Result 4b

## Pilot phase of the training in Managerial skills course

CAREER DEVELOPMENT AND MANAGERIAL SKILLS

PARTNERS OF THE EROVET PROJECT

Escola Profissional
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Pilot phase of the training crash-course in **Managerial skills course** was prepared on the result 4a of this project. It was the opportunity to pilot the course on Managerial skills to train students for the identified gaps in their existing project learning related to the three P's of management:
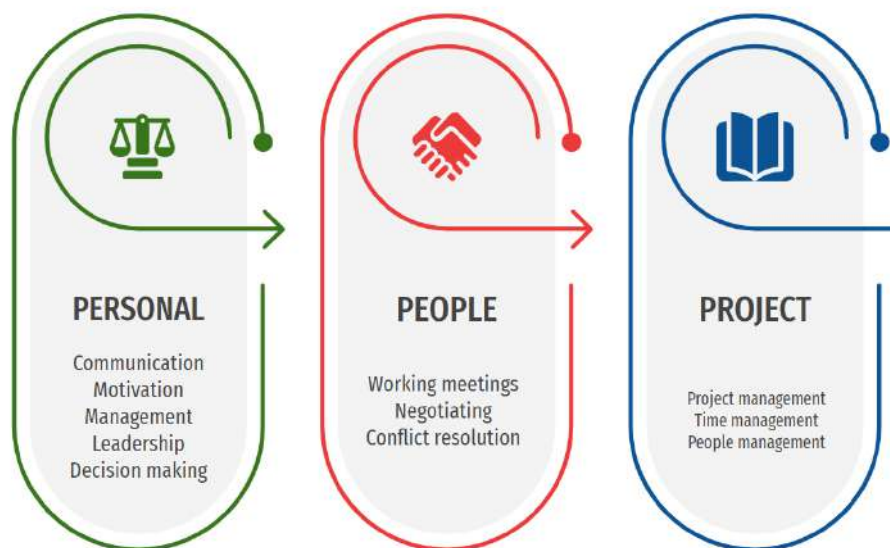
Students who were interested in this opportunity applied for it to their particular institution and undertook a selection interview. The steering committee created a standard selection criteria to be used by each partner for the student selection process, to ensure fairness and consistency (good level of languages, abilities to represent their organization, have an interest in project activity, be willing to contribute actively and have good communication skills). The selection process included a letter of intent and an accreditation of a good level of English.

The **goals** of this course were:

- 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.

To achieve these objectives, a content structure was developed by the teachers participating in the event who were highly committed and had sufficient knowledge and experience on the issue of the training.

PERSONAL (8h)

1. Work ethic (2h)
   - Concept of ethics
   - Values
   - Ethical leadership elements

2. Motivation (3h)
   - What is it?
   - Self-knowledge
   - Communication techniques

3. Creativity (3h)
   - Concepts
   - Techniques
   - Creative people competences
   - How to solve a challenge creatively

PEOPLE (8h)

1. Working meetings (2h)
   - What is a meeting: Elements
   - Objective and issues: Types
   - How to organise a meeting?
   - Organisation patterns
   - Behaviours and personality of participants

2. Communication (2h)
   - Definition
   - Difficulties and obstacles
   - Communication types
   - Communication strategies and techniques

3. Diversity (2h)
   - Cultural diversity
   - Gender diversity
   - Ideological diversity
   - Generational diversity
   - Functional diversity
   - Diversity management models

4. Teamwork (2h)
   - Teamwork: benefits, stages and requirements
   - Roles in a team
   - Leadership
   - Team motivation

PROJECT (8h)

1. Project management (4h)
   - Basic concepts Project definition
   - Project planning
   - Project organization
   - Project execution

2. Time management (4h)
   - 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

Personal work (6h)

Solving of an easy case study in each section

A joint event including both teachers and students took place in **Vila Verde (Portugal)**. The training event lasted 5 days (from 21st to 25th February 2022) and was scheduled as follows: Monday, Tuesday and Wednesday were devoted to the three Ps (Personal, People and Project), one day for each topic. Thursday was devoted to the case study and Friday to the presentations done by each group of students.