



**MUPYME**

Employment and Women on the  
21st Century in Europe

# TRANSNATIONAL LEARNING ACTIVITY “TRAINING THE TRAINERS”

**HANDBOOK OF THE COURSE FOR ADULT EDUCATION TRAINERS**

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## Introduction

**MUPYME Project** aims to join together organisations from Italy, Portugal, Germany, Republic of Macedonia, Greece, Cyprus and Spain in order to encourage the incorporation of housewives into the labor market through improving the potential of the skills and abilities that they have already generated at their daily work at home.

The great value of **MUPYME project** is all the activities have been planned with a high teaching value for all the parties involved (trainers and housewives). Despite of the final target of MUPYME Project are women (housewives), this Learning/Training Activity implies a formative need for the people in charge of these women training, since they will improve their professional qualification for the delivery of business training to the group of housewives.

The fact that the **MUPYME Project** covers a transnational field, with the direct involvement of 7 countries, will allow the incorporation of different methodologies and procedures to the training strategy, resulting from the pooling of the expertise of all the entities involved. This will provide a formative enrichment and the possibility to learn new techniques. The selection of the most efficient ones and that better adapt to the target group will be a trainer decision.

This manual has been developed to guide the Learning Activity "**Training the Trainers**" which is a short-term joint training event within **MUPYME Project**.

This Learning/Training Activity is focused on providing specific training for women trainers, based on **ethnomethodological techniques** adapted to domestic production environments in order to project skills acquired in the domestic economy to the SME economy.

**Ethnomethodology**: is a sociological trend that emerged in the 1960s through the works of Harold Garfinkel.

Ethnomethodology is based on the assumption that all human beings have a practical sense with which they conform the rules according to a practical rationality that they use in daily life. In simpler terms, it is a sociological perspective that takes into account the methods that human beings use in their daily life to sit, go to work, make decisions, engage in a conversation with others.

Since MUPYME project partners are organizations dedicated to Adult Education and Lifelong Learning, each of them will turn into a trainer for their colleagues, applying the most appropriate educational techniques (according to each one's consideration) in order to inspire different working methodologies and improve the training capacities of the other trainers participating in the project.



## Objectives

Within MUPYME project a training strategy and a methodological guide have been designed for developing a training process, which have been focused on adapt business skills for housewives skills. The whole MUPYME Training Plan has been structured in 7 knowledge areas, each of which has been developed by a project partner:

KNOWLEDGE AREA		PARTNER
1	Accounting	ADAE
2	Enterprise organization and human resources	KERIGMA
3	Maintenance and sustainability	UPF
4	Quality, risks prevention an safety plan development	CAEA
5	Sales and purchases and marketing	FEUP
6	Informatics	DAFNI KEK
7	Strategic plan development	DVV INTERNATIONAL

The ultimate objective of this teaching activity is the test and validation of the didactic materials developed with adult learning trainers.

### Specific objectives:

- To train an international team of experts in adult education (at least two technicians for each of the project partners).
- To increase the specialization and knowledge necessary to intervene in an innovative training process based on the skills (from the experience to the training and not the other way round) for the target group of female housewives.



## Face-to-face training

The purpose of this section will be to provide all the necessary information to adult educators about the different Knowledge Areas (KA) and the different approaches of facing them.

The training will take place at FEUP partner country (Spain) and will last approximately 21 hours. The hour distribution according to the proposal will be: 3 hours per partner, two sessions a day for five days. The training will be broken down in the activities and schedule you can find at the end of this document.

Each of the partners will give a class about their respective Knowledge Area using the materials that they consider more convenient according to the target group (housewives). It is important to clarify that although the final beneficiary will be the housewives, during the learning activity the training will be given to the trainers (mainly for language issues) by transmitting to them what each one has learned throughout the project and which is considered important. For this activity MUPYME partners will be both, trainers and learners.

The length of each Knowledge Area class should not exceed a 3-hour in-person session and should be completed by means of distance-learning tools (available in the website of the Project). The partners are free to use the format they consider more suitable. However, it should be beard in mind that the materials cannot be just copies of already existing teaching materials, they have to cover training for housewives, whose experiences can be transferred to SME management (basic purpose of MUPYME Project).

The idea is to record parts of these lectures and share through the website in order to inspire other trainers about this new training program.

**Each lecture will begin with an introduction of the whole Knowledge Area (maximum 10 minutes) in which it will be explained very briefly on what is based, the structure that has been defined for the KA, why it is important for women who want to start a business and what is the best way to teach this KA to the housewives. These interventions from each partner will be recorded on video and will be uploaded to the Moodle platform to introduce each KA. Furthermore, each partner should reserve a space of approximately 15 - 20 minutes to receive inputs from the rest of the partners and general assessment by the team.**

Apart from this, there will be no defined structure or restrictions for the lectures, we understand that it will be much more enriching if each one follows their own methods.

Although the extension of each Knowledge Area is more than 3 hours, the idea is that for the learning activity each of the partners select a part of the entire course, which you consider more attractive, with the most interesting content, or more dynamic, so that we can learn and transmit the most interesting ideas to the in-person trainers as well as to potential stakeholders. Thee complete content of the course will be uploaded to the Moodle platform we are developing.

Moreover, innovative techniques that promote motivation among the target group should also be included.

The basic guidelines to follow to determine a correct methodology will be the following:



- 1) The traditional approaches of teaching housewives will be questioned, assessing the degree of effectiveness and social integration of the same.
- 2) The methods to be applied will demonstrate a sense of creativity in their approach, as well as an effective use of resources.
- 3) A multidimensional and / or interdisciplinary approach will be considered.
- 4) The materials and techniques will be innovative.
- 5) The materials and techniques will be economically and temporally sustainable.
- 6) The materials and techniques will be replicable in other adult education centers.
- 7) Quality versus quantity

More interesting ideas that result from previous meetings:

- Women do not have time to attend to a very complicated or structured training program. They have other obligations and can leave the training at any time.
- This is why the program and the didactic materials must be flexible and motivational. The women should have the opportunity of selecting what they want to learn and when, being able to combine it with their daily activity without any great effort.
- It is better to be concise and practical, not very detailed.
- Important to propose practical ideas that motivate the women to continue with the training. Focused in being more creative and innovative compared to traditional training.
- To provide women tools that help them to show what they do and how they give added value to society with their work.(at this point ICTs are very important).
- Activities like creativity games, find the solution games, team building... help to create bonds and make relationships between them, in order to create a comfortable atmosphere where learners can feel confident and develop their sociable and business skills.
- The biggest risk is not taking risks: idea that has to be transmitted to women. They should leave their comfort zone to make their business happen.
- To propose the trainers of housewives organize trips and visits to companies, factories or industries that allow them to show how the work is developed moreover it lets take a fresh air experience out of the "classroom" (i.e. to visit a Recycled paper installation)
- Another interesting practical activity: meetings with entrepreneurial women.
- A good idea maybe is to pre-test the women to know what knowledge they already have.



## Online training / E-learning course

The e-learning course will be accessible through a Moodle Platform. This platform will also include course materials, handouts arranged by topics, reading lists, links to electronic resources, discussion boards, online activities such as quizzes, multimedia content and other relevant material for the purpose of MUPYME project.

Each partner will [complete a template](#) to define the structure and the content for their respective Knowledge Areas.

Furthermore, the partners will send all the didactic materials to the organization responsible of the Moodle Platform (ARIEMA) and will facilitate all the data requested to upload properly the materials.

This e-learning course will be an open tool for potential stakeholders interested in adult and lifelong learning, especially for housewives.



## Blended Mobility for Adult Learners

This activity will take place in Madrid, Spain. The partner which will be responsible to organize and host this blended learning mobility will be FEUP from Madrid (Spain). The blended mobility will be performed after the finalization of the IO4: Methodological guide about optimization and adaptation the training in business skills to the selected target group. This activity will be an important exercise for the development and the trainers validation of IO5.- Educational materials for the training process.

More specifically, each partner will select 2 Adult Education Trainers to attend to the training course. There should be 16 participants in total for 7 partner-countries. The mobility training in Spain will last for 5 days and it will take place from the 03rd until the 07th of April 2017. The daily hour distribution according to the proposal will be: 6 hours per day for five days (check schedule below).

During the mobility training there will be held workshop activities, debates, round table discussions, exercises and practical activities, case studies and presentations of examples of good practices. All this material will be based on the respective section of the Intellectual Output IO4: Methodological guide about optimization and adaptation the training in business skills to the selected target group.



## Learning Activity Schedule

2017

APRIL

MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1
3 11:00 – 12:00 Press Breakfast	4 9:30 – 12:30 Strategic plan development (DVV)	5 9:30 – 12:30 Maintenance and sustainability (UPF)	6 9:30 – 12:30 Quality, risks prevention an safety (CAEA)	7 9:30 – 12:30 Sales and purchases and marketing (FEUP)	8
12:30 – 13:30 Welcome	Lunch Break	Lunch Break	Lunch Break	Training Closure	
13:30 – 15:30 E-learning Platform (ARIEMA)	13:30 – 16:30 Accounting (ADAE)	13:30 – 16:30 Informatics (DAFNI KEK)	13:30 – 16:30 Enterprise organization and human resources (KERIGMA)		
10	11	12	13	14	15