

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

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
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COORDINATED BY



PROJECT PARTNERS



Jordan Youth Innovation Forum
الملتقى الأردني للإبداع الشبابي



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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:



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



SYNCHRONOUS ONLINE LEARNING

Workshop duration

6 hours.

Training techniques

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

Necessary equipment and materials

Equipment:

- ✓ Laptop/PC
- ✓ Online whiteboard



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 style="list-style-type: none"> • The Power of Planning and Management • Key Concepts and Frameworks 		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 style="list-style-type: none"> • Identifying Your Goals • SMART Goal Formulation • Creating Actionable Plans 		Lecture (15 minutes)/PPT3.2_1 Brainstorming (25 minutes)/MT3.2_3 Case Studies (25 minutes)/MT3.2_4 Group Discussion (25 minutes)/MT3.2_5
3	Prioritizing and Time Management	90 minutes	



	Structure	Training Technique/Code of Methodological Tool	
	<ul style="list-style-type: none"> • Prioritization Strategies • Time Management Techniques • Staying Organized and Motivated 	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 Challenges		90 minutes
	<ul style="list-style-type: none"> • Embracing Change and Flexibility • Developing Adaptability Skills • Staying on Track and Reflecting 	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	

	<ul style="list-style-type: none"> • Review of Key Takeaways and Action Steps • Q&A Session and Feedback • Resource Sharing and Closing Remarks 	<p>Lecture (10 minutes)/PPT3.2_1</p> <p>Questions and Answers (10 minutes)/MT3.2_12</p> <p>Group Discussion (10 minutes)</p>	
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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

13	Questions and Answers	MT3.2_11
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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.	



11.	Kim, W. C., & Mauborgne, R. (2005). "Blue Ocean Strategy." Harvard Business Review.	
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.	
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.	

