



Anmiro Oy

projects, evaluation, writing



# ***Safe training programme for 50+ age people***

19-20 Keep50+ meeting in  
Karditsa Greece



# Content

**This training programme for the people 50+ is created under Nordplus Adult program project “SAFE – seeking actively for employment”**



# Modules

**Yhe topics of this training program are modern and actual, designed to build**

- Self-confidence/self-empowerment 12 hours**
- Entrepreneurial 16 hours**
- ICT skills 12 hours**



# **1 Self-confidence/self-empowerment**

**1. Self-presentation and self-evaluation**

**2. Self-believe and networking**

**3. Negotiation and problem solving**

**4. Communication**

# 2 Entrepreneurship

- 1. What is entrepreneurship? The importance of profit.**
  - 2. Various forms of entrepreneurship Part time, full time entrepreneurship. Company or self-employed, Business forms etc**
  - 3. Taxes national taxation rules and calculation methodology for the company and self-employed.**
  - 4. Marketing Creating and maintaining customers**
- 4/6 P's**



# 2 Entrepreneurship

**5. Business support organizations; Possible sources of funding**

**6. Business plan or business model for “start up”**



## **3 ICT skills**

- 1. Management files, folders and cloud services**
- 2. How to use and manage e-mail**
- 3. Search engines and useful applications**
- 4. E-government services for entrepreneur, use of an ID card, digital signature**
- 5. Practical operations in text and spreadsheet programs for entrepreneurs**
- 6. Social media and homepages for supporting business**
- 7. Secure Internet usage, beware viruses**