

O3: Induction to Pedagogy for Micro-enterprise Owners

SHADOWS Workshop Session Plan

Introduction:

This Induction to Pedagogy Programme has been designed to train Micro-enterprise Owners as competent business mentors, so that they can successfully participate in the Business Immersion Programme and Mentoring partnerships with nascent entrepreneurs completing the SHADOWS CCI Entrepreneurship Curriculum (O4). Through this face-to-face workshop and supported by the content of the Mentoring Handbook, these Micro-enterprise Owners will complete a short induction training to support them in their role within the innovative business immersion and mentoring framework proposed by SHADOWS project.

This training addresses mentoring approaches and skills that are necessary for Micro-enterprise Owners to develop so as to play a key role in the innovative business immersion and mentoring framework and for their partnership with the entrepreneurs to be successful.

Learning Outcomes:

On completion of this workshop, Micro-enterprise Owners will be able to:

- Understand their role as business mentors;
- Understand the skills they will need to be effective mentors;
- Master necessary approaches and concepts for business immersion and mentoring;
- Participate in the SHADOWS business immersion and mentoring programme.

Description of Content	Duration	Delivery method (F2F or online)	Instructions for the Tutor	Materials and Equipment Required	Assessment/ Evaluation
<p><u>Introduction:</u></p> <p>Ice-breaker and getting to know the MEOs in the room</p> <p>Brief presentation of the</p>	30 minutes	F2F	❖ The tutor introduces themselves, presents the agenda for the day and then invites all MEOs to address the group, giving their name, a short profile of their business and their motivation for coming to the workshop.	<p>Copy of PowerPoint slides 2-9;</p> <p>Laptop;</p> <p>Screen and</p>	MEOs will participate in all activities, will take note of the expectations of them by the SHADOWS project

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<p>expectations of the SHADOWS project and understanding the expectations of the MEOs.</p>			<ul style="list-style-type: none"> ❖ The tutor then uses the PPT slides to introduce what the project expects of the MEOs. ❖ The tutor then asks the MEOs to consider their own expectations from this process and notes down the most common expectations of the group on a flipchart. 	<p>projector; Flipchart and Marker; Pens and note-taking materials for MEOs.</p>	<p>and evaluate what they hope to get from the experience of business mentoring.</p>
<p><u>Introducing Mentoring:</u></p> <p>Presentation which introduces:</p> <ul style="list-style-type: none"> ❖ The role of the Micro-enterprise Owner as a business mentor; ❖ How to manage a business mentoring relationship; ❖ The skills and competences required to be an effective business mentor. <p>Throughout this session, the tutor will conduct 2 brainstorming and feedback exercises to get MEOs to think about the mentoring partnerships that they will</p>	<p>60 minutes</p>	<p>F2F</p>	<ul style="list-style-type: none"> ❖ The tutor uses PowerPoint slides to introduce Micro-enterprise Owners to their role as a business mentor, business mentoring in general and how they can manage their mentoring relationship. ❖ At this point, the tutor leads a short brainstorming exercise to ask MEOs to identify what can and cannot be dealt with and solved within the mentoring relationship, and what should be handled by the entrepreneur on their own or outside of the mentoring relationship. Using a flipchart and marker, the tutor writes on one sheet 'Inside the Mentoring Relationship' and on the second sheet 'Outside the Mentoring Relationship' and asks all MEOs to list which situations apply to both. The tutor then makes notes of their suggestions on the relevant page. 	<p>Copy of PowerPoint slides 10-18; Laptop; Screen and projector; Flipchart and Marker; Copies of the Mentoring Handbook for all MEOs; Pens and note-taking materials for MEOs.</p>	<p>MEOs will take notes to support them in their mentoring partnerships; specifically they should take note of which problems can be solved inside and outside of the mentoring relationships, which skills they need to be effective mentors and how to develop these skills.</p>

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participate in.			<ul style="list-style-type: none"> ❖ The tutor then uses PowerPoint slides to deliver content on what makes a good mentor and the skills required to be a competent mentor. ❖ After these slides, the tutor leads a short group discussion on the skills and qualities, asking MEOs if there are additional ones to those listed and also brainstorming strategies for developing these skills and qualities. ❖ For the section on business mentoring skills and qualities, the tutor can ask all MEOs to refer to their mentoring handbook to discuss the skills listed. 		
<p><u>Introducing the SHADOWS Mentoring Framework and Business Immersion Programme:</u></p> <p>Presentation which introduces the structure of what is involved in the Business Immersion and Mentoring Programme.</p> <p>Introducing the BIP through the framework developed by CEX.</p>	40 minutes	F2F	<ul style="list-style-type: none"> ❖ The tutor uses PowerPoint slide 19 to introduce Micro-enterprise Owners to the steps involved in setting up a Business Immersion or Mentoring partnership. ❖ Tutor then presents all MEOs with a copy of the Business Immersion Programme framework developed by CEX, and using this Framework and the Mentoring Handbook, the tutor leads a group discussion, teasing out the practicalities of implementing the Programme with nascent entrepreneurs. ❖ To close off this activity, the tutor 	<p>Copy of PowerPoint slides 19-25;</p> <p>Laptop;</p> <p>Screen and projector;</p> <p>Flipchart and Marker;</p> <p>Copies of the Mentoring Handbook for all</p>	<p>MEOs will participate in all activities, will take note of strategies that they could use to mitigate issues in their business mentoring, should they arise.</p>

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<p>Discussion of concerns of MEOs about the Business Immersion and Mentoring Programme.</p> <p>PowerPoint Presentation to present the benefits of Business Mentoring to MEOs.</p>			<p>leads a group discussion, asking MEOs to highlight their concerns and any perceived difficulties that may arise through the Business Immersion and Mentoring programme. The tutor takes note of these concerns on a flipchart.</p> <ul style="list-style-type: none"> ❖ Using PowerPoint slide 20, the tutor then leads the group in brainstorming strategies for avoiding and solving these difficulties should they arise. ❖ Following this discussion, the tutor then uses PowerPoint slides 21-25 to present the benefits of business mentoring for MEOs and for nascent entrepreneurs. 	<p>MEOs;</p> <p>Copies of Business Immersion Programme outline for all MEOs;</p> <p>Pens and note-taking materials for MEOs.</p>	
<p><u>Closing the session:</u></p> <p>Registration on the SHADOWS platform.</p> <p>Verbal feedback session.</p> <p>Answering open questions.</p>	<p>20 minutes</p>	<p>F2F</p>	<ul style="list-style-type: none"> • Tutor instructs the MEOs where they can access the e-learning platform. Tutor explains that through this platform, MEOs can search the content of the CCI entrepreneurship curriculum and access soft copies of the handbook for mentoring. • Tutor asks all MEOs to register on the platform and provides support for those who need it. • Tutor conducts a short verbal feedback session to gauge the satisfaction with MEOs on the 	<p>Laptop;</p> <p>Screen and projector;</p> <p>Flipchart and Marker for verbal feedback;</p> <p>Access to the SHADOWS e-learning platform;</p> <p>Pens and note-</p>	<p>All MEOs are asked to register on the SHADOWS e-learning platform and to participate in the verbal feedback session.</p>

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			<p>content of the workshop and takes note of the main feedback on a flipchart.</p> <ul style="list-style-type: none"> • Tutor then answers any open questions which MEOs may have. • Tutor thanks all MEOs for attending the workshop and closes the session. 	<p>taking materials for MEOs.</p>	
<p>Total time: 2.5 hours F2F training, complemented by the Mentoring Handbook</p>					