great Firms to Fail." Harvard Business Review Press.	
23. Pink, D. H. (2018). "When: The Scientific Secrets of Perfect Timing." Riverhead Books.	



