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E+ biz up school ToolBox

List and description of key entrepreneurial competences



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Competence pillars:

1) Personal and interpersonal competences

2) business and (social) entrepreneurial competences

3) technical/digital competences

Competence	Description
Teamwork	<ul style="list-style-type: none">• the ability and desire to learn and work cooperatively with others in a team towards the common set goals;• listening and responding constructively to other team members' ideas• offering support for others' ideas and proposals• expressing disagreement constructively (e.g., by emphasizing points of agreement, suggesting alternatives that may be acceptable to the group).• reinforcing team members for their contributions.• giving honest and constructive feedback to other team members.• helping others when they need it.• working for solutions that all team members can support.• sharing his/her expertise with others• organizing resources to accomplish tasks with maximum efficiency.



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Strategic thinking

- the ability to systematically, analytically and structurally think about how to implement the (core) assignments, set goals and reach them, develop new and effective strategies through anticipating changes in the market or through initiating new changes
- gathering, analyzing and evaluating relevant information regarding clients, competitions and (potential) partners to obtain deeper insight and understanding of the current developments
- identifying opportunities, threats, strengths and weaknesses, and utilizes them to make effective decisions
- proactivity in anticipating changes and dealing with these effectively, efficiently and successfully
- formulating effective strategies consistent with the core services provided and the competitive strategy of the organization
- determine objectives and setting priorities.



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(Social) Responsibility	<ul style="list-style-type: none">• the ability to recognize how your beliefs, ethics and actions fit within the context of a greater community• knowing personal convictions and strive to put them into practice• accepting responsibility for your own actions• showing a respect for others' rights and diverse ideas• demonstrating personal, professional and academic honesty• choosing ethical courses of action• contributing to local, national and international community• building equitable relationships• considering the broader implications of your decisions• evaluating ethical aspects as part of decision making• acting responsibly in accordance with sound principles of sustainability•
Digital competences	<ul style="list-style-type: none">• the ability to use advanced search strategies to find reliable information on the internet• the ability to assess the validity and credibility of information using a range of criteria• solving technological problems by exploring the settings and options of programmes or tools• using cloud information storage services• producing or modifying complex, multimedia content in different formats, using a variety of digital platforms, tools and environments• actively using a wide range of communication tools (e-mail, chat, SMS, instant messaging, blogs, micro-blogs, social networks) for online communication• creating and managing content with collaboration tools (e.g. electronic calendars, project management systems, online proofing, online spreadsheets)• actively participating in online spaces and using several online services (e.g. public services, e-banking, online shopping)• using advanced features of communication tools (e.g. videoconferencing, data sharing, etc.)• having an informed stance on the impact of digital technologies on everyday life, online consumption, and the environment.



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Project management

- the ability to plan, implement, manage and measure projects and tasks in a timely and directed manner
- planning and carrying out projects with well-defined goals and outcomes
- determine appropriate implementation strategies, tools and technologies
- adapting to changing work priorities and workplace practices
- using a range of assessment techniques to monitor a project or task
- establishing priorities to meet deadlines
- carrying out multiple tasks or projects at the same time



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<p>Legislation</p>	<ul style="list-style-type: none"> • The ability to research and find out current laws and regulations that affect business/life • the ability to understand and stay up to date on regulations in the field of operation and to keep pace with new rules and practices • taking decision of what actions need to be taken to comply with new or changing law and regulations • the ability to follow changes or to foresee possible regulation changes in the field of operation • searching for an online service to ensure receiving all relevant legislation updates
<p>Flexibility</p>	<ul style="list-style-type: none"> • Openness to different and new ways of doing things; • willingness to modify one's preferred way of doing things. • Seeing the merits of perspectives other than his/her own. • Demonstrating openness to new organizational structures, procedures, and technology. • Switching to a different strategy when an initially selected one is unsuccessful. • Demonstrating willingness to modify a strongly held position in the face of contrary evidence.
<p>Persistence</p>	<ul style="list-style-type: none"> • the ability to stay the course in times of difficulty; • the ability to learn new skill and never give up, • the ability to remain motivated to accomplish goals in the face of adversity or obstacles.
<p>Culture of failure</p>	<ul style="list-style-type: none"> • the ability to find and being aware of weaknesses and then maximizing strengths • be able to communicate and to discuss feedback • be able to formalized things mentioned before
<p>Motivation</p>	<ul style="list-style-type: none"> • the willingness to take self-directed or self-motivated actions to do more than is expected with the aim of improving performance and finding or creating new opportunities • Actively looking for challenges and committed to meeting them. • Enabling others to acquire the tools and support they need to continuously improve their respective performance levels. • Showing eagerness to develop. • Searching for new opportunities for both, himself/herself and for the organization, and follows up on these. • Willing to go beyond the requirements and take on responsibilities that are not considered his/her own.



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Self Presentation

- the ability to control body language and communication
- the ability to shows authentic way of personality
- the ability to fitting the message to the beliefs, values, and competencies of the audience so that they will draw the "proper" conclusion
- the ability to express, gestures, posture, breath, timing and voice that apply in professional communicative situations



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Financial management / crowdfunding	<ul style="list-style-type: none">• the ability of planning, directing, monitoring, organizing, and controlling of the monetary resources of an organization,• applying general management principles to financial resources of the enterprise• the ability of funding a project or venture by raising money from a large number of people who each contribute a relatively small amount, typically via the Internet• Be able to self-promote »like mad« - reaching out to journalists at top publications, building social media following ...• Be able to follow the rules and follow the instructions of what crowd funding is meant for,• Searching and discovering communities that shares ideas and resources on what's worked in the past
Problem sensitivity	<ul style="list-style-type: none">• to be aware of the society's most pressing problems in different fields, such as healthcare, agriculture, education, environment, rights, etc.• ability to understand and recognize the impact and consequences of the society's problems• ability to take a step back and become aware of your views, attitudes, and values towards society's problems• acquiring and using relevant information for developing and implementing appropriate solutions for society's problems• be motivated by opportunities to be of service to others and contribute to the progress and well being of society
Proactivity	<ul style="list-style-type: none">• taking the initiative go for it• initiating processes that create value• seeking new tasks and development opportunities• identifying and developing new ideas and challenges for business etc.• taking up challenges• acting and working independently to achieve goals, stick to intentions and carry out planned tasks



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Generating ideas	<ul style="list-style-type: none">• the ability to think outside of the box, which is not limited by the current situation, contexts and constraints• generating new creative ideas and suggestions for improvements ready to apply to new situations• ability to build on others' ideas and add new ideas or combine other people's ideas in new ways to create new things or solve straightforward problems• knowledge of techniques for encouraging creative thinking and generating new ideas• knowing the deliberate strategies for quieting individual conscious mind (e.g., walking away for a while, doing something relaxing, being deliberately playful) so that can be more creative• understanding, that not every idea will be a success, and ability to see failures as learning opportunities even as they strive for success
Marketing and sales	<ul style="list-style-type: none">• knowledge of principles and methods for the promotion and sale of products or services, including the preparation of market analysis and marketing strategy, marketing communications, marketing channels, sales techniques and evaluation of sales effects• ability to carefully analyze brands and plan the processes of establishing, maintaining and strengthening the brand,• preparing sales strategies for marketing representatives and prodigious marketing strategies• contacting with existing or potential customers to promote products or services and to improve their own and organizational performance



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Critical thinking

- ability to break a situation down into smaller pieces, task or more manageable parts to identify its key or underlying issues
- organizing the parts of a problem systematically and comparing all the aspects of a problem
- using logic and reasoning to identify the strengths and weaknesses of ideas, alternative solutions, conclusions, or approaches to problem solving
- using sophisticated techniques such as strategic planning and flowcharts to solve problems or improve operations
- understanding the cause-and-effect relationships (if...then...), establishing constants, gathering items into coherent groupings, and finding new ways to look at things
- getting, viewing and analyzing data or information through modern tools - information and communication technology



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Decision making	<ul style="list-style-type: none">• ability to make a quick decision when required• thinking well on others feet• having broader perspectives• thinking clearly and strategically under tight deadlines and pressure• generating and evaluating alternatives before making a decision or taking action• encouraging input from others when it is appropriate• sticking to a decision even when faced with resistance or opposition (e.g., stays confident in the decision, does not give in or falter).
Problem solving	<ul style="list-style-type: none">• the ability to identify the cause and effects of problems• the ability to identify alternative solutions to a problem and to select the best option• recognizing problems as they arise and using good judgement and common sense to resolve issues• using all available resources to assess the problem and to identify the best solution• carrying out research or collating and analysing a range of data from different sources• considering all evidence and the context in which the problem occurs to find solutions• spotting problems, opportunities and threats early• resolving problems where an immediate solution may not be apparent• anticipating and dealing with highly complex problems
Communication	<ul style="list-style-type: none">• the ability to express ideas effectively in individual and group situations (including nonverbal communication)• the ability to adjust language or terminology to the characteristics and needs of the audience• the ability to listen effectively to others and give constructive feedback to others• the ability to convince others, to present one's viewpoint in such a way that is accepted by others• listening actively to others and expressing oneself clearly, concisely and factually both orally and in writing• sharing relevant information and giving constructive feedback to others, using the appropriate ways, and being open to receive feedback• expressing oneself effectively in both individual and group



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- using clear, understandable language appropriate to the receiver, enabling the aims of the message to be understood
- successfully addressing key concerns and presenting mutually beneficial solutions
- building successful relationships to ensure support during negotiation
- convincing others in an honest, respectful and sensitive manner in order to get them to go along with one's objectives



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	<ul style="list-style-type: none">•
(Social) Entrepreneurship	<ul style="list-style-type: none">• the ability to look for and seize profitable business opportunities• willingness to take calculated risks to achieve business goals• acting entrepreneurially by perceiving opportunities• being innovative by creating new products, services, and combining resources to solve problems• reframing challenges into opportunities• evaluating work and develop standards to measure success• integrative thinking (through compassion), i.e., openness towards new, non-traditional ideas and approaches to solve problems• proposing innovative business deals to potential customers, suppliers, and business partners.• encouraging and supports entrepreneurial behaviour in others
Leading	<ul style="list-style-type: none">• the ability to organize and motivate people to get things accomplished in a way that everyone feels a sense of order and direction• setting direction, building an inspiring vision and creating something new• mapping out where a team or organisation need to go• guiding people to the right destination in a smooth and efficient way• motivating, inspiring and supporting others to achieve shared goals• building teams through effective communication, getting the best from others• establishing credibility through competence and integrity• taking minority viewpoints into consideration



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Organising	<ul style="list-style-type: none">• ability to think ahead, to plan, prioritise and schedule activities and monitor and control outcomes• using resources effectively to achieve objectives• organising, prioritising and planning time and resources, be they human, physical or financial• prioritising own workload to ensure deadlines are met• planning work for others on day to day tasks or on projects
Entrepreneurial and innovative culture	<ul style="list-style-type: none">• the ability to look for and seize business opportunities and social challenges in the local environment;• willingness to take calculated risks to achieve business goals and ability to notice business opportunities while also taking into account the social value of an undertaking;• proposing innovative business deals to potential customers, suppliers, and business partners;• ability for proactive development and implementation of creative new initiatives to complement the use of new techniques and ideas with non-conventional, 'out of the box' thinking and thorough research in order to achieve goals and objectives in an efficient and effective way.
Risk taking	<ul style="list-style-type: none">• tendency to behave in a way that can potentially cause financial loss, but might also present an opportunity for a rewarding outcome;
Self confidence	<ul style="list-style-type: none">• the ability to develop and maintain inner strength based on desire to succeed;• a person's belief in possession of own personal judgement, ability, power etc. to succeed also when dealing with increasingly challenging circumstances;• making sound decisions and presenting opinions effectively.
Self initiative	<ul style="list-style-type: none">• ability to identify what needs to be done and doing it before being asked or before the situation requires it;• to do more than what is normally required in a situation;• to take independent action to change the direction of events



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Creativity

- the act of turning new and imaginative ideas into reality;
- the ability to adapt traditional methods, concepts, models, designs, technologies or systems to new applications;
- the ability to devise new approaches to make improvements or solve problems;
- the ability to perceive the world in new ways,
- to find hidden patterns, to make connections between seemingly unrelated phenomena, and to generate solutions.