



## KA1 Training Plan (KA101, KA102, KA104)

### Topic: Entrepreneurship Skills

### Activity Type: Seminar/Training

### Length: 5 days

### Training Objectives:

*This structured course aims to improve participant's entrepreneurial skills, which can encompass a broad range of various skill sets like technical skills, leadership and business management skills and creative thinking. Entrepreneurial skills can be applied to many different job roles and industries. Entrepreneurial skills can encompass a large range of both soft and hard skills. Because of the many business roles entrepreneurs may take on, they may also develop a variety of different skill sets to accommodate the growth of their businesses and brands.*

### Training Programme:

#### 1st Day

##### Communication as a Key to Success

- Course introduction.
- Needs and expectations evaluation.
- Radical openness and its pay off in business
- Behaviour: manipulative, ironic, aggressive and ruinous-empathic or passive.
- Behind the curtain of communication.
- Managing our emotions during a conversation.
- Finding a mutual understanding.

#### 2nd Day

##### Time management

- How to increase your inner motivation to work and how to motivate others.
- Task management and priority setting.
- Maintaining positive habits and getting rid of negative habits.
- Effective restoring of energy without losing the creativity and will.
- Reduction of the impact of negative emotions, stress and decision paralysis.

#### 3rd Day

##### Strategic Thinking

- How to predict a crisis.
- Strategic crisis planning - what to keep and what to get rid of.
- Prevention - what we have learned in difficult times and how to implement it later.
- Types of changes - how individual changes affect us.



- The difference between static and dynamic thinking.
- Stereotypes as useful habits or toxic traits.

#### 4th Day

##### Decision Making and Delegation

- Identifying whether the decision needs to take place – possible alternatives.
- The importance of gathering the relevant information.
- Reviewing the outcome and the consequences.
- Identifying the long-term goals and interests.
- To whom should we delegate the tasks.
- Is failure an option?

#### 5th Day

##### Creativity as a Competitive Advantage

- Novel ways to develop the product/service and improve the business.
- How to think about “unthinkable”.
- Developing new niches through creativity and entrepreneurship.
- Business thinking versus creative thinking.
- Course roundup and final evaluation.

*Training will take place from 9.00am till 4.00pm, and will be supported by additional cultural activities of the City of Vienna.*