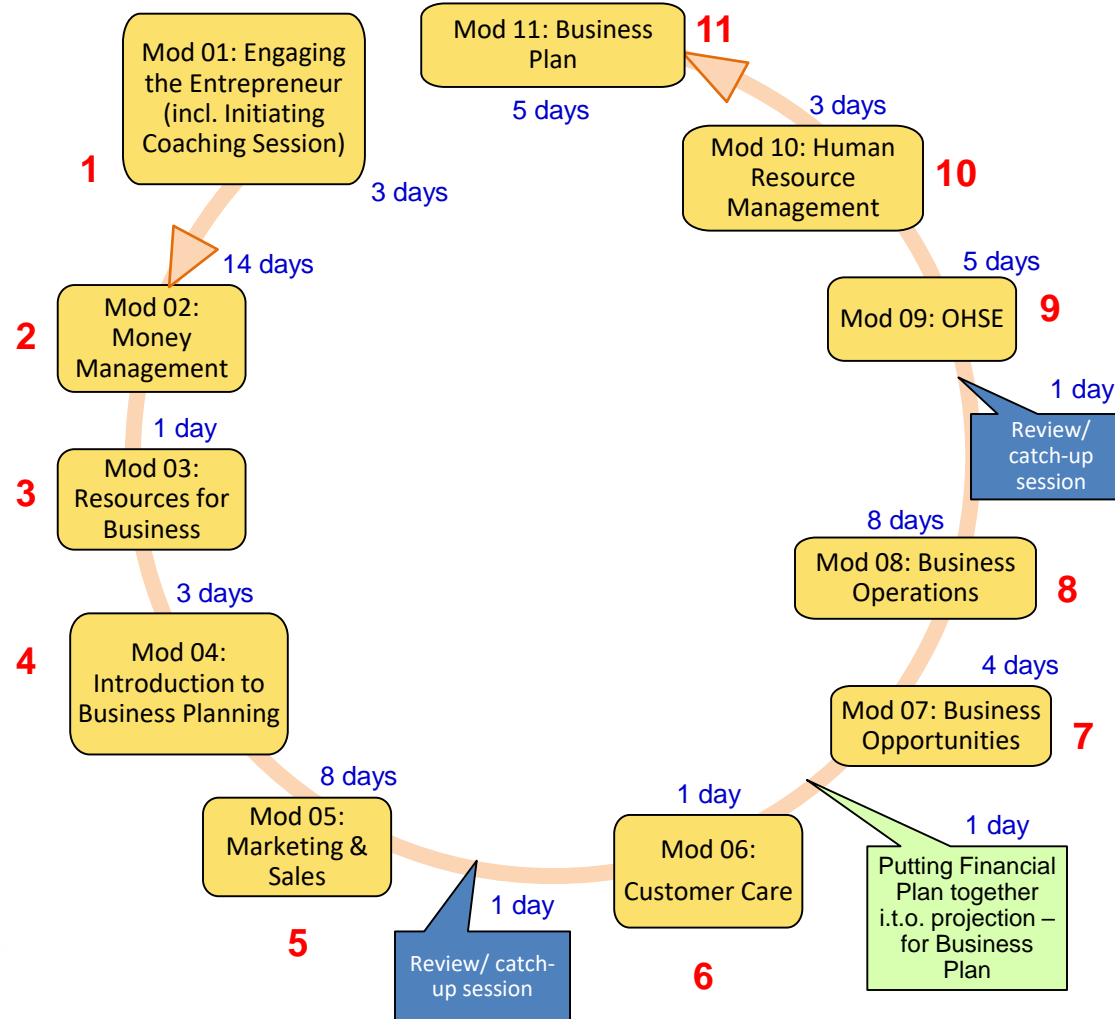


Overview of Emerging Entrepreneur (EE) Course



BESD Emerging Entrepreneur Course

EE Course - Learning Map



- 11 Modules
- 58 coaching sessions ± 1,5 – 2 hours
- +/- 14.5 months duration incl. 1 month break during Dec/ Jan
- One-on-one coaching/ training once a week with each EE
- Business practice & application

Prescribed Learning Materials

Resource Books – basic information for the module (1 set per site, reference for EDPs)

- EDPs use as a knowledge resource/ for compiling additional notes for EEs

EDP working file & learning pack – content & methodology for EE training

- Summary of module content, key points for knowledge & skills transfer
- Learning objectives
- Overview of module (topic workflow diagram) = Method/ content per topic
- Evidence summary – expected outputs (learning & application)
- Learning pack – templates

Added per session

- Additional customised notes (compiled by EDP according to EE needs)
- EDP's coaching session notes
 - *Before session – reminders, preparation, points for discussion, EE's actions*
 - *During session – work covered, decisions, actions, achievements, remediation needed, work still to be done, etc.*
- Coaching session summary form - Key information from EDP coaching notes

Prescribed Learning Materials continued

EE file – material for EE learning and on-going application in the enterprise

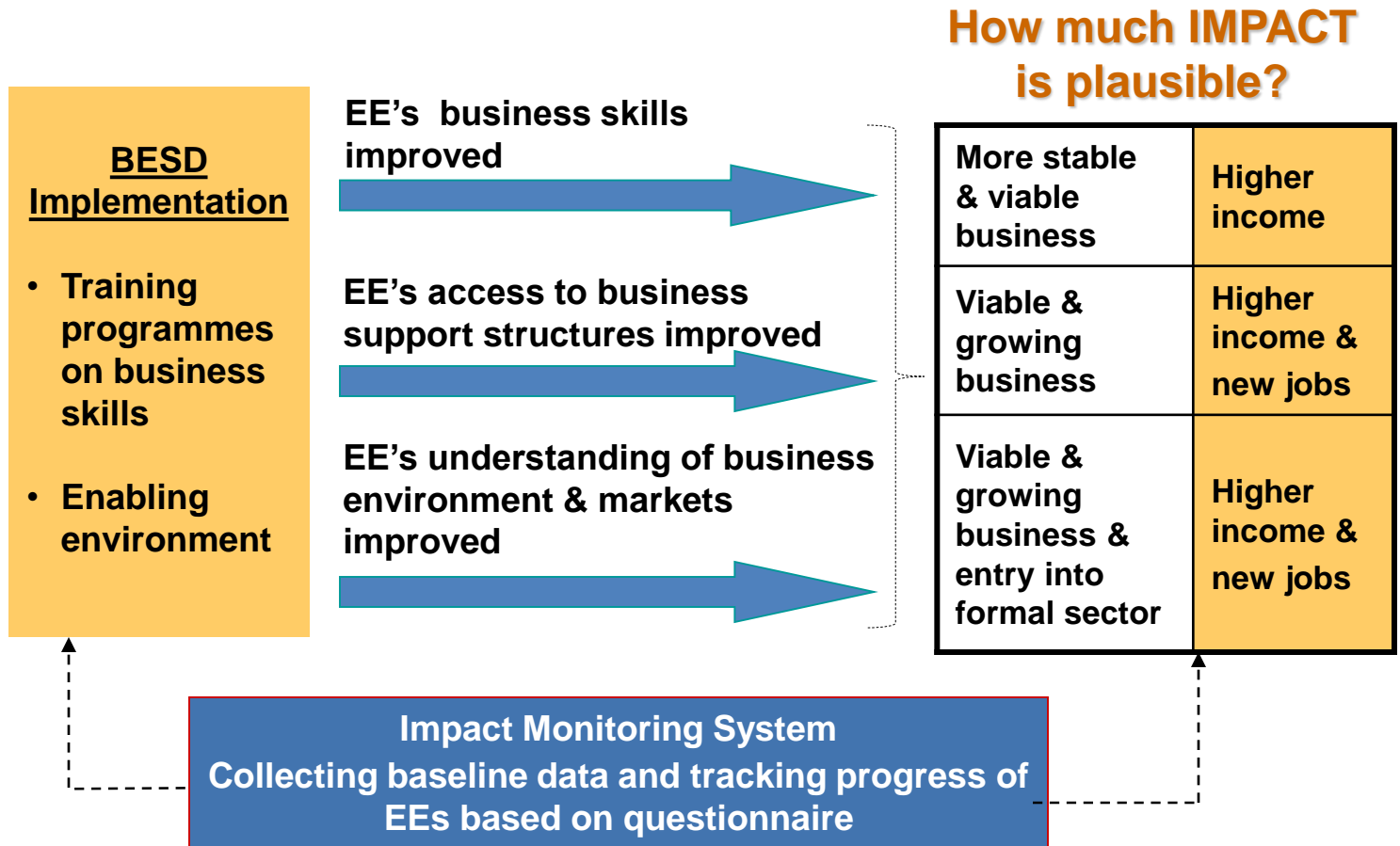
- Summary with relevant information highlighted, learning activities, EE's own notes

Added per session

- EDP's additional customised notes
- Completed template/s (used for learning purposes)
- Template/s in current use (used for application in the business)

See sample of customer care module

Achieving Impact



Evidence of Successful Coaching/ Training & Learning

EE evidence summary lists expected outputs of coaching sessions

- Proof of learning taking place & application in the business

TP's EE admin file = documentary evidence / records of coaching outcomes

- Coaching session summaries
- Completed templates & photographs of improvements in the business
- EE business plan with supporting documents from other modules

IMS data (EE baseline and monitoring data)

- Ultimate proof of EE learning & success of coaching/ training:
 - Sustained application of improved business practices
 - More stable & viable enterprises (increased revenue & profit & more jobs created)

Incremental business improvements measured over time, such as:

- Growth in income/ more disposable income / Bank account/ separate bank account
- New/ wider range of goods/ services / Improved customer care
- Additional equipment, improved premises / Improved marketing
- More people employed

Dedicated Project Manager - Role & Responsibilities

Delivery is project management-driven - aligning, co-ordinating, monitoring

***Requires full understanding of BESD coaching methodology & EE course structure & content ...
in order to manage, support & evaluate EDPs' activities & performance***

- Initiate, co-ordinate, monitor & evaluate training provision & record keeping
- Facilitate practical aspects of delivery
- Generate a tracking summary of all coaching sessions conducted
- Generate & manage programme information - plans, records, reports
- Trouble shooting/ resolving issues
- Facilitate supplementary learning & capacity building for EDPs
- Establish & maintain networks, linkages, relationships
- Verify IMS data collected and visit EE business premises
 - ***See job description for more details***

Business Club as a Complementary Learning Platform

Business Club

11 Facilitated ½ day workshops/meetings with EEs:

- Speaker/s on relevant topics/themes
 - Seven short inserts (1hour-1,5 hour) related to HIV Aids (resource material supplied)
- Organised by EDPs with Project Manager support
- EDPs share tasks of arranging & facilitating meeting

Benefits

Adds value to the training approach for EEs:

- Useful basis for future coaching/ training sessions
- Supports EDPs' coaching/ training efforts
- Access to correct & current information
- Establishes links to organisations
- Introduces role models
- Enables EE networking & peer learning opportunities -
 - *EEs share experiences & solutions to problems*

Topics/themes – choice determined by EE needs & interests:

- E.g. banking, obtaining funding, tendering, SARS, support for EEs, gender issues, health and safety, crime prevention, local market, etc.

Venues :

To be identified by TP at own premises, in cooperation with municipality at community halls etc.

see leaflet for more detail