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YES METHODOLOGY GUIDELINES FOR YOUNG PEOPLE



Youth Enterprise
Shadowing Schemes

yessproject.eu

YESS- Youth Enterprise Shadowing Schemes

Erasmus+: KA2 – Strategic Partnership | Youth

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Methodology Guidelines for Young people

Part A

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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.

Why this guide?

The following guide has been developed in order to provide the future participants of the Enterprise Shadowing programme basic information on the project, on the benefits they could get with their participation in the foreseen activities and a general introduction to their main tasks. This will be an initial introduction to the framework of actions in which they will be introduced, raising their awareness on their learning path and clarifying the expected impact they will have.

Each partner of the project will activate a similar path, bringing participants to know entrepreneurs and providing concrete tools to define better their future career.

This document is structured in the following way:

- A general introduction to the Enterprise Shadowing Programme
- The Benefits of participating in ES activities
- The expected roles and tasks of young people within the participation in the project activities.

Further information will be provided during the briefings and evaluation meetings young people will participate.

For further information, please contact the national coordinator of the project:

Enterprise shadowing and its benefits

What is an “Enterprise shadowing”?

In the Enterprise Shadowing Scheme, young people – by “shadowing” an entrepreneur – observe an enterprise’s environment, its challenges, the required skills, the value of entrepreneurial training and, therefore, become able to consider alternative career options for the future.

For a limited period of time – 5 working days - the enterprise shadowing provides an opportunity to observe and have a direct contact with entrepreneurs and the host enterprise.

During the shadowing program young people will have the opportunity to gain comprehensive knowledge about the daily practicalities in a business, the essential parts which contribute to the success or failure of an enterprise, the reality of being a business owner, the highs and lows, etc.

This will support youth employability to acquire new competences in topics that will be sought by employers and in parallel will provide them with practical experience in order to enhance the knowledge gained during the theoretical part of the programme.

The program will involve 3 main actors:

- 1. Young people:** students, youth workers, newcomers in the NGO sector, volunteers, young leaders who have an interest in entrepreneurship & local community development.
- 2. Entrepreneurs,** who will have the chance to host young people and allow them to have this entrepreneurial experience and one of the first “contact” with the workplace.

3. Mentors, who will guide young people and be in touch with entrepreneurs during all the ES programme, guaranteeing the smooth implementation of the scheme.

All of them will interact before, during and after the implementation of the ES program, with a continuous exchange within the framework of a well-defined methodology.

The methodology at the basis of this program is based on the following steps, summarizing the main actions of the project:

| Before ES | During ES | After ES |
|--|---|--|
| <p>PREPARE</p> <p>The participating young people get an opportunity to understand all elements of entrepreneurship, thanks to preparatory meetings called “briefings” and an online support (IO3) with educational material, which will prepare the target with topics useful for the development of the ES program</p> | <p>MEET</p> <p>The “Host Enterprise” (HE) meets with the young people. The HE should use this opportunity to get to know the visiting young people, by asking appropriate questions in order to judge if a young person is a novice or has some experience</p> | <p>FOLLOW UP</p> <p>Young people will reflect on the experience, capitalizing the knowledge acquired and defining better their future career.</p> |
| | <p>SHOW</p> <p>This is the stage where the young people observe the HE performs its daily activities. Depending on the industry, they accompany the HE in daily routines and/or provide assistance with minor tasks, while cautiously observing their performance.</p> | |
| | <p>ALLOW</p> <p>This phase provides young people with a “hands-on” experience, maintaining the HE continuous</p> | |

| | | |
|---|--------------|--|
| | supervision. | |
| REGULAR CONTACTS/BRIEFINGS with mentors & partners to provide coherence to the ES programme. | | |

Further information will be provided during the first meeting between young people, entrepreneurs and partners, adapting the ES programme to the availability of the local enterprises.

Benefits for young people

Participating into the ES programme allows all the actors involved to get benefits at multiple levels.

Regarding young people, the benefits for the participation in the program will be:

| During the shadowing | After Shadowing |
|---|---|
| <ul style="list-style-type: none"> ▪ Training for young people on the topic of entrepreneurship and how to set up your own enterprise. ▪ Young people will have details information on following topics through and online platform with the educational materials and non-formal activities; <ul style="list-style-type: none"> • An Enterprise' s basic structure and functions: • The importance of the Value chain: • The Development of Funding Programmes: • Principles of industrial relations and the importance of soft skills at workplace: • Setting Up an Enterprise: • Launching of product: ▪ Young people will have a first experience in the workplace by observing of the hosting entrepreneur's daily work. | <ul style="list-style-type: none"> ▪ Build a relationship with hosting entrepreneurs by participating into the ES programme. ▪ Increased knowledge on the benefits of implementing ES programme within enterprises. ▪ You will have chance to participate in the shadowing week abroad in Poland, during autumn 2019. ▪ Increased awareness on the necessary steps to enter in the labour market with own enterprise. |

Roles and Tasks of Young People involved in the ES Programme

| | 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 |

partners



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