



Result 4a

EROVET Excellence

CAREER DEVELOPMENT AND MANAGERIAL SKILLS

PARTNERS OF THE EROVET PROJECT



1. Name
2. Objectives
3. Student's profile
4. Study plan and time table
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Annex 1: Certificate template

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1. Name

EROVET Excellence: content created for the Managerial skills course founded by partners to be used as a dedicated resource to train students on the result **4b**. The EROVET Managerial skills course is a resource intended to train students for the identified gaps in their current learning. The course is related to the three P's of management – Personal, People and Project management.

2. Objectives

- To provide learners with the tools they need to organize and monitor a project.
- To provide learners with the tools they need to successfully manage a work team
- To provide learners with the tools they need to enhance personal skills, promote self-knowledge and manage transversal skills related to people and project management responsibilities

3. Student's profile

- The course is addressed to VET students registered in an EROVET Training center, at any level.
- Previous knowledge: there are no pre-requirements for those wishing to take the course.

4. Study plan and time table

There are two levels on this course: basic and advanced level.

- The **Basic Level Course** is a 30-hour course distributed as follows:



- The **Advanced Level Course** programme is a 60-hour course distributed as follows:



5. Teaching staff

Teachers from each center and/or academically qualified external experts will form the teaching team:

- Teachers: from different technical areas with qualification and expertise on skills development and project management.
- External experts: Mainly Heads of Human Resources, who have relevant academic qualifications.

6. Language

The course will be delivered in the language of each country and/or English. It will be up to each individual training center to take this decision.

7. Recognition

At the end of the course, EROVET recognizes students who pass the evaluation by issuing a **Certificate** signed by the representative of the institution where the training has been held. This certificate can be corresponding to either the Basic or Advanced Level course and it specifies both the name and the dates of the activity. [See Annex 1. Certificate template.](#)

8. Methodology

The learning will be based on explanations provided by teachers' materials, practical case studies and problem solving activities in which students, working both individually and in small groups, will critically analyze and provide solutions for the good management of a project. It is up to each VET centre to decide how to organize the course.

For example, each centre can decide whether the course should be delivered face to face, online, or by combining face to face and online content. In order to make it easier for teachers and students to access the course a virtual platform was created: <https://www.e2bm.erovet.eu/login/index.php>. When accessing the platform, teachers can upload materials related to the different sections of the course and students can enroll, follow the course and take a final exam.

Annex 1: Certificate template



Filling the skills gap of European VET learners

CERTIFICATE OF COMPLETION

This is to certify that
(Name)

has successfully fulfilled the necessary requirements for the completion of the
EROVET MANAGERIAL SKILLS COURSE
Basic level

(Date)
Vila Verde (Portugal)

Neus Caufapé Caufapé
Representative of EROVET coordinating Institution

Institut Escola del Treball (Project Coordinator)
Tel. 973231549 | P11 Margall, 51 | 25004 Lleida (Spain) | info@erovet.eu

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Filling the skills gap of European VET learners

Content:

PERSONAL (8h)	PEOPLE (8h)	PROJECT (8h)	Personal work (6h)
<ol style="list-style-type: none"> 1. Work ethic (2h) <ul style="list-style-type: none"> • Concept of ethics • Values • Ethical leadership elements 2. Motivation (2h) <ul style="list-style-type: none"> • What is it? • Self-knowledge • Communication techniques 3. Creativity (2h) <ul style="list-style-type: none"> • Concepts • Techniques • Creative people competences • How to solve a challenge creatively 	<ol style="list-style-type: none"> 1. Working meetings (2h) <ul style="list-style-type: none"> • What is a meeting: Elements • Objective and issues: Types • How to organize a meeting? • Organization patterns • Behaviours and personality of participants 2. Communication (2h) <ul style="list-style-type: none"> • Definition • Difficulties and obstacles • Communication types • Communication strategies and techniques 3. Diversity (2h) <ul style="list-style-type: none"> • Cultural diversity • Gender diversity • Ideological diversity • Generational diversity • Functional diversity • Diversity management models 4. Teamwork (2h) <ul style="list-style-type: none"> • Teamwork: benefits, stages and requirements • Roles in a team • Leadership • Team motivation 	<ol style="list-style-type: none"> 1. Project management (4h) <ul style="list-style-type: none"> • Basic concepts: Project definition • Project planning • Project organization • Project execution 2. Time management (4h) <ul style="list-style-type: none"> • The concept of time • Characteristics of time • Time management • Causes of losing time • Organization and productivity • Management of the own time • Time thieves • New technologies: Social networks • Delegation 	<p>Solving of a easy case study in each section</p>

BASIC LEVEL

Neus Caufapé Caufapé

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Annex 2: Learning material template

