Program Priority: SO1.1 - Improve the framework conditions for innovation in the Alpine Space

Work Package: T2

Activity: A.T2.1 Identification of users training needs

Deliverable: D.T2.1.3 Finalisation of the training contents on CE and SMEs digitalisation

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Background

Training modules are linked to the task D.T2.1.1 Elaboration of the training process to support actors to raise knowledge and increase competence. More detailed description of the overall training objectives and the course were provided in the **Circular 4.0 Transformation course (CTC) manual (deliverable T2.1.1).**

Training materials and processess are made available to the partners on the Talents LMS learning platform and accessible to all project partners as the 2 front desk modules (Operators trainiers course-OTC and Cicrular Acceleration Training 4.0- CAT4.0) and on line contents that support implementation of the local training actions:

https://circular40.talentlms.com

Local training is composed of the Operators Training Course (**OTC**), intended to intermediaries and services providers (such as project partners, managers of regional technology parks, business incubators, accelerators, industrial clusters, public funding agencies, regional/national authorities and others supporting SMEs).

The Circularity AccelerationTraining course 4.0 (**CAT4.0**) is aimed at supporting SMEs in transforming their business models from linear to circular. In the scope of the OTC the CAT4.0 is aimed to operators to better understand the issues of the SMEs dealing with the circular transformation in company setting including assessing where company stands today and where it's needs are for the ciruclar/digital transformation.

Other capacity-building on-line components available over the Talents LMS platform that are part of the overall Circular 4.0 transformation course, including OTC and CAT4.0 are:

- study visits presentations and recordings (D.T2.2.1),

- train the trainers with EU CE team (D.T2.2.2.),

- a training evaluation methodology (D.T2.5.1) and the

- set of tools i.e. the "toolkit" to be used by operators, assisting SMEs on circular economy and digitalisation issues (Circular4.0 toolkit developed in the scope of D.T2.3.3) are also available as part of the overall Circular 4.0 Transformation Course, including the OTC over the website: . https://circular40.eu/ .

The OTC and CAT 4.0 trainiings can be conducted online in the language selected by the regional partners, and assisted with the materials in ppt or video formats in English or other partner language made available on the Circular 4.0. Transformation course e-learning platform TalentsLMS: https://circular40.talentlms.com.

Course in local language is encouraged to be put on Talent LMS to be furtheron collectively used by the Alpine Space circular economy community i.e. by operators from various regions in the Alpine Space and wider in Europe. Instructions for putting local OTC training course on line are provided below and on the Talent LMS platform.

The duration of each module is somewhat flexible, and it can be carried out in the format of a live seminar or webinar sessions. Participants are acquainted with the entire programme in advance and are asked to study preparatory materials in order to be able to actively participate in the trainings. The estimated time period for delivery of the OTC is 15 hours including the individual preparatory work of participants.

The general structure of the OTC is presented in the subsections or *modules* below.

I. Choosing the operators: selection of experts
II. Objectives of the Operators Training Course and alignment with the Circular 4.0 project objectives
III. Challenges and opportunities of the circular transformation
IV. Using the Circularity Assessment Score (CAS)
V. The Digital Maturity Assessment (DMA)
VI. Selecting a circular transformation focus area and pilot project
VII. Acquaintance with the Circularity Acceleration Training course 4.0 (CAT4.0)
VIII. Circular 4.0 training platform and tools
IX. Review of study visits (recordings or cases/reports)

Structure of the OTC as placed on the TalentsLMS e-learning platform:

Each of the training module is described i.e. key take-aways and objectives are described in the 4.0 Transformation course (CTC) manual (deliverable of the T.2.1.1.). Partners delivering the training courses can add or focus specific objectives to best fit the target groups needs of the operators and/or SME's trained. Objectives of the Operators Training Course (OTC) are to be aligned with the Circular 4.0 project objectives and EUSALPs Alpine space strategy objectives and European Union circular economy and future EU digital industry strategies.

Objectives of the Operators Training Course are alligned with the Circular 4.0 project objectives and follow allong the general structure of the OTC *modules* described below.

I.   *Choosing the operators: selection of experts*

Key take-aways & learning objectives:

Getting acquainted with the identification of the operators,

Study materials

- training needs analysis templates & expert profiling fit for the needs of the circular economy and digitaliation capacities of the operators & Attendees' needs assessment overview

Time frame

15 minutes

II.   *Introduction to the Operators training course*

Key take-aways & learning objectives:

- Presentation of the main goals and objectives of the OTC;
- Clarification of the project structure, partners and process and acquaintance with the course terminology;
- Understanding of the level and nature of SMEs' needs and competencies

Study materials

- OTC programme overview (see OTC programme on Talents LMS)
- Schedule and deadlines

Time frame: 60 minutes

III.   *Challenges and opportunities of the circular transformation*

Key take-aways & learning objectives

- The nature of the circular transformation in SMEs: peculiarities and challenges
- Circular business model transformation and the value chain
- Organisational and competence challenges of the business model transformation
- Circular business model transformation, digitalisation and Industry 4.0 technologies: an overview
- Understanding the typology of circular business models and their association with linear and circular risks

Study materials
-   Class materials and references

Time frame: 60 minutes

IV.   Using the Circularity Assessment Score (CAS) and other tools for assessing levels of circularity commitment by companies

Key take-aways & learning objectives

-   Circularity of SME in relation to the advancement of the circular transition
-   Boosting the circularity potential of a business model
-   Seizing the circularity potential: organisational commitment to the circular transformation
-   Workshop with participants on choosing and using the tools for assessing circular maturity

Study materials
-   Class materials and references
-   Short case study and references

Time frame: 90 minutes

V.   Digital Maturity Assessment tools

Key take-aways & learning objectives

-   Industry 4.0 and its implications on the world's economy and societies: an overview
-   Understanding the challenges of a digital transformation and the adoption of the new technologies
-   Understanding the technologies, their limits and their impact on value creation in the context of circularity
-   Where digitalisation and the circular economy meet
-   Digital Maturity Assessment: overview of the main available tools
-   Workshop

Study materials
-   Class materials and references
-   Short case study and references

Time frame: 90 minutes

VI.   Selecting a circular transformation focus area and a pilot project

Key take-aways & learning objectives

- Understanding how to manage organisational change
- Where to start? - How to identify breakthrough opportunities and needs
- Designing the pilot project

Study materials
- Class materials and references

Time frame: 120 minutes

VII.   Acquaintance with the Circularity Acceleration Training course 4.0 (CAT4.0)

Key take-aways & learning objectives

- Understanding the structure and the detailed CAT4.0 programme
- Monitoring and evaluating progress: circular transformation KPIs and progress evaluation
- How to teach? – Overview of recommended teaching methods (lecture, homework, case study…)

Study materials
- Short CAT4.0 mannual (in the form of class materials)
- Circular transformation KPIs and progress evaluation notes
- Course evaluation scheme
- Other class materials and references

Time frame: 120 minutes

VIII.   Circular 4.0 training platform Talents LMS and tools

Key take-aways & learning objectives

- Acquaintance with the **Circular 4.0 e-learning platform Talents LMS**, its support process and update protocols

Study materials
- Circular transformation KPIs and progress evaluation notes
- Course evaluation scheme and other class materials and references
- Guidelines for using Talents LMS as a benchlearing platform/training tool for partners to share training courses on-line in various languages and focal areas & deliver trainings for SME's and Operators on line.

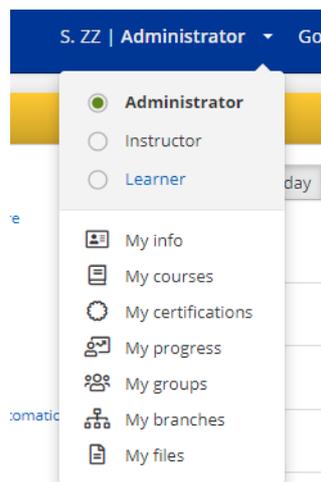**STEP 3: EVALUATION OF THE TRAINING COURSE & CERTIFICATS**

After completion of the course the organiser of the local training actions needs to provide a feedback report from the participants. Recommended is a use of a Survey monkey as an alternative e-tool or survey already provided on Talent LMS or any other suitable survey template.

Organiser of a training should provide a certificate of completion of a course (various templates are available including on Talent LMS).

TALENT LMS - OTC INSTRUCTIONS

Operators/project partners can choose to use in part or fully the training course provided in English on Talents LMS e-learning tool.

1. Visit OTC website on Talent LMS (https://operatorstrainingcourse-circular40.talentlms.com/). OTC can also be accessed via a web page with the Circular4.0 toolset: https://circular40.eu/.

2. Signup on the top right corner and create an account

3. Log into your account

4. Your default role on the platform is "Administrator". This enables you to add your own courses and materials to the platform.

5. To take the OTC training switch your role to a "Learner". This can be done on the top of the page by hovering your mouse pointer over your name and choosing "Learner" view.

6. After becoming a learner you can start the OTC training by choosing "Introduction to the Operators Training Course" on the list of all courses.
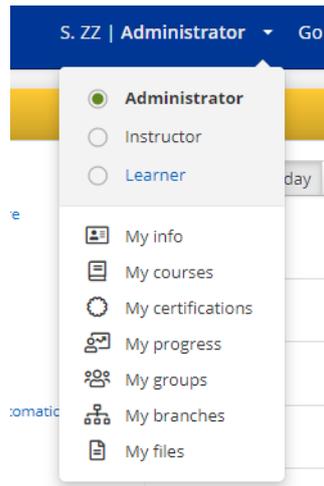
7. Click on a course to view the course content and files. To download files/materials click on any of the files and save it to your desktop.

TALENT LMS – CAT4.0 INSTRUCTIONS

1. Visit CAT4.0 website on Talent LMS (https://operatorstrainingcourse-circular40.talentlms.com/)

2. Signup on the top right corner and create an account

3. Log into your account

4. Your default role on the platform is "Administrator". This enables you to add your own courses and materials to the platform.

5. To take the OTC/CAT4.0 training switch your role to a "Learner". This can be done on the top of the page by hovering your mouse pointer over your name and choosing "Learner" view.

6. After becoming a learner you can start the CAT4.0 training by choosing **"Module 0: Introduction into the circular economy"** on the list of all courses.