



Co-funded by the
Erasmus+ Programme
of the European Union



USER MANUAL

2020-1-NL01-KA204-064559

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Introduction

This handbook is aimed to help you carry out a questionnaire on a skill matrix conducted within the framework of the Erasmus+ project "WE GET!"

Women's entrepreneurship has an important contribution to economic development in all countries. Women need to be more equally involved in the economy, business and society. The "We Get" project intends to:

- Empower women by raising their soft skills' attainment, especially those related to creativity, persuasion and innovation; improving their digital and ICT skills, and, at the same time, boost their business and professional careers, which facilitates their upscaling in the labor market.
- Directly target educators working with women so that they are equipped according to their learners' needs and demands. Educators will learn how to deal with the skills mismatch of would-be and young women entrepreneurs through new and innovative educational materials, dealing with topics such as digitalization, internationalization or change management.



Objectives of the questionnaire

Are you thinking about starting a small business or social enterprise? Or you recently launched your business? Before you get in too deep, we invite you to spend some time with our skill matrix. It will walk you through the major considerations you'll need to address in order to be successful.

A **skills matrix** is a framework used to map specific skills and their levels. It's a grid that contains information about available skills and their evaluation. It is used to manage, plan, and monitor existing and desired skills for a role, team, department, project, or an entire company. Matrices are ideal for keeping track of your staff's skills or your personal skills, qualifications, certifications, and competencies throughout the whole organization or manager's potential. When used correctly, they work really well in practice and improve efficiencies within teams, as well as increasing your bottom line. Skills matrices help to determine what skill set you are missing- you as a manager, whether within a team, department, or the company as a whole. If you want to start your own business/social enterprise, you need to learn and measure the specific skills that underpin these qualities. Entrepreneurial skills can also be a major asset if you're in a job role where you're expected to deliver new business or build new products. This tool is designed for self-assessment of your entrepreneurial, digital and financial competencies and will help you to choose the suitable training for you, which will increase your knowledge.

This skill matrix includes **21 statements**, and will take about **10 minutes** to complete. There are no right or wrong answers. Your honest opinion is what counts.



Grading system

Once you have completed, your answers will be compiled, and you will be able to evaluate your entrepreneurial traits, regarding your motivations, aptitudes and attitudes, thanks to two criteria:

- **Proficiency level:** This measures the level of your skill. The higher the grade, the less training you need.
- **Interest:** Measuring this indicator will show you how much you want to improve your skills. The level of interest in percentages is for your personal use and is important for your personal motivation

Result up to 25% "Awareness" a person has basic knowledge and understanding of the topic, but has not yet applied the skill in practice. He/She needs to improve his knowledge at a level that will allow him to apply it and be useful to him/her.

Result up to 50% "Beginner" - a person knows and uses the skill, but still needs support and training.

Result up to 75% "Professional" - a person has experience of utilizing the skill and can work independently. He/She Solves problems proactively. Can guide and support more junior people performing related tasks.

Result up to 100% "Expert "- a person has a lot of experience in applying the skill in practice. He has a lot of knowledge on the subject and can train others. Follows the trends in the field and shares knowledge with colleagues. There may be an official certificate of skill.

At the end of the tool, you'll have the opportunity to receive feedback and be redirected to modules adapted to your profile to increase your knowledge.