

Approaching the Training Plan

According to what was agreed in the Florence Meeting, the core knowledge areas are:

	THEMATIC AREA	PARTNER
1	Accounting*	
2	Enterprise organization and human resources	Kerigma
3	Maintenance and sustainability	UPF
4	Safety and quality and risk prevention	CAEA
5	Sales and purchases and marketing*	
6	Informatics	Dafni kek
7	Strategic plan development	Dv

In the left column we can find the Knowledge Area. In the right column the partner who is going to develop such area. There are two remaining areas that the FEUP will discuss with the Macedonia partners.

Each partner is responsible for developing their respective areas, taking into account that the structure will include Areas, Modules and Didactic Units. In this sense each partner must send their proposal so that all of us can complete the General Training Plan, which will be uploaded in our webpage and will be the base for our future training program in this field.

The work and the challenge is yours, but given that a first advanced was requested in order to see the module development, from the FEUP we send you a kind of a provisional plan. That you may confirm, improve or modify.

Areas, Modules and Didactic Units.

The debates generated about how to approach a training space so vast and with the ambition to make it flexible and expandable, leads the technicians to bet on creating a plan structure that would not takes us far away from goal.

The organizing element is what we call the Knowledge Areas, that makes reference to the basic functions of the Enterprise activity.

Modules are cohesive sets of knowledge, which sum allows acquiring full knowledge of all that the area refers to. They are the central training unit.

The Didactic Units are the parts that each module requires in order to analyse the contents that must be fixed in each module.

This is a very orthodox and conventional structure of the Training Plan, but is very useful for our goal. What makes our proposal innovative is not the plan structure but its treatment and way of developing it, because once more we demand the creation of a plan based on the housewives experiences inside the household. What makes our proposal a training challenge is not the Plan structure but the contents description.

But we must draw from some point and that is the definition and description of the Enterprise basic functions that the housewives execute without being aware of it. From our point of view, the Enterprise basic functions would be:

Knowledge area 1: Accounting

1. Accounting general concepts
2. Accounting within the household
3. Household accounting and SME accounting

Knowledge area: Enterprise organization and human resources

1. What is the organization chart of an Enterprise?
2. The tasks organisation in the household and in the enterprise
3. How to allocate human resources to the different tasks

Knowledge area: Maintenance and sustainability

1. How to extend the home and its contents' life
2. General Concepts of Maintenance and sustainability
3. How to make a Maintenance Plan

Knowledge area: Safety and quality and risk prevention

1. The quality and safety in the household
2. General concepts of Safety, quality and risk prevention
3. How to improve the quality and safety in a small enterprise

Knowledge area: Sales and purchases and marketing

1. If you know how to buy, you know how to sell
2. Marketing general concepts. The supplier's catalogue and client's satisfaction.
3. A Brand is an emotion

Knowledge area: **Strategic Plan Development**

1. The household strategy: To set up the Priorities and the Resources Allocation
2. The SME strategy
3. How to make a Strategic Plan

Knowledge area: **Informatics**

1. Informatics inside the household
2. Informatics recreational, social and professional use
3. Developments and useful applications to the SMEs

Didactic and Pedagogical Guide

Given that we defend that the most innovative element of our proposal lies in how we are going to develop it, more than in what it contains, the Didactic and Pedagogical Guide is the central element.

We have already presented a very basic Guide in Florence. We arrived very tired to the Presentation and we even had no time for it. We now ask you to check it calmly. It is very important for the project that you reflect and share with us the best of you in order to draft the guide that will be the base of future materials. It's time to dump your training experience in a new challenge.

Have courage! We attached down below the basic structure we presented in Florence.

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

- A. Requirements:
 - a.1 Concerning the teaching staff
 - a.2 Concerning the participant students.
- B. Training Plan description
 - b.1 Training goals
 - b.2 Professional Qualification goals
- C. Modules' Structure
 - c.1 Number of modules
 - c.2 Name of each module
 - c.3 Connections between them

D. Modules length

E. Modalities

e.1 Classroom training

e.2 Distance learning

e.3 Mixed

F. Teaching resources

f.1 General supporting materials

f.2 Technological resources *ad hoc*

f.3 Ready-made technological resources

G. Pedagogical suggestions

g.1 Visits

g.2 Meetings

g.3 Projects