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YES METHODOLOGY GUIDELINES FOR ENTERPRISES



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 enterprises

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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 and enterprises 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 enterprises 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. At the same time the hosting enterprise will have an opportunity to gain new ideas from young people.

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 entrepreneurs will get the opportunity to understand how the ES program works and the benefits of being involved in such activity. Briefings will explain them how to organize the activities according to the needs of the project and theirs.</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>Entrepreneurs will have the chance to understand if the practice can be included in their entrepreneurship as well as enlarging their network at local and international level.</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 supervision.</p>	

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 enterprise

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

Regarding enterprises, the benefits for the participation in the program will be:

During the shadowing	After Shadowing
<ul style="list-style-type: none"> ▪ To build the network with local organizations. ▪ Learn fresh ideas form young people for your organisation. ▪ Increased knowledge and experiences on hosting young people within the company. ▪ Discover entrepreneur the importance of hosting young people and understand the benefits of ES programme. 	<ul style="list-style-type: none"> ▪ Build local and international network of your business. ▪ Increased knowledge on the benefits of implementing ES programme within enterprises. ▪ Increased contacts between hosting entrepreneurs and young people participating into the ES programme. ▪ They will gain knowledge of basic on Enterprises' standard structure and Operations.

Roles and Tasks of Hosting Entrepreneurs Involved in the ES Programme

	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.

partners



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