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WIN

PR2 - Workplace Innovation Manager
Professional Profile & Training Curriculum
Structure of the Training Curriculum



Leading Partner IP-International GmbH Germany





Table of Contents

No.	Content	page
1.	Structure of the Learning Curriculum	2
2.	Learning Modules	2
3.	Structure of the Learning Modules	2
	a. Description of the Learning Outcome	2
	b. Learning Content	3
	c. Methodologies	3
	d. Learning Materials	4
	e. Final Assessment	4
	g. Duration	4



1. Structure of the Learning Curriculum

The curriculum has 15 learning modules. Each learning module requires 10 minutes of reading time, and 5 minutes for self-assessment.

Accordingly, the total reading time that needs to be invested for the entire learning programme is 225 minutes or 3.75 hours.

The time required for the final assessment is 30 minutes.

2. Learning Modules

The 15 learning modules are as follows:

- “Learning how to learn” - continuous self-driven life-long learning
- Time and self-management
- Computer literacy, extended technical skills (e.g., software)
- How to keep up to date with available workplace innovations
- Green workplace approaches
- Communication and respectful communication – an introduction
- Active listening and feedback
- Conflict transformation
- How to motivate and persuade, e.g., how to get co-workers on board for innovations
- How to lead by example and create trustful relationships
- Team building and team work
- Cross-cultural competencies and gender equality
- Critical thinking and problem-solving methodologies
- How to provide training, coaching and mentoring (basic training design, basic behavioral training competencies and coaching/mentoring methodologies)
- How to assess performances

3. Structure of the Learning Modules

a. Description of the Learning Outcome

For each module there is a short description of the learning outcomes.

Learners can see a short overview of the knowledge, skills and/or abilities they will acquire. The level of the KSA refers to EQF level 5 and/or 6 of (as shown below).

EQF Level 5



Knowledge	Skills	Responsibility and Autonomy
Comprehensive, specialised, factual and theoretical knowledge within a field of work or study and awareness of the boundaries of that knowledge	A comprehensive range of cognitive and practical skills required to develop creative solutions to abstract problems	Exercise management and supervision in work or study activities characterised by unpredictable changes; review and develop performance of self and others

And LEVEL 6 EQF

Knowledge	Skills	Responsibility and Autonomy
Advanced knowledge of a field of work or study, involving critical understanding of theories and principles	Advanced skills demonstrating mastery and innovation required to solve complex and unpredictable problems in a specialised field of work or study	Manage complex technical or professional activities or projects, taking responsibility for decision-making in unpredictable work or study contexts; take responsibility for managing professional development of individuals and groups

b. Learning Content

Learners are given a short but comprehensive list of the topics that will be discussed in each module.

c. Methodologies

For each module a short description of how the learners will learn is provided.

All modules allow for blended and/or hybrid learning.

Easy-to-use self-assessment tools are offered to learners throughout all learning modules in order to enhance effortless learning and memorise the newly learned content. These self-assessment tools consist in short summaries and multiple-choice questions that are offered throughout the entire learning module. They have been designed to make learning easier and faster to make sure the time that learners invest in improving their skills is worth their while.

In addition, the self-assessment tools prepare learners for the final assessment and guarantee a perfect preparation for the final assessment right from the beginning.



At the end of each learning module, a short final summary of the learning content is provided to wrap up the newly acquired content. A short introduction to the next learning module is provided to make the transition between learning modules smooth and easy.

If additional and/or different methodologies are used (video-based training, specific on-the-job exercises, or case studies), they will be listed and described.

d. Learning Materials

An exhaustive overview of the different learning materials available to the learners is given for each module. These materials are:

Presentations (pdf files or videos)

Downloadable scripts

Sources in the internet to further the knowledge acquired with the learning modules (not tested in the final assessment)

f. Final Assessment

The final assessment consists of multiple-choice questions on the content of the learning modules. Correct answers to 60% of the questions are required to pass the final assessment.

g. Duration

Each module offers the opportunity to enjoy self-driven learning. The learning pace can be self-managed or, in other words, participants are learning “step-by-step”. Learners can pause in case they do not have the time to complete the module in one session (flexible learning option).

As mentioned at the beginning of this document, each learning module or learning session requires 10 minutes of reading and 5 minutes for the self-assessment. The reading time for the introduction is about 5 minutes.



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