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List of teaching materials of the master craftsman training

For download: <http://master-bsr.eu/training-material/>

International Business College, Denmark (Materials available in Danish)

Part B1: Business administration, law and management

Economy and liquidity

- Lesson plan Entrepreneurship Day 1 – 6
PowerPoint: lektionsplan Iværksætter dag 1 – 6
- Entrepreneurship - from idea to business
- Income budget and liquidity budget
PowerPoint: resultatbudget og likviditetsbudget
- Basic Accounting
PowerPoint: Iværksætter fra Ide til forretning
- Basic Accounting No.2
PDF: grundlæggende regnskab del 2
- Basic Accounting No.3
PowerPoint: grundlæggende regnskab nr. 3
- Basic Account No. 4
PowerPoint: grundlæggende regnskab nr. 4
- Budget Planning to start business
PowerPoint: etableringsbudget for iværksættere
- Calculations
PowerPoint: iværksætter – kalkulationer
- Examples of budgets for entrepreneurship

PowerPoint: eksempler på budgetter iværksætter

- Examples of contribution calculations, etc. COLLECTION

PowerPoint: eksempler på bidragskalkulation mm IVÆRKSÆTTERI

-Examples results and balance

PDF: eksemp- resultatopg og balance

- Entrepreneurship No. 5 examples

PowerPoint: Iværksætter nr. 5 eksempler

- Repetition Task No.1

PowerPoint: Iværksættere rep. op. nr. 1

- Repetition Task No.2

PowerPoint: rep. opg. nr 2 iværksætter

- Repetition Task No. 3 Entrepreneurship

PowerPoint: repetitionsopgave nr. 3 Iværksætter

Innovation

- Innovation – introduction
PowerPoint: Innovation
- Canvas Business model sausage car
PDF: Business model canvas pølsevogn
- Canvas Business model form
PDF: business_model_canvas-dansk
- Idea generation
PowerPoint: Idegenerering
- Idea task
PDF: Idestafet SUPs ny

Project management

- Introduction on project management: conceptual phase, planning, implementation, final phase
PowerPoint: Dag 1 – Projektdeltageren
- Tools and methods: stakeholder analysis, SWOT, project plan and schedule, organisation
PowerPoint: Dag 2 – Projektdeltageren
- Scheduling and Planning Tools – overall time management, risks and uncertainties in project; Implementation phase – communication in the project, motivation in the project, Kompetenzen der Projektteilnehmer; Final phase -
PowerPoint: Dag 3 – Projektdeltageren
- Projektteam, Projektmeetings, Leadership
PowerPoint: Dag 4 – Projektdeltageren
- Project planning and cooperation
PowerPoint: Dag 5 – Projektdeltageren 1
PowerPoint: Dag 5 – Projektdeltageren 2

- Canvas Business model sausage car
PDF: Business model canvas pølsevogn
- Canvas Business model form
PDF: business_model_canvas-dansk
- Idea generation
PowerPoint: Idegenerering
- Idea task
PDF: Idestafet SUPs ny
- Innovation – introduction
PowerPoint: Innovation

Service and communication

- 7 good habits
PDF: 7godevaner
- 10 suggestions for better customer service
PDF: 10 forslag til bedre kundeservice
- Active listening
WORD: Aktiv lytning
- Case giraffe and wolf exercise
PDF: Case giraf og ulve øvelse
- Day 1 Customer Service Representative: Conversations and customer types
in customer contact features, customar contact
PowerPoint: Dag 1 Kundeservicemedarbejder
- Day 2 Customer Service: customer profiles, EFU models, behaviour and body
language, Profile goals - what customers should think about us
PowerPoint: Dag 2 Kundeservicemedarbejder
- Constructive feedback with modern management methods
WORD: Feedback
- Interference in conflict
PDF: Indgriben i konflikt
- Communication and feedback
PowerPoint: Kommunikation og feedback
- Communication and conflict resolution
PDF: Kommunikation og konfliktløsning
- Communication forms
WORD: Kommunikation
- Conflict handling work with own examples
PDF: Konfliktåndtering arbejde med egne eksempler

- Short film about conflict management at workplace
Kortfilm om konflikthåndtering på arbejdspladsen
- My own patterns and choices
PDF: Mine egne mønstre og valg
- Task to use giraffe language
PDF: Opgave om at bruge girafsprø
- Personal Sales – Customer needs 1
PowerPoint: Personligt salg - kundens behov 1
- Personal Sales – Customer needs 2
PowerPoint: Personligt salg - kundens behov 2
- Personal Sales – Customer needs 3
PowerPoint: Personligt salg - kundens behov 3
- Salesmanship
PowerPoint: Salgsteknik
- Transaction Analysis (TA)
WORD: Transaktionsanalyse (TA)
- Personnel management
PDF: Law regarding employees

Part B2: Vocational and occupational education knowledge

Day 1

- Welcome to the IBC supervisor course
WORD: Velkommen til IBC - vejlederkursus
- Program für den 1. Tag
PowerPoint: Program for 1. dag
- Outline for synopsis in exam
WORD: Dispositionen synopsis for exam
- Formalia regarding exam
WORD: Formalia regarding exam
- Internship
 - Training in administration – application for internship
WORD: Administration
 - Application for approvals as event coordinator
WORD: Eventkoordinator Enkeltgodkendelse
 - Trading assistant, sales - application for internship
WORD: Handelsassistent salg
 - PURCHASING ASSISTANT – Application
WORD: INDKØBSASSISTENT
 - Apporval for a group for internship
WORD: Koncerngodkendelse kontor tillæg
 - Group supplement for trade education July 2012
WORD: Koncerntillæg til handelsuddannelse juli 2012
 - Logistics assistant – Application for internship

WORD: Logistikassistent

- Public administration - Application for internship

WORD: Offentlig administration

- Application in Economics

WORD: Økonomi

- Office audit – application for internship

WORD: Revision

- Sales Assistant and Sales Assistant Profile Aug 15

WORD: Salgsassistent og Salgsassistent m. profil aug 15

- Forwarding agent and Shipping

WORD: Spedition og Shipping

- Vocational education and training programs

PowerPoint: Info_reform2015_til_arbgiv

- Presentation on legislation vocational education

PowerPoint: Præsentation2 – lovgivning

- Program for supervisor course 2017

WORD: Program for vejlederkursus 2017

Day 2

- Welcome

PowerPoint: Velkommen

- Information about the day 2 and little homework

WORD: Information om dag 2 og lidt hjemmearbejde

- Use of giraffe language

WORD: Brug af girafsprø

- Coaching behavior, listening and questioning techniques

PowerPoint: coachende adfærd, lytte- og spørgeteknik

- The difficult conversation

PowerPoint: Den vanskelige samtale

- “You brought all that was you”

PowerPoint: Du kom med alt det der var dig

- Assignment

PowerPoint: Hjemmeopgaven

- Communication Appreciative Inquiry Motivation

PowerPoint: Kommunikation, AI m.m.

- Conflict management

PowerPoint: Konflikt håndtering

- WORD: Program for Day 2

Day 3

- WORD: Program for day 3, Program for Vejlederkursus dag 3

- Collection from 2nd day of training

PowerPoint: Opsamling fra 2. kursusdag

- Learning types/Bostrom and Schmidt model 2009

PDF: Bostrøm og Schmidt-modellen 2009

- Home work day 3

WORD: Hjemmeopgave dag 3

- Learning Style test
PDF: Læringsstiltest
- Task - walk and talk
WORD: opgave – walk and talk
- Assignment in living and transformative learning
WORD: Opgave i leverum og transformativ læring
- Best Practices
PowerPoint: Oplæg - Best Practice
- Reflect on learning styles
PowerPoint: Oplæg om læringsstile
- Letter
WORD: Opstartsbrev
- Overview - holistic analyst
PDF: oversigt – holistanalytiker
- Youth culture 2017
PowerPoint: Ungekultur_2017
- Manual methods
- PowerPoint: Vejledningsmetoder

Day 4

- The final assignment
PowerPoint: Den afsluttende opgave
- The written assignment
WORD: Den skriftlige opgave
- Requirements for the final synopsis of the training
WORD: Dispositionen
- Formalities
WORD: Formalia til opgaven
- Assignment of role as supervisor / training manager
WORD: Opgave rollen som vejleder - hvilke kompetencer - mødet på midten

Other documents

- Flyer for trainings
PDF: Flyer

District Guild of Crafts Small and Medium Enterprises – Employers in Wejherowo, Poland (Materials available in Polish)

Materiały elektroizolacyjne

Materiały magnetyczne 1

Ochrona przeciwporażeniowa w instalacjach elektrycznych niskiego napięcia

B1 Ekonomia przedsiębiorstw

B2 Kształcenie wykładowców/instruktorów

A1 + A2 Rzemiosło elektrotechniczne

Proste obwody prądu stałego

Ramowy program szkolenia B2

Rozszycie kabli telefonicznych

Standard egzaminacyjny ELEKTRYK

Wykładowca Piotr Jóskowski MASZYNOZNASTWO

Wykładowca Piotr Jóskowski MATERIAŁOZNASTWO (1)

Wymagania techniczne dla instalacji elektrycznych w budynkach

Latvian Chamber of Crafts, Latvia (Materials available in Latvian)

Handwerkskammer Lettlands_Padagogik fur handwerker

LAK 2018_Presentation Part III

LAK 2018_Presentation Part IV

Management-legislation

Pedagogy methodology

Training material in pedagogy

Public Institution Vilnius Builder Training centre, Lithuania (Materials available in Lithuanian)

Part A1 Practical training and Part A2 Specialised Theory Master Training Electrician

Atsinaujinanti energija

Kontr. ir reg. sistemas

TEORINĖ ELEKTROTECHNIKA

Viršitampiai

Part B1 Business administration, law and management

Business Administration Teaching materials

1 tema. SITUACIJA LIETUVOS DARBO RINKOJE

2 tema. Verslo sąlygos Lietuvoje (APJUNGTA)

3 TEMA. DARBO TEISĖS PAGRINDAI

3.1. Nelegalus darbas

4 TEMA. VERSLO APLINKA. APJUNGTA

5 TEMA. INDIVIDUALI VEIKLA. APJUNGTA

5 tema. Kaip pradėti versla

6 tema. Kaip pradėti versla

6 TEMA. VERSLO KURIMAS, ORGANIZAVIMAS.

6 TEMA. Verslo_plano_vadovas

6. TEMA. VERSLO PLANAS

7 TEMA. IMONES VEIKLA

7 TEMA. VERSLO ORGANIZAVIMO FORMOS

8 TEMA. SMULKIOS IMONES ORGANIZAVIMO ASPEKTAI

8. Imones veiklos organizavimas

9 MOKESTINE SISTEMA. APJUNGTA

9. Mokestinė aplinka

10 t. Verslo finansavimas.

10 Tema. Verslo finansavimo šaltiniai

10. Verslo finansavimo šaltiniai

ATSISKAITYMO UZDUOTIS

SITUACIJA DARBO RINKOJE

Part B2 Vocational and occupational education knowledge

Literatūra

Mokymosi procesas(1)

Mokymosi proceso etapai (4)

Mokymosi sunkumai (6)

Pagrindiniai mokymo proceso komponentai (3)

Pedagoginių situacijų tipai

Teigiamo požiūrio į mokymą ugdymas (5)

Trys mokymai apie mokymąsi (2)

VARK klausimynas