



## 9 Conversations

Tell the story of your new business

### SESSION GUIDANCE NOTES

#### Step 2: Your skills

The main aim of this session is to look at you and your skills and experience for running a business.

We will introduce you to a few tools to help you with this.

#### Guiding questions

How can I make sure that I am aware of all the relevant skills and experiences I have

How this will help me develop my business idea?

#### Objectives

The aims of this session include

- To show your skills to people who can help you start your business.
- To recognise all the relevant skills that you already have
- To see where you are already on the competency tool
- To recognise the skills that you lack and could work on
- To complete the EU skills profile so that it can be shown to others
- To develop your business idea more so it matches your EU Skills profile

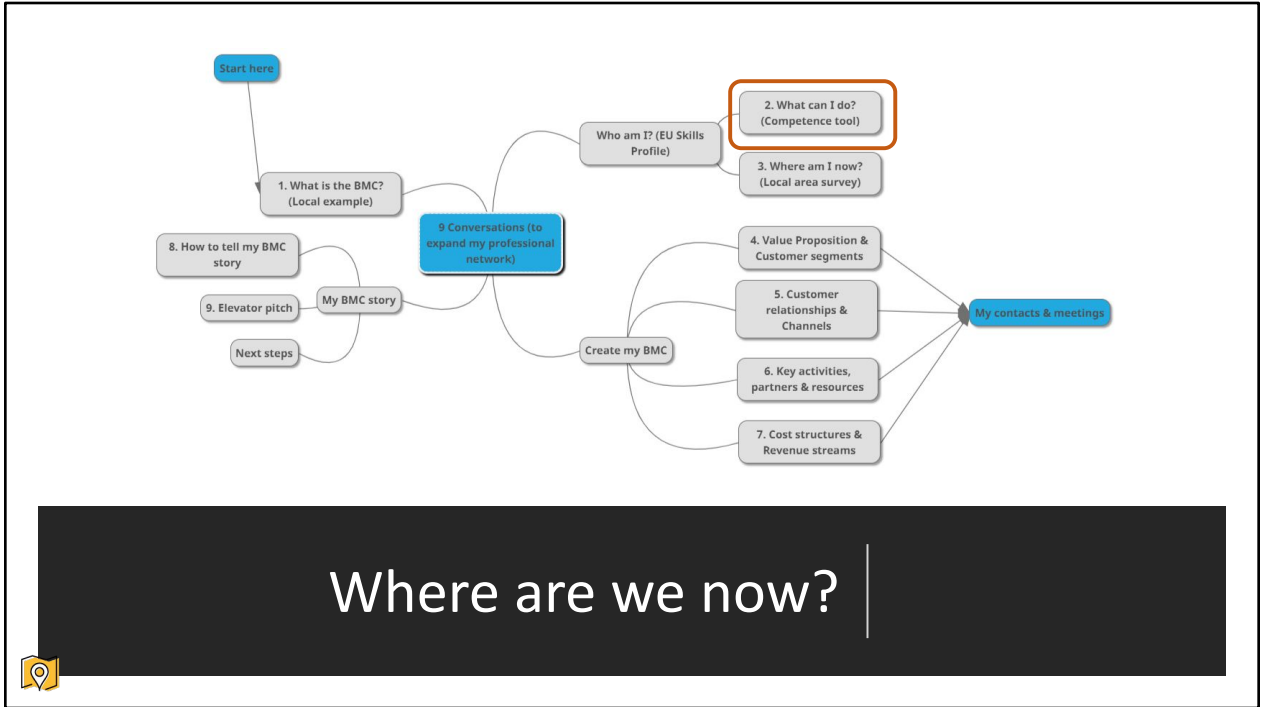
## Agenda in minutes

Where we are now	5
Expectations	10
Who am I?	5
Self-evaluation	30
EU Skills profile	50
Report on contacts	15
Wrap up (diary etc)	5



### SESSION GUIDANCE NOTES

You may decide to spend more time in some areas and less time on other areas.



**SESSION GUIDANCE NOTES**

5 minutes

Confirm the 9-week programme using the diagram and offer flexibility of the steps.



### **SESSION GUIDANCE NOTES**

10 minutes

#### **Preparation**

Replace the image on the right with a copy of the expectations agreed by the group in Step 1 (or the information meeting).

#### **Activity**

Remember your agreed expectations and contributions.

Are we on the right track to meet these?

Do the expectations need to be amended?

Invite those who completed Step 1 to share their presentations.

Who  
am I?



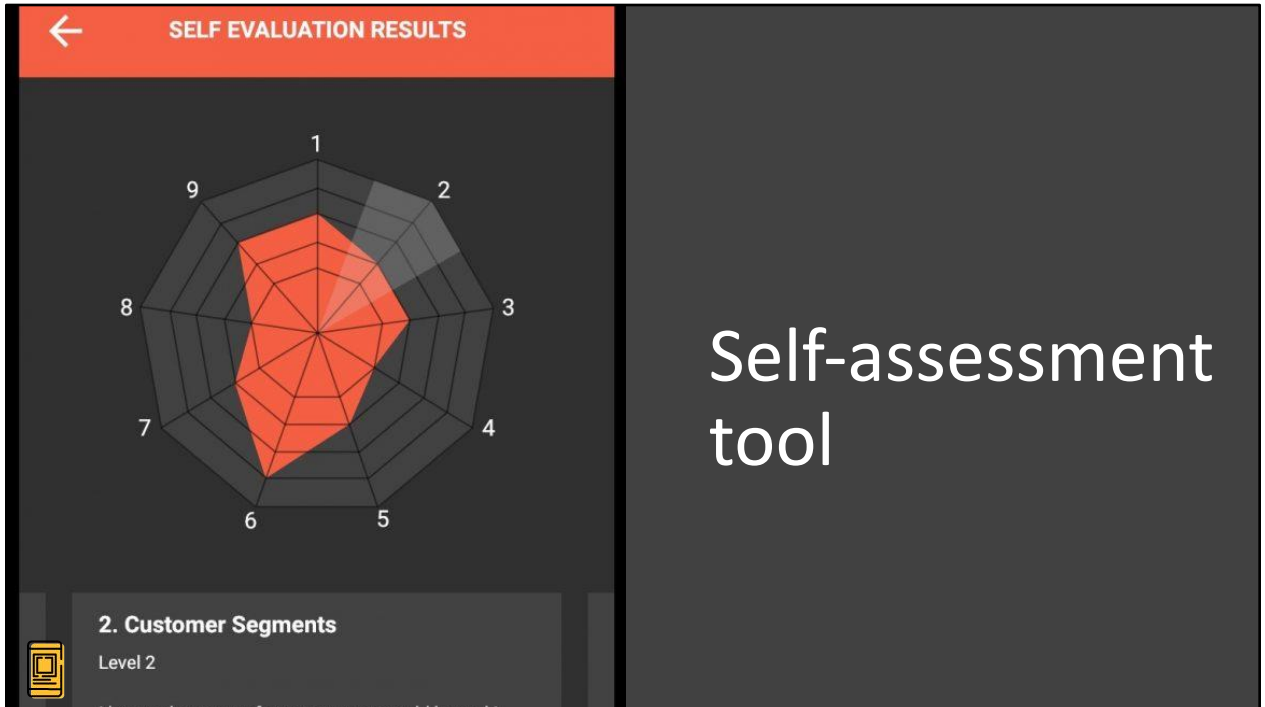
### SESSION GUIDANCE NOTES

5 minutes

Why it is important to be able to describe yourself, skills, experience, qualifications etc

We will be exploring two tools in this session.

1. The self-evaluation tool that tells you where you are on your business skills
2. The EU Skills profile tool so that you can show others in your new country what you have already achieved.



# Self-assessment tool

## SESSION GUIDANCE NOTES

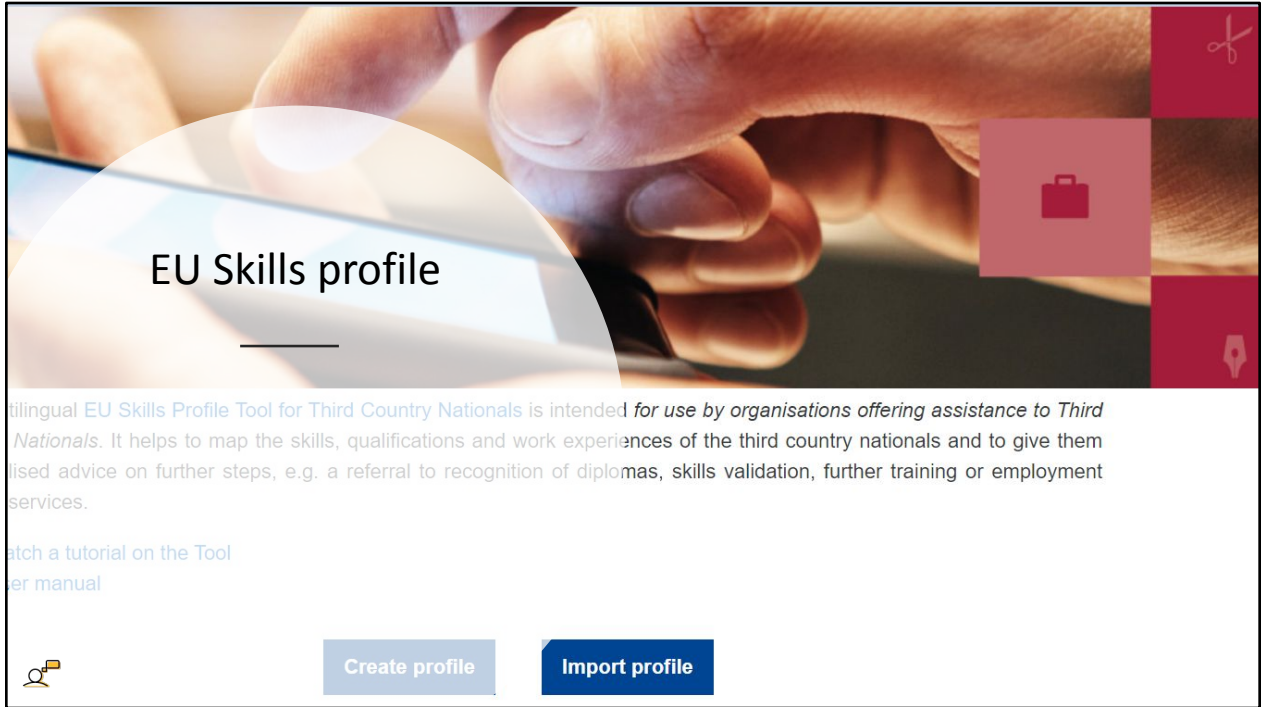
30 minutes

\*Key slide\*

The self-evaluation tool is on the M9C website.

What is the connection between self-evaluation and the BMC? The self-evaluation tool is based on the EU's list of skills for entrepreneurs known as the EntreComp framework.


See the levels here: <https://m9c.idi.ntnu.no/index.php/self-evaluation-test/>



**EU Skills profile**

multilingual EU Skills Profile Tool for Third Country Nationals is intended for use by organisations offering assistance to Third Nationals. It helps to map the skills, qualifications and work experiences of the third country nationals and to give them personalised advice on further steps, e.g. a referral to recognition of diplomas, skills validation, further training or employment services.

Watch a tutorial on the Tool  
or manual

 [Create profile](#) [Import profile](#)

## SESSION GUIDANCE NOTES

50 minutes

\*Key slide\*

How to use the EU Skills Profile tool <https://ec.europa.eu/migrantskills/#/>

Use the guidance document here [link]

## Contacts and meetings

- Meetings
- Email
- Phone



### SESSION GUIDANCE NOTES

15 minutes

\*Key slide\*

This is a repeat of the same slide in Step 1 and should be used to check that contacts are being made and to share tips to make the process easier.

The approach should now be used to plan concretely the local business survey to be undertaken before next week and how you plan to find out which businesses are already in your area. Find out what the area lacks, what the area has enough of and maybe what it has too many of.

Step 3 goals include:

To find out what type of businesses are in your area already

To link what you find out about your local area to the skills you included in your skills profile

To find a general business idea for yourself that fits your skills and where you live

To be able to tell other people about your business idea in a short and simple way

This is linked to the main 9 Conversations badge as participants must be able to document at least three new useful contacts in order to get the overall programme badge.





### **SESSION GUIDANCE NOTES**

5 minutes

Quick round in the group using the prompt questions below.

You can also make your own notes about each session in your learning diary, at the bottom of this page or some other way.

#### **Prompt questions**

Describe something you learned in this session.

Describe something that puzzled you in this session.

Describe something that one of your group colleagues did or said that you found helpful.

Describe something you want to find out more about as a result of today's session.

How could the session be improved? Consider telling the facilitator.

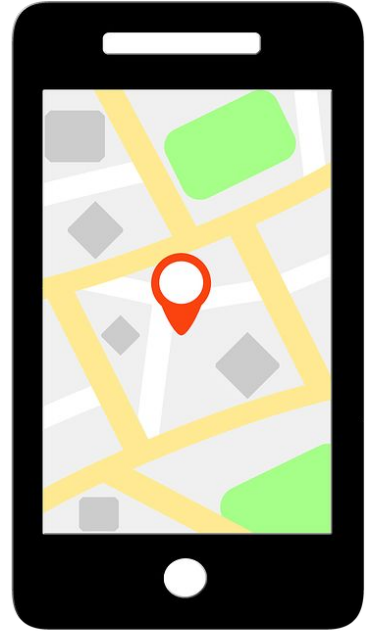
What progress have you made on your personal BMC?

How are you meeting your SMART goal?

## Future meetings

We will be meetingt [location, date and time]

- Date, location
- Date, location
- Date, location
- Date, location
- Date, location
- Date, location
- Date, location



### SESSION GUIDANCE NOTES

Ensure participants are clear on the details of the next meeting.

Share contact info?

Pool transport?

## Info and links

- These slides [here](#):
- BMC English  
<https://youtu.be/QoAOzMTLP5s>
- Self-evaluation rubric  
<https://9conversations.no/self-evaluation/>
- [Paper version](#) of spiders web self evaluation tool.
- EU Skills Profile Tool  
<https://ec.europa.eu/migrantskills/#/>

### Extra info

- First part of Business Model Generator book free from  
<https://www.strategyzer.com/books/business-model-generation>
- Free online BMC template  
<https://www.designabetterbusiness.tools/tools/business-model-canvas>
- 9 Conversations FAQ  
<https://9conversations.no/faq-prototype/>



### SESSION GUIDANCE NOTES

On the left are links mentioned in the session.

On the right are links that are generally relevant to the programme.

## Get the Badge

To complete this step, you must:

- complete a first self-assessment using the competency tool (submit a screen shot)
- complete the Euro Skills Profile for Third Country Nationals
- add a reflective entry to the learning diary that addresses at least one of the prompt questions

Complete this by posting to .... [link]



### SESSION GUIDANCE NOTES

This is to be completed outside the session.

Facilitator collects evidence to support awarding the badge.

# If you want to take it further

Watch the video to find out more about why your skills matter.

Complete the badge for this session.

Plan your visit to survey the businesses of the local area.

Prepare a video presentation of yourself/your business idea

Set up a LinkedIn profile



Why are your skills and experiences relevant, and how will they help you develop your business idea?

- The fact is that to start a successful business alone you need to be "multitalented"
- In a start-up one or a few persons, are going to perform all the tasks that many specialised, and often highly educated, people do in big companies.
- You need to know something about many things, e.g., accounting, marketing, leadership, your product/service, logistics and so on.
- By working by taking this course, developing your business model, you will better see what knowledge and skills you need and you will see how you can benefit from the experience, knowledge and skills you already have.
- <https://info.dl.itnu.no/index.php/self-evaluation.html/>

**MASTERING CONVERSATIONS**



## SESSION GUIDANCE NOTES

Participants aiming to gain LEVEL 2 certification should complete the following assignment in their e-portfolios.

Look at your own business idea and reflect on which skills and experiences you have that will help you start your business, and which skills and experiences you need to acquire for yourself or get from others.

Aim to write 300-750 words.

Video: <https://youtu.be/s7mekLIXwjY>