**Training Fiche:**

**ICT tools for intrapreneurship**

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| **Keywords**  **(meta tag)** | Organization, teamwork, planning, productivity |
| **Language** | English |
| **Objectives / Goals/ Learning outcomes** | * Make more efficient use of your time * Better manage teamwork and task allocation * Know and use tools to help you in the task managing process |
| **EQF level** | Level 4 |
| **Description** | Nowadays, time seems to be the name of the game. In fact, having good time management skills and knowing ourselves well allow for a better task completion rate and frees up valuable time to venture into personal or intrapreneurial projects. That’s why, now more than ever, the importance of being organized cannot be understated.  This clashes with the secondary role that time management is given in some company cultures, being treated as a side skill rather than a core one. Unsurprisingly, this issue grows exponentially when it comes to intrapreneurial projects, which due to their usual on-the-side nature are often tightly scheduled around the main activity. |
| **Contents arranged in 3 levels** | 1. **ICT tools for time management**    1. Benefits and gaps    2. Time management tools 2. **Task managing in teamwork environments**    1. Designing your own team strategy    2. Implementing your own team strategy |
| **Glossary**  **(5 terms)** | **Project strategy**  It refers to the overall goals and direction of the project, especially as it relates to project execution.  <https://www.corpexcellence.com/definition-project-strategy/#:~:text=A%20project%20strategy%20refers%20to,it%20relates%20to%20project%20execution>  **Task allocation**  The way of working process organization when responsibilities and workloads related to one task are distributed among different individuals and organizational units that perform own parts or portions of common work.  <http://www.taskmanagementguide.com/solutions/task-management-solution/task-allocation.php>  **Team strategy**  An organized layout or structured plan that leads to successfully accomplishing specific goals on a team level. Impactful strategies require well thought out, realistic parameters that team members work together to construct.  <https://cmoe.com/blog/how-to-develop-a-meaningful-strategy-that-your-team-can-really-support/#:~:text=What%20Is%20a%20Team%20Strategy,members%20work%20together%20to%20construct>.  **Time management**  The coordination of tasks and activities to maximize the effectiveness of an individual's efforts with the purpose of enabling people to get more and better work done in less time.  <https://www.techtarget.com/whatis/definition/time-management>  **Task management**  An activity in which an individual or team leader tracks a task throughout its life cycle and makes decisions based on the progress. Task management is done using software tools that help effectively organize and manage tasks by using functions such as task creation, planning and assignment, tracking and reporting.  <https://www.techopedia.com/definition/9652/task-management> |
| **Self-assessment test (5 multiple choice questions)** | 1. **Are organization skills given an explicit, primary role in companies’ culture?**    1. Mostly yes    2. Yes, but only for intrapreneurs    3. **Mostly not** 2. **Is holding things against your teammates a proper plan-making closing step?**    1. Yes, actually my go-to choice    2. Yes, but only on certain occasions    3. **No, I’d never do it** 3. **Should project information be kept public by default?**    1. No, it is covered by teammates’ GDPR    2. **Yes, as it would help progress**    3. No, the project leader doesn’t need to know 4. **Is Trello a screen usage managing app?**    1. Yes    2. **No**    3. Yes, but only on its paid plan 5. **Should all teammates have the same number of tasks?**    1. Yes, of course    2. **No, as long as they have a similar workload**    3. No, the leader is exempt |
| **Related PPT** | GENIE\_PPT\_ICT tools for intrapreneurship.pptx |
| **Bibliography** | 1. <https://www.mindtools.com/arb6j5a/what-is-time-management> 2. <https://monday.com/blog/teamwork/team-task-management/> 3. <https://www.myindielifeblog.net/blog/buffer-free-plan> 4. <https://clockify.me/> 5. <https://www.rescuetime.com/> 6. <https://www.hootsuite.com/> 7. <https://buffer.com/> 8. <https://appdetox.github.io/> 9. <https://appadvice.com/app/moment-cut-screen-time/771541926> 10. <https://trello.com/> 11. <https://asana.com/> 12. <https://slack.com/> 13. <https://evernote.com/> |
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