



ACTIVATING WOMEN'S ENTREPRENEURIAL MINDSETS AND SOCIAL CHANGE THROUGH CREATIVITY AND CULTURE IN THE COVID-19 ERA

Intellectual Output 1 - A4: ENTREPRENEURIAL AND DIGITAL COMPETENCE FRAMEWORK



P5 – Project Net

MODULE 5: IMPROVING YOUR DIGITAL ORGANIZATIONAL SKILLS, THROUGH THE USE OF GOOGLE APPS OR OTHER PROGRAMS

1. General description of the module

The “Improving your digital organisational skills, through the use of google apps or other programs” module provides guidance on how to benefit from various digital tools (mostly the Google products) in order to organise your workflow, material and colleagues when it comes to launching and running your own business.

Adults will learn how to:

1. Identify the benefits of digital technologies in your business’ organisation
2. Cloud storage
3. Financial control
4. Distant collaboration

2. List of Topics:

Topic 1: The benefits of digital technologies in your business’ organisation

Short description: This topic enlists the reasons for which the organisation of any business should be done through the use of digital tools, and what benefits they can offer in each of its organisational sections, compared to the “traditional” methods.

Topic 2: Cloud storage

Short description: A tutorial on the basic functions of Google Drive, presentation of some common categorisations of business content into folders and subfolders, and a brief mention of alternative software

Topic 3: Financial control



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Short description: Recommendation of accounting software, enlisting of their features and how they match the business' workflow

Topic 4: Distant collaboration

Short description: Tutorial on the basics of Zoom, tips for maintaining a successful distant collaboration, both with employees and collaborators of your business, and things to avoid.

MODULE 5: IMPROVING YOUR DIGITAL ORGANIZATIONAL SKILLS, THROUGH THE USE OF GOOGLE APPS OR OTHER PROGRAMS					
Topic 1 The benefits of digital technologies in your business' organisation	Main Objectives: The main goal of this topic is to provide an overview of why using digital tools for organising your business' workflow is essential	KNOWLEDGE <i>(In the context of EQF, knowledge is described as theoretical and/or factual)</i>	SKILLS <i>(In the context of EQF, skills are described as practical)</i>	ATTITUDE <i>(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)</i>	Activities/Lesson Plan
		<ol style="list-style-type: none"> 1. I understand what digital organisation means 2. I understand its benefits for my business 3. I understand the additional benefits it offers, compared to the traditional organisation 	<ol style="list-style-type: none"> 1. I know the definition and analysis of "digital organisation" 2. I know the list of benefits that it offers for each organisational section of my business 3. I know why traditional methods should be limited 	<ol style="list-style-type: none"> 1. I am able to define what digital organisation is and what is not 2. I am able to enlist its benefits for my business 3. I am able to understand the added value that the digital organisation offers compared to the traditional one 	<ol style="list-style-type: none"> 1. Definition of digital organisation and analysis of it in an entrepreneurial context 2. List with its benefits for each separate organisational sector of the business (file storage, accounting, distant collaboration with employees and collaborators) 3. Comparison to the traditional methods

Topic 2 Cloud storage	The main goal of this topic is to provide a tutorial on Google Drive, recommend ways of organising business files, and offer the alternatives of Dropbox and OneDrive.	<ol style="list-style-type: none"> 1. I understand what Google Drive is 2. I understand the main idea behind folders and subfolders 3. I understand the alternatives of Dropbox and OneDrive 	<ol style="list-style-type: none"> 1. I know how to perform basic actions in Google Drive 2. I know how create comprehensive folders and subfolders 3. I know the prerogatives of Dropbox and OneDrive against Google Drive 	<ol style="list-style-type: none"> 1. I'm able to handle the basic features of Google Drive 2. I am able to identify the organisational structure of my business and incorporate it into my GDrive 3. I'm able to know whether Dropbox and/or OneDrive are more suitable for me 	<ol style="list-style-type: none"> 1. Tutorial on the basic features and functions of GDrive 2. Guide on how to identify your business' organisational structure and translate it into folders and subfolders of GDrive 3. Enlisting of the cases in which Dropbox and OneDrive are more useful
Topic 3 Financial control	The main goal of this topic is to provide a shortlist of available easy-to-use accounting software, a brief tutorial on Odoo and do's and don'ts on it	<ol style="list-style-type: none"> 1. I understand which are the available easy-to-use accounting software 2. I understand the basic features of Odoo 3. I understand what to do and not do in Odoo 	<ol style="list-style-type: none"> 1. I know how to search for accounting software 2. I know how to do basic actions in Odoo 3. I know what to prioritize and what to avoid in Odoo 	<ol style="list-style-type: none"> 1. I am able to select a suitable accounting software for my business 2. I am able to do basic actions in Odoo 3. I am able to know what to do and not do when using Odoo 	<ol style="list-style-type: none"> 1. Shortlist of the best easy-to-use accounting software 2. Tutorial on the basics of Odoo 3. List with do's and don'ts in Odoo
Topic 4 Distant collaboration	The main goal of this topic is to provide a tutorial on the basics of Zoom, then a set of more advanced tools and finally a guide on netiquette	<ol style="list-style-type: none"> 1. I understand which are the basics of Zoom 2. I understand the more advanced actions for business conferences 3. I understand how to properly behave in teleconferences 	<ol style="list-style-type: none"> 1. I know how to do basic actions on Zoom 2. I know how to run a successful business conference or webinar 3. I know what to say and not say during a teleconference 	<ol style="list-style-type: none"> 1. I am able to launch and coordinate a basic Zoom meeting 2. I am able to host a multi persons conference 3. I am able to behave properly in a teleconference 	<ol style="list-style-type: none"> 1. Tutorial on how to launch a basic teleconference in Zoom 2. Tutorial on how to throw multiple people conferences and webinars 3. List of dos and don'ts of online collaboration (netiquette)