



Education and Culture DG

Lifelong Learning Programme

EAC
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Education, Audiovisual & Culture
Executive Agency



Conventus Learning System Catalogue

October 2013

COOP FINLAND ASSOCIATION

D 6.2. Conventus – Learning System for cooperatives, catalogue

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Contents

1	Introduction	3
2	Module 1: The history, ideology and status of the cooperative movement	4
2.1	Module description	4
2.2	Learning outcomes.....	4
2.3	Target groups	5
2.4	Material.....	5
3	Module 2: Being a cooperative member	8
3.1	Module description.....	8
3.2	Learning outcomes.....	8
3.3	Target groups	8
3.4	Material.....	9
4	Module 3: Establishing a new cooperative business.....	11
4.1	Module description.....	11
4.2	Learning outcomes.....	11
4.3	Target groups	12
4.4	Material.....	12
5	Module 4: Managing a cooperative	15
5.1	Module description.....	15
5.2	Learning outcomes.....	15
5.3	Target group.....	15
5.4	Material.....	16
6	Module 5.....	18
6.1	Module description.....	18
6.2	Learning outcomes:.....	18
6.3	Target group.....	19
6.4	Material.....	20
7	Other outcomes of the project.....	21
8	Contact information	21

1 Introduction

This catalogue presents the material and outcomes of Conventus Learning System for Cooperatives. In addition to this it gives guidelines how to approach the learning system and how to use different material and exercises in order to educate cooperatives, their members and managers and also co-operators to be. The emphasis is on business skills but also on cooperative idea and principles. Cooperation is seen as a positive competitive factor for business. Learning approach is based on group process method and co-operational learning is recommended.

Catalogue's structure follows the learning system, so there are five modules presented. Concerning each module there is:

1. General description
2. Learning outcomes (knowledge/attitudes, skills/useful tools)
3. Target groups
4. List of material in each language (English, Icelandic, Swedish, Italian, Polish and Finnish)

Approach to be used is group process method Four Field Model, which is presented in module 5. On this basis the catalogue serves also as a teacher's guide, and e.g. in Finnish section there is a teacher's guide booklet on co-operational learning for employee owned cooperatives.

Chapter 7 lists other public outcomes of the project.

The learning system is available in different languages (Finnish, Swedish, Italian, Polish, Icelandic, English) on <http://openmoodle.tokem.fi>

User id (for non-editing teacher role) is: catalog

Password: c4t4l0g

After logging in, you will get a list of available courses, or you can search "Conventus" to get a full list of courses. Please select the course you wish to explore. Part of the courses and modules may require completing of the learning quiz before access to next level (next Module). If you wish to access all materials at once, please re-check your role level by sending email to paul.nijbakker@lapinamk.fi

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2 Module 1: The history, ideology and status of the cooperative movement

This module focuses on creating cooperative attitudes; highlight the background and ideology of coop movement. Here you will find history and information about coop movement from each project country.

2.1 Module description

Module 1 aims at introducing highlights of the history, background and ideology of the cooperative movement, specifically the origin of the movement on European level and the history and development on national level in every partner country. The aim is also targeted at increasing members' understanding on how cooperatives are a different kind of business and how to put cooperative principles and values into action. This module can be used as an introductory part along with one or more of the following modules.

Special focus will be put on creating cooperative attitudes. Cooperative values and principles are discussed and introduced with the purpose of making cooperative members, workers, managers, board members, co-operators to-be and other target groups aware of the ideology of the cooperative thinking and how to incorporate this philosophy into their work and everyday life.

The status of the cooperative movement, both on EU/world level and on national level (of partner countries) will be introduced and finally, the general attitudes towards cooperatives and the future of the cooperative movement will be discussed and debated.

2.2 Learning outcomes

Knowledge / attitudes

After this module, student should ...

- Have acquired basic knowledge of the origins of the cooperative movement
- Be aware of the historical context of the cooperative movement both EU/worldwide and the historical development of the cooperative movement in their home country
- Have increased awareness about how cooperatives are a different kind of business
- Evaluate his/her own perceptions and perspectives towards the cooperative ideology

Skills / useful tools

After this module, students should ...

- Be able to define a cooperative

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- Be able to incorporate the cooperative ideology into their work and everyday life
- Be able to use the cooperative ideology as a guiding light in their work / to be active members in the cooperative

2.3 Target groups

This module can be aimed at different target groups whereas it is important for every person associated with a cooperative to be aware of the origins and ideology of the cooperative movement:

- Cooperative members
- Cooperative workers
- Cooperative managers
- Cooperative board members
- Employees, managers and board members at cooperative unions
- Co-operators to-be
- Cooperative trainers and advisors

2.4 Material

English



Cooperative history and ideology, principles, and values File



Quiz: A Story of Cooperative Principles Lesson



Quiz: The Cooperative Principles



Hidden from students: Lesson Quiz: The Cooperative Lesson



Quiz: Attitude Evaluation



Iceland study material Module 1 File



CURRICULUM STUDY MATERIAL MODULES 1-3 File

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CURRICULUM STUDY MATERIAL MODULES 1-3 File

Islensk



Að stofna samvinnufélög Skrá



CURRICULUM STUDY MATERIAL MODULES 1-3 Skrá



CURRICULUM STUDY MATERIAL MODULES 1-3



Module 1 Slides Icelandic version.pptx

Italiano



Cultura cooperativa File



Storia delle cooperative File



Principi valori File



Principi cooperativi MacPherson File



Il movimento cooperativo trentino oggi

Polski



Historia i tradycje spółdzielczości Plik



Moduł 1 Plik



Spółdzielczość w Europie Plik

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Struktura organizacyjna polskiej spółdzielczości Plik



Zasady i wartości spółdzielcze

Svenska



Frågor och svar

Suomi



Osuustoiminta tutuksi Verkko-osoite



General information about Finnish cooperation

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3 Module 2: Being a cooperative member

This module focuses on being a cooperative member and requirements about this role. Here you will find facts and information about each country. For a member of coop module presents questions “What rights and obligations do I have? Why become a member?”

3.1 Module description

Module 2 aims at making cooperative members aware of what it means to be a member in a cooperative and to enable them to become more active as members. Before undergoing this module, it is essential for students to finish module 1 (history and ideology of the cooperative movement).

The focus is directed towards the role of the cooperative member within the cooperative laws and legislations (national level), highlight the benefits of being a cooperative member and make members aware of the social responsibility of the membership.

Special focus will be on success stories (best practice – case studies) of cooperatives characterized by the active participation of its members.

3.2 Learning outcomes

Knowledge / attitudes

After this module, student should should be aware of their ...

- Status as cooperative members
- Benefits and responsibilities as members
- Role within cooperative laws

Skills / useful tools

After this module, students should have the ability to ...

- Evaluate possible membership, consider personal situation and aims
- Identify issues concerning memberships in statutes and coop legislation
- Work and make decisions and becoming more active as members
- Put cooperative values and principles into action, while being active members

3.3 Target groups

This module is especially aimed at cooperative members and cooperative workers if they are members. This can also be targeted at cooperative managers and board members, as well as cooperators to-be.

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- Cooperative members
- Cooperative workers (if they are members of cooperatives)
- Cooperative managers
- Cooperative board members
- Co-operators to-be
- Cooperative trainers and advisors

3.4 Material

English



Green paper - Corporate Social Responsibility File



Zamagni -Corporate Social Responsibility File



Iceland study material module 2 File



CURRICULUM STUDY MATERIAL MODULES 1-3 File



CURRICULUM STUDY MATERIAL MODULES 1-3

Islensk



Að stofna samvinnufélög Skrá



CURRICULUM STUDY MATERIAL MODULES 1-3 Skrá



CURRICULUM STUDY MATERIAL MODULES 1-3



Module 1 Slides Icelandic version.pptx

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Italiano



Cultura Cooperativa File



Aspetti Normativi e Competenze di Ruolo File



Il socio nelle cooperative



Case study_Italy.pdf



Members duties rights (DEMO).mp4



Members role.pdf



Zamagni -CSR.pdf

Polski



Co oznacza być członkiem spółdzielni Plik



Członkowie, ich prawa i obowiązki Plik



Korzyści z założenia spółdzielni socjalnej

Svenska



Frågeställningar - de 8 stegen.docx



FRÅGOR OCH SVAR OM KOOPERATIVT FÖRETAGANDE.docx



Handledning sociala företag.pdf

Suomi



Osuuskunnan ja jäsenyyden kehittäminen Verkko-osoite



Being a cooperative member Verkko-osoite

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4 Module 3: Establishing a new cooperative business

This module focuses on dealing with practicalities of setting up the coop (e.g. it starts with the group of people who share an idea and a goal). Approach could be orientation - base of the coop - extension - development (improvement). Note: 1 model does not suite to different groups of people.

The module covers business idea, business plan, marketing, finance, basic mechanism of business economics e.g. pricing and work cost, start-up & registration of coop, contact information to the advisory bodies, guidance and example documents. It is important to point out the establishing process and its human resource dimensions.

4.1 Module description

Module 3 aims at people who are interesting in establishing their own business (who may or may not have large amount of capital) and are open for using the cooperative form. The cooperative laws and regulations are introduced (in every partner country, for different sectors) and students will also learn about the difference between a private company and a cooperative.

However, the main emphasis of this module will be to introduce and teach co-operators to-be to develop a cooperative business plan; e.g. how to get members, how to develop the structure and strategy of their cooperatives, doing a feasibility study, defining target groups, making a marketing analysis and a financial plan. By using success stories, the main aim is to raise awareness among future co-operators on the possibilities of cooperative business.

Module requires several learning days spread to a reasonable schedule, including basic studying/creating own business ideas/plans, having feedback and further development. It is recommended for students that are enrolled in this module that they undergo module 1 prior to this module.

4.2 Learning outcomes

Knowledge / attitudes

After this module, student should ...

- Be aware of the fundamental factors and issues in making a cooperative business plan
- Be aware of the cooperative principles and values in the process of developing a cooperative business plan

Skills / useful tools

After this module, students should have the ability to ...

- Create, evaluate and further develop a business idea
- Make a marketing / need analysis in order to check the feasibility of the business idea
- Create a business plan by using business plan templates
- Establish a cooperative business start-up

4.3 Target groups

This module is primarily targeted at co-operators to-be and also prospective cooperative members and workers (who can be used as focus groups during the development of the cooperative business plan).

- Co-operators to-be
- Cooperative trainers and advisors
- Prospective cooperative members and workers (focus group?)

4.4 Material

English

 Importance of Cooperatives File

 CDA english File

 Marketing Cooperative Sheet-web File

 WHAT DIFFERENCES DOES A CENTURY MAKE- File

 Work contract of the team File

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 Hidden from students: LessonSetting up a Cooperative in Seven Steps Lesson

 Things to think about before starting a co File

 Iceland study material Module 3 File

 CURRICULUM STUDY MATERIAL MODULES 1-3 File

 CURRICULUM STUDY MATERIAL MODULES 1-3

Islensk

 Að stofna samvinnufélög Skrá

 CURRICULUM STUDY MATERIAL MODULES 1-3 Skrá

 CURRICULUM STUDY MATERIAL MODULES 1-3

 Module 1 Slides Icelandic version.pptx

Italiano

 L'Impresa Cooperativa File

 La costituzione della cooperativa

 Coopertive enterprise.mp4

 Setting up coops.pdf

 WHAT DIFFERENCES DOES A CENTURY MAKE-.pdf

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Polski



Procedura tworzenia spółdzielni socjalnej Plik



Przygotowanie do założenia Plik



Tryb zakładania i rejestrowania spółdzielni

Svenska



Frågeställningar - de 8 stegen.docx



FRÅGOR OCH SVAR OM KOOPERATIVT FÖRETAGANDE.docx



Handledning sociala företag.pdf

Suomi



Mitä osuustoiminta on Tiedosto



Osuuskunnan perustaminen Tiedosto



Perustamisopas Verkko-osoite



Esimerkki työosuuskunnasta Tiedosto



Lets set up a co-op in Finland



Study Material on Development of Small Cooperatives

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5 Module 4: Managing a cooperative

This module focuses on special nature of coop and management (co- and self-). It describes how coop differs from regular enterprise, and how to sustain nature and principles of coop.

5.1 Module description

Module 4 concerns both organizational and individual approach to management. It describes management board's role, business plan development including vision, strategy and goals to develop coop activities, and responsibilities for the goals and finance. Also members/employer's role and responsibility is taken into account. Target is professionalism linked to the coop principles and how to manage also the work organization inside a coop.

Module rises questions such as "What are requirements for me as a manager?" and "How to distinguish between the roles as a member, responsible board member, employed worker?".

5.2 Learning outcomes

Knowledge / attitudes

After this module, student should ...

- Distinguish between the role of the worker and decision-maker in different situations

Skills / useful tools

After this module, students should have the ability to ...

- Contribute successful coop management
- As a manager, ability to utilize coop members commitment, knowledge and innovation

5.3 Target group

- Co-operative managers
- Co-operative board members
- Co-operative members



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5.4 Material

English



Human Resource Management (HRM) File



Successful problem-solving and task management File



Skills for Success File



Coop Identity and law-1 File



Study Material on Development of Small Cooperatives URL



How to teach co-op

Italiano



Gli organi sociali della cooperativa File



Formazione e caratteristiche del management



Coop bodies.pdf



Coop Identity and law.pdf



Coop management training.pdf

Polski



Gospodarka spółdzielni Plik



Lustracja Plik

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Organy spółdzielni

Svenska



Beslutsordning, ekonomisk förening File



Grupprocessmetoder File



Webb-ledarskapsmodellen

Suomi



Liikeidea Tiedosto



Hinnoittelu Tiedosto



Hinnoittelu osuuskunta teksti 2013 Tiedosto



Hinta ja palkkamalli 2013 Tiedosto



Liiketoimintasuunnitelma Tiedosto



Liiketoimintasuunnitelma Tiedosto



Ohjeita liiketoimintasuunnitelman laadintaan Tiedosto



Koulutuskokonaisuus henkilöstöomisteisten yritysten koulutukseen Verkko-osoite



Study Material on Development of Small Cooperatives

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6 Module 5

This module complement to other modules. Need to train and develop existing coops to become a strong part of the market. This approach helps to analyze current status and look for development needs, and helps to regenerate the cooperative society.

6.1 Module description

Module 5 is for people / groups who are already members of a cooperative, and who are in need of business development. It can also involve groups that have difficulty finding a good partnership with common goals and visions, knowledge and education.

Cooperative companies and other businesses with multiple owners can sometimes get stuck in a structure and may need to rethink their roles, also expanding existing coop.

In this module, there is analysis tool, training materials and different tools, quizzes etc.:

Group process

Horizontal themes

Regeneration tool for cooperatives

- Membership: evaluation -- regeneration of membership, recruiting new members (e.g. workers->members)
- Products: evaluation -- demand, profitability --> development, trash bin, new product
- Customers and market: evaluation, re-segmentation, new segments or market
- Organisation: evaluation -- bottle-necks, team work
- Management: evaluation -- training, member contribution

6.2 Learning outcomes:

Knowledge / attitudes

After this module, student should ...

- Identify areas where competence development is needed, weaknesses and strengths
- Identify lack of cooperative identity (target, values, principles)

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Skills / useful tools

After this module, students should have the ability to ...

- Actively contribute to further development of coop
- Work in own coop/team in a way that strengthens the group

GROUP PROCESS METHOD: FOUR FIELD MODEL

The Four Field Model is an analysis tool to help understand the process of eternal renewal that a group is undergoing and how it can be understood and dealt with - by an individual, by a group or an entire organization.

It is a practical tool with an educational approach that helps the group to discover and clarify in what stage of development they are. Depending on where in they are you use different types of tools and methods to follow along in the development process. It can be used to working with small or very large groups for example:

- Prior to changes and development
- Before project starts
- In connection with the monitoring of projects

The Four Field Model is introduced and operationalized in this module but it is recommended to be used also in other modules.

6.3 Target group

- Co-operative members
- Co-operative teams
- Involve stake-holders, customers

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6.4 Material

English

Group Process Method Analysis

 Hidden from students: Page Four Field Model instructions for facilitators (keep hidden) Page

 Hidden from students: URL Four Field Group Analysis Questionnaire URL

 Hidden from students :Quiz Group Process Method questionnaire 1 Quiz

 Hidden from students: Quiz Group Process Method questionnaire 2 Quiz

 Hidden from students: Quiz Group Process Method questionnaire 3 Quiz

 Hidden from students: Quiz Group Process Method questionnaire 4 Quiz

 Hidden from students: Wiki Individual Four Field Model Wiki

 Collective Four Field Model Wiki

 Four Field Model outcome discussion

Italiano

 Group activity.pdf

Svenska

 Affärsplan, starta företag tillsammans.doc

 link_to_cooperative_difference_tool.docx

Suomi

 Osuuskunnan ja jäsenyyden kehittäminen

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7 Other outcomes of the project

Other public outcomes and material are found in project web-site and database.

- Gap analysis – cooperative movement and learning needs D 2.1
- Curricula – plan of the learning system D 2.2
- Dissemination material D 4.3

8 Contact information

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