



Co-funded by the
Erasmus+ Programme
of the European Union

***METHODOLOGY GUIDELINES FOR ENTERPRISE
SHADOWING IN PROJECT PARTNER COUNTRIES***

- PART A -



Youth Enterprise
Shadowing Schemes

yessproject.eu

YESS- Youth Enterprise Shadowing Schemes

Erasmus+: KA2 – Strategic Partnership | Youth

(Project n° 2017-3-PL01-KA205-047160)

Methodology Guidelines for Enterprise Shadowing in Project Partner countries

Part A

Overview of the scheme & interaction of actors

Table of contents

The Project	3
A general path towards entrepreneurship.....	5
Recruitment	6
Preparation	7
Shadowing week	9
Follow up	10
Roles and Tasks	11

The Project

YESS – YOUTH ENTERPRISE SHADOWING SCHEMES – is a 24-months ERASMUS + project (KA2: Strategic Partnership | Youth) designed to support the fight against unemployment among young people and, at the same time, influence their decision as to the career to be followed, by enriching their understanding of the practical sides of entrepreneurship and self-employment, through engaging them in so-called “Enterprise Shadowing Scheme” (E.S.), which in many countries have proven to constitute quite effective educational processes.

The project is expected to impact significantly on participating organizations, young people, policy makers, local communities, as its major objective is to narrow the existing knowledge gap, provide awareness on key concepts and opportunities and equip young people with the needed tools to pursue successful entrepreneurial activity.

Objectives

- To narrow the existing knowledge gap, provide awareness on key concepts and opportunities and equip young people with tools necessary to pursue successful entrepreneurial activity.
- To facilitate exchanges of experience, learning and networking between young people/future entrepreneurs with experienced businesspeople.
- To establish flexible approaches towards creating social impact through enterprise shadowing and strengthening the school-to-work transition.
- To respond to common European problems of youth unemployment & lack of entrepreneurial activities by cooperating transnationally on mitigation of these issues, and to propose valuable and feasible solutions.

Results

- **Mapping and assessment of national enterprise shadowing practices and reports:** an investigation in all partner countries of previous experience of ES schemes, their main characteristics and views by enterprises and future ES participants.
- **Development of Enterprise Shadowing Methodology, Training Materials, Guides and Tools** to support young people's employability by providing them supporting tools and structuring a methodology, which will be, implemented transversally during the 2-years-project.
- **Digital Training Content and Customised YESS e-Learning platform:** an open source-learning platform hosted by Moodle to ensure a distance learning for the young people participating in the pilot phase of the Enterprise Shadowing programmes in each YESS partner country, enabling all other users to exploit the materials developed.

A general path towards entrepreneurship

The following document will summarize the main phase of the process of enterprise shadowing as well as all the roles each actor involved in the project will have. A part B of this document will be more focused on the methodology implemented in the project, providing an extensive overview to each step, especially on the path towards entrepreneurship during the ES programme.

The first part of the current document is dedicated to the main phases of the project, namely:

- *Recruitment*, in which all partners will identify people and enterprises to participate in the programme.
- *Preparation*, in which both project targets (young people & entrepreneurs) will be informed and prepared in order to make effective the shadowing week.
- *Shadowing Scheme*, where young people and hosting entrepreneurs will work closely, starting the process of exchange among them which will be crucial for their learning growth.
- *Follow up*, in which partners, young people and entrepreneurs will reflect on what has been implemented and identify new ways of how to make the results sustainable and the impact exploitable.

For each phase of the project, main actions, objectives and expected results will be highlighted. This will be important to have a general but precise idea about how the shadowing scheme works and how it is fitted in the learning process of the main actors involved.

The second part of the document is dedicated to the main roles and benefits of each actor involved, specifically young people and hosting entrepreneurs, allowing to understand the expected actions for each target and their role around their participation in the shadowing scheme.

Recruitment

Period of time	Objectives	Main Actions	Expected results
July – September 2019	<ul style="list-style-type: none"> To select 20 motivated young people for the ES programme. 	<ul style="list-style-type: none"> Development of a call for participants Development of dissemination material to support the recruitment Organization of interviews and scrutiny of CVs and motivational letters. 	<ul style="list-style-type: none"> 20 participants selected 1 Poster developed, to be disseminated
	<ul style="list-style-type: none"> To identify 2/3 mentors and 5/8 enterprise to be part of the ES scheme. 	<ul style="list-style-type: none"> Development of a call for entrepreneurs Spreading dissemination material in order to enhance recruitment's action. 	<ul style="list-style-type: none"> 5/8 enterprises selected to be involved in the preparation process Call for entrepreneurs spread in all the communication channels
	<ul style="list-style-type: none"> To inform young people, mentors and entrepreneurs on the main phases of the project 	<ul style="list-style-type: none"> Preparation of educational material in order to prepare all the actors involved by the project 	<ul style="list-style-type: none"> Modules and PPT presentations for briefings are ready

Preparation

Period of time	Objectives	Main actions	Expected results
September 2019	<ul style="list-style-type: none"> To train young people in order to provide them with the basic knowledge on entrepreneurship and how to set up your own enterprise. 	<ul style="list-style-type: none"> Organization and implementation of 15 hours briefings for young people on the modules prepared by each partner. Creation of supporting material to allow the execution of briefings according to the learning objectives of the target. Preparation of digital educational material to allow users to complete autonomously the learning offer before starting the ES programme. Preparation of a guide summarizing main tasks to be done during the ES scheme. 	<ul style="list-style-type: none"> 20 young people are trained on the basic topics of the project An online platform with the educational material to allow an asynchronous learning is ready Increased awareness on the key topic of the project Improved knowledge on how to set up an own enterprise.
	<ul style="list-style-type: none"> To meet entrepreneurs & mentors and provide them with information allowing to guarantee an effective experience during ES 	<ul style="list-style-type: none"> Organization and implementation of briefings addressed to entrepreneurs and mentors explaining their role and main tasks before, during and after the ES. Preparation of the educational material to support the briefings. Preparation of a guide summarizing main tasks to be done during the ES scheme. 	<ul style="list-style-type: none"> Max. 8 entrepreneurs informed on the ES programme and prepared to provide support as hosting organization. Max. 2 mentors trained on how to support young people during the ES programme. Improved awareness on both targets on the benefits of the ES programme.

	<ul style="list-style-type: none"> ▪ To logistically prepare the ES experience with the involvement of all the actors 	<ul style="list-style-type: none"> ▪ Preparation of administrative documents to be used during the Shadowing Week ▪ Check of the safety conditions of the workplace in which the young people will be hosted. ▪ Verification of insurance potentially usable during the Shadowing Week. 	<ul style="list-style-type: none"> ▪ 20 shadowing weeks/country are ready to be implemented.
--	--	--	---

Shadowing week

Period of time	Objectives	Main Actions	Expected results
September – October 2019	<ul style="list-style-type: none"> To provide young people a first experience in the workplace, allowing an exchange with the entrepreneurs thus stimulating their entrepreneurial spirit. To make discover entrepreneur the importance of hosting young people and understand the benefits of ES programme 	<ul style="list-style-type: none"> Observation by young people of the hosting entrepreneur's daily work Participation of young people in simple tasks related to daily working activity of the hosting entrepreneurs Monitoring the activity between the entrepreneurs and the young people Evaluation of the competences before and after the shadowing week is implemented. Selection of the people to participate in the shadowing week abroad in Poland, during autumn 2019 	<ul style="list-style-type: none"> 5 working days per participant spent in touch with 1 entrepreneur. 2 evaluations on the competences before and after the shadowing week. Increased contacts between hosting entrepreneurs and young people participating into the ES programme. Increased awareness of young people on the necessary steps to enter in the labour market with own enterprise.

Follow up

Period of time	Objectives	Main actions	Expected results
October – December 2019	<ul style="list-style-type: none"> To evaluate the impact on the participants in order to improve the structure of the ES programme. 	<ul style="list-style-type: none"> Finalization of the national report, taking into consideration all the evaluation reports and questionnaires during all the activities before, during and after the shadowing week 	<ul style="list-style-type: none"> 1 National report 1 General report on the impact of the ES programme on the participants' competences.
	<ul style="list-style-type: none"> To strengthen the network created thanks to the entrepreneurs contacted and involved. 	<ul style="list-style-type: none"> Sending to the entrepreneurs main results and feedbacks of the shadowing week Involvement of entrepreneurs in other projects with similar content Continuation of the shadowing week as good practice out of the project lifetime 	<ul style="list-style-type: none"> Increased knowledge on the benefits of implementing ES programme within enterprises.
	<ul style="list-style-type: none"> To disseminate the results and to spread ES as good practices in other contexts 	<ul style="list-style-type: none"> Disseminating results reaching stakeholders, providing information and spreading tools to be implemented during the shadowing week. 	<ul style="list-style-type: none"> Dissemination activities aimed at increasing sustainability of the project products.

Roles and Tasks of Young People & entrepreneurs Involved in the ES programme

Young people

	Before ES	During ES	After ES
Roles	The young people will participate into the preparation activities set by the partners as well as he/she will learn on how a ES programme work, its benefits, participants' rights and tasks.	Participants in the Shadowing week will interact with the Hosting Entrepreneur and the workplace, according to the agreement signed with them.	Young people will provide feedbacks on the experience, defining a structured path for their future career.
Tasks	<ul style="list-style-type: none"> ▪ To participate actively in the briefings during all the 15 hours ▪ To complete the learning contents in the online platform (max. 30 hours of asynchronous learning) ▪ To sign an agreement between the partner and the hosting enterprise relating to the specific tasks to be done during the ES ▪ To participate in the evaluation activities before the ES 	<ul style="list-style-type: none"> ▪ To attend all 5 working days foreseen in the shadowing week. ▪ To update to their mentors about the shadowing day ▪ To complete an attendance sheet regularly, ▪ To respect the working hours and hosting origination rules ▪ To contribute his/her time, energy and enthusiasm towards the aim and objectives of the project activities 	<ul style="list-style-type: none"> ▪ To participate in the follow up meetings foreseen by the project ▪ To write a small article about the experience

Hosting Entrepreneurs

	Before ES	During ES	After ES
Roles	Hosting entrepreneurs will meet partners in order to receive information on ES programme as well as all the bureaucratic and administrative tasks to be done.	They will provide an easy path of learning for the young people hosted in their enterprise, together with a continuous exchange and collaboration with the partner.	They will participate to the evaluation activities during the follow up phase, in order to improve the ES programme as well as provide more information to assess the final impact of the programme.
Tasks	<ul style="list-style-type: none"> ▪ To be informed about the project activities. ▪ To provide necessary information for the organization regarding the ES programme (time, location) together with all the administrative issues to be dealt with. ▪ To prepare an Enterprise Profile for distribution to shadowers and Mentors. ▪ To prepare a short Industry Profile, presenting the main characteristics, performance indicators and main challenges faced by the industry in which they operate. 	<ul style="list-style-type: none"> ▪ To host young people to their company, as agreed with the project partners. ▪ To provide basic information about the organization to young people. ▪ To complete daily report, signature sheet ▪ To collaborate with project partner during the shadowing week. 	<ul style="list-style-type: none"> ▪ To be in contact with the project partners. ▪ To provide feedback to young people and project partner about the shadowing week. ▪ To complete the evaluation tasks and questionnaire.

partners



Stowarzyszenie Integracja i Rozwój (SIR)
Kielce, Poland
www.sir.com.pl



APOPSI Information Technology, Consulting
& Training Services S.A.
Peiraias, Greece
www.apopsi.gr



Enoros Consulting Limited
Nicosia, Cyprus
www.enoros.com.cy



Centro per lo Sviluppo Creativo
Danilo Dolci (CSC)
Palermo, Italy
www.danilodolci.org



yessproject.eu

facebook.com/yessproject.eu

linkedin.com/groups/8679824

Project number: 2017-3-PL01-KA205-047160



Co-funded by the
Erasmus+ Programme
of the European Union

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.