



Cultivate school entrepreneurial mind-set through holistic approach targeting teachers and pupils

IO4: ISO certificated curricula for teachers Level 6

Competence: 3.2 Planning and Management

Partner Responsible: DIMITRA

Table of Contents

Contents

Table of Contents	1
TRAINING CURRICULUM FOR COMPETENCE:	2
Aim of the workshop	2
Learning outcomes	2
Training methodology	2
Prerequisites	2
CLASSROOM LEARNING	3
Workshop duration	3
Training techniques	3
Equipment and materials necessary	3
Workshop programme breakdown	3
Methodological tools	4
SELF DIRECTED LEARNING	4
Resources	4

TRAINING CURRICULUM FOR COMPETENCE:

Aim of the workshop

Please write a short and concrete aim of the workshop that should reflect the learning outcomes mentioned below. We expect to have ½ of A4 paper the maximum

This workshop focussing on PLANNING AND MANAGEMENT is part of an eight-workshop series named “Development of Entrepreneurial Mindset of Teachers EQF Level 6”. By sharpening the teachers’ understanding of today’s importance of entrepreneurial skills and equipping them with supporting tools, they will foster the pupils’ skills related to the entrepreneurial mindset, which is seen as competence to support society, take over the responsibility for one’s own life and start initiatives that create value to society.

The Planning and management Workshop is dedicated to helping teachers learn more on how to plan and manage as well as how to boost their students management and planning skills.

Learning outcomes

Please use Blooms taxonomy to express the learning outcomes into knowledge, skills and competences. Please make sure that you include learning outcomes that are specific and measurable (easy to assess). Please refer to the LO, which we identified during our project meeting. Please include a minimum 8 max 16 LOs

After the end of the workshop the participants will be in a position to:

In terms of knowledge:

22. List time management techniques (SMART goals, Eisenhower Matrix, Gantt Chart,) that can be used by the pupils to improve their time management skills
23. Define priorities by using SMART goals, the Eisenhower Matrix, Gantt Chart, Covey’s theory of Successful People, Personal Planning)

In terms of skills:

24. Set short and long term goals, prioritize and teach the pupils do so as well by effectively guiding and monitor their planned activities.

In terms of competences:

25. Develop pupils skills in order for them to be able to plan and manage their time independently.
26. Inspire pupils to stay focused and achieve their goals.

Training methodology

We suggest to include both methodologies in all competences (unless there are good reasons of not doing so)

Classroom Learning

Self-Directed Learning

Prerequisites

Please state if it is for beginner level or some specific skills or previous workshops are required.

Teachers degree required

CLASSROOM LEARNING

Workshop duration

Minimum 2 days (14 teaching hours) and maximum 4 days (28 teaching hours)

2 days

Training techniques

Technique
<input checked="" type="checkbox"/> Lecture (compulsory)
<input checked="" type="checkbox"/> Individual Exercise
<input checked="" type="checkbox"/> Group Exercise
<input type="checkbox"/> Role play
<input type="checkbox"/> Experiential workshop
<input checked="" type="checkbox"/> Group discussion
<input type="checkbox"/> Brainstorming
<input checked="" type="checkbox"/> Case Study
<input checked="" type="checkbox"/> Questions and Answers (multiple choice and open questions)
<input checked="" type="checkbox"/> Other (Please indicate)

Equipment and materials necessary

Equipment:

- ✓ Classroom
- ✓ Board
- ✓ Pens and pencils
- ✓ PC
- ✓ Projector

Materials:

- ✓ EnterSchoolMind training material

Workshop programme breakdown

Please name the list of topics that will be covered in this workshop including rough estimation of teaching time per topic. Please indicate the topics, subtopics as well as main training techniques (matching section 6). See an example below which you can delete later on. Please ensure that you use the formatting also as shown below. The codes of the methodological tools are associated with IO5

No	Theme/Content	Workload in minutes
1	<p>Introduction to planning and management</p> <ul style="list-style-type: none"> ● Definition of planning and Management ● How do we make plans <ul style="list-style-type: none"> ▪ Presentation on how to make plans (PPT3.2) ▪ Questions and Answers (CL3.2_2) ▪ Example: 9 reasons of why everyday planning is important ▪ Group Exercise “Let’s make a plan” (CL3.2_7) ● Define SMART goals <ul style="list-style-type: none"> ▪ Questions and Answers ▪ Example of SMART goals ▪ Video Analysis “Time management and SMART goals” ▪ Exercise “My Smart goals” (CL3.2_4) ● Reflection upon the learning 	180 minutes
2	<p>Time Management and prioritisation</p> <ul style="list-style-type: none"> ● Main principles of time management and prioritisation <ul style="list-style-type: none"> ▪ Presentation of main principles (Eisenhower, matrix, list making) ▪ Questions and answers ● Successful time management and prioritisation <ul style="list-style-type: none"> ▪ GANTT Chart definition and description ▪ GANTT CHART group exercise(CL3.2_8) ▪ Case Study and Exercise(CL3.2_12) ▪ Video Analysis: Covey’s Habits of highly successful people ▪ Exercise on Covey’s Habits of highly successful people “Am I acting as successfully as I can?” (CL3.2_6) ● Time tables and Personal Plans <ul style="list-style-type: none"> ▪ Introduction to the concept ▪ Advantages of Planning your life ▪ Importance of Personal Plans 	360 min

	<ul style="list-style-type: none"> ▪ Exercise on Personal Plan development (CL3.2_5) • Online tools on planning and management <ul style="list-style-type: none"> ▪ Presentation of tools ▪ Exercise and use of online tools 	
3	<p>Teachers help students plan and manage</p> <ul style="list-style-type: none"> • Online Tools • Techniques that can be used with Students to develop planning and management competences <ul style="list-style-type: none"> ▪ Presentation of exercises ▪ Role Play with exercises “Be the pupil” (CL3.2_10) ▪ Group Exercise – Develop my own exercise for children’s management and Planning competences (CL3.2_9) ▪ Discussion on how these exercises can be used in the classroom (CL3.2_11) 	180 min
4	<p>Summary and Evaluation</p> <ul style="list-style-type: none"> • Questions and Answers • Discussion/Reflection • Summarise of Module • Feedback on the Training 	60 min

Methodological tools

The methodological tools will be developed under IO5. Here you need to list them and associate them with a technique. Also please add the attachment here.

No	Training Technique	Title of Methodological tool
1	Lecture	PPT – Presentation of all topics (PPT3.2)
2	Questions and Answers	Open and closed questions
3	Examples	9 reasons of why everyday planning is important; SMART goals;
4	Group Exercise	“Let’s make a plan” ; GANTT Chart; Develop my own exercise for children’s management and Planning competences
5	Video Analysis	“Time management and SMART goals”; “Covey’s Habits of highly successful people”
6	Individual Exercise	“My Smart goals”; Personal Plan Development; “Am I acting as successfully as I can?”
7	Role Play	“Be the pupil”
8	Group Discussion	Various topics of the module

SELF DIRECTED LEARNING

Resources

You can add here websites, articles, book references etc. that will help to develop the learners competences. Please make sure that you enter at least 5 resources for this competence.

No	Title and Reference	Attachment (if applicable)
1	Develop pupils that work independently	https://www.wabisabilearning.com/blog/10-ways-foster-independent-thinking-skills
1	Students set their goals	http://greatexpectations.org/resources/practices/practice-one/vision-goals-self-reflection/lessons-and-strategies-for-goal-setting-elementary/
3	Smart goals for Students	https://www.whatihavelearnedteaching.com/student-goal-setting-in-elementary/
4	Train youth for change	https://aflateen.org/about/
5	Teaching management skills to primary school students	https://flintobox.com/blog/child-development/teach-kids-time-management-skills