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Project leader: Replika, napredne rešitve, d.o.o., Tržaška cesta 42, SI – 1000 Ljubljana

Project partners: B2, visoka šola za poslovne vede, zavod, Tržaška cesta 42, SI – 1000 Ljubljana

G.G. Eurosucess Consulting Limited, Stavrou Avenue 56, Karyatides Business Center, Block A2 – Office 205, Strovolos, CY – 2035 Nicosia

Magnet društvo s ograničenom odgovornošču za usluge, trgovinu, zastupanje i turističku agenciju, Ulica Andrije Štangera 19, HR – 51410 Opatija

Visoka poslovna škola PAR, Trg Riječke rezolucije 4, HR – 51000 Rijeka

**IO 4**

**Training programme for FDI advisors**

**Part 1: General information**

Title of the training programme:

Training programme for foreign direct investors’ advisors

Training programme aim:

Aim og the text book is to support learners in obtaining knowledge, skills and competences, with wich they will be able to attract foriegn investors and be able to offer them all the support they need in while the investment. More specifically the learners will:

* Acquire new, specialized knowledge, skills and competences,
* Develop their role as effective FDI advisors,
* Identify the needs for further education and development,
* Improve employment possibilities,
* Contribute to increasing the national GDP and development of new jobs.

Training programme duration:

120 – 180 hours[[1]](#footnote-1)

European Qualifications Framework (EQF) level:

5

Total number of ECVET points:

3 – 7

Prerequisites for participation:

* high education and one foreign language.

Learning method:

Blended or online learning.

Description of the procedures and criteria for assessment:

Participants have to fill in online quizzes and exercises.

For sucesull participation in the training programme, 80% of the quizzes and 60% of the exercises have to ce correct.

List of Modules:

* Module 1: Types, procedures and costs of opening a business
* Module 2: Legislation requirements and costs regarding running the business
* Module 3: Accounting
* Module 4: Possibilities for fundraising
* Module 5: Labour market offer and employment conditions
* Module 6: Procedures and conditions for obtaining work and living permit and family reunification in host country
* Module 7: Real estate investment
* Module 8: Basics of counselling and negotiation

**Part 2 – Description of modules**

*Module 1: Types, procedures and costs of opening a business*

Upon successful completion of this module, learns will know what knowledge FDI advisors should have regarding the types of companies in Slovenia, as well as of the procedures for establishing a particular type of business and related costs.

List of units:

1. Types of business entities
2. Procedures and costs of establishing business entities
3. Procedures and costs of opening a branch
4. Business address and virtual office
5. Buying an existing business

Description of units:

|  |  |  |
| --- | --- | --- |
| Unit 1: Types of business entities | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 1.1. Sole proprietor  1.2. Supplementary sole proprietor  1.3. Limited liability company  1.4. Important / Exceptions  1.5. Tips from professionals  1.6. Additional reading | Participants will be able to:   * Recognize different types of business enitites * Identify and describe the characteristics of the most common business entities * Identify and describe advantages and disadvantages of the most common business entities | Participants will have knolwege, skills and competences to:   * define the most suitable business entity for each individual foreign investor |
| Unit 2: Procedures and costs of establishing business entities | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 2.1. Registration of a sole proprietor or a supplementary sole proprietor  2.2. Registration of a limited liability company  2.3. Important / Exceptions  2.4. Tips from professionals  2.5. Additional reading | Participants will be able to:   * Identify and describe the conditions for registration of the most common business entities * Identify and describe procedures for registration of the most common business entities * Identify and describe documentation, needed for registration of the most common business entities * Identify and describe the timeframe, needed for registration of the most common business entities * Identify and describe the costs, needed for registration of the most common business entities | Participants will have knolwege, skills and competences to:   * Offer adequate support to forign investors regarding the specific business requirements / conditions * Offer adequate support to foreing investors in preparation the needed dcoumentation for registration of the selected business entity * Offer adequate guidance to forign investors through the registration procedure * Calculate the registration costs |
| Unit 3: Procedures and costs of opening a branch | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 3.1. Overview / Theoretical framework  3.1.1. Conditions  3.1.2. Procedure  3.1.3. Documentation needed  3.1.4. Timeframe  3.1.5. Where to apply?  3.1.6. Costs  3.2. Important / Exceptions  3.3. Tips from professionals  3.4. Additional reading | Participants will be able to:   * Identify and describe the conditions for opening a branch * Identify and describe the procedures for opening a branch * Identify and describe documentation, needed for opening a branch * Identify and describe the timeframe for opening a branch * Identify and describe the costs for opening a branch | Participants will have knolwege, skills and competences to:   * Offer support to the forign investors regarding the conditions for opening a branch * Offer support to the foreing investors in preparation the needed documentation for for opening a branch * Offer guidance to the forign investors through the procedure of opening a branch * Calculate the costs for opening a branch |
| Unit 4: Business address and virtual office | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 4.1. Overview / Theoretical framework  4.2. Important / Exceptions  4.3. Tips from professionals  4.4. Additional reading | Participants will be able to:   * Identify and describe business adress and virtual office opportunities * Identify the need for business adress abd / or virtual office | Participants will have knolwege, skills and competences to:   * Offer support to the foreign investors regarding the business adress and / or virtual office * Offer support to the foreing investors in preparation the needed documentation for obtining business adress and / or virtual office * Offer guidance to the forign investors through the procedure of obtaining business adress and / or virtual office * Calcueg the costs of business adress * Calculating the costs of virtual office |
| Unit 5: Buying an existing business | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 5.1. Overview / Theoretical framework  5.1.1. Procedure  5.1.2. Documentation needed  5.2. Important / Exceptions  5.3. Tips from professionals  5.4. Additional reading | Participants will be able to:   * Identify and describe the procedures for buying and existing company * Identify and describe the documentation, needed for buying and existing company | Participants will have knolwege, skills and competences to:   * Offering support to the foreign investors regarding the procedures for buying and existing company * Offering support to the foreing investors in preparation of the needed documentation for buying and existing company * Offering guidance to the forign investors through the procedure of for buying and existing company |

*Module 2: Legislation requirements and costs regarding running the business*

Upon successful completion of this module, learns will know what knowledge FDI advisors should have regarding the legislation that a company must abide with.

List of units:

1. Reporting and other legal obligations
2. Tax system
3. Tax registration
4. Business operating costs
5. Industry-specific legislation
6. Other useful information

Description of units:

|  |  |  |
| --- | --- | --- |
| Unit 1: Reporting and other legal obligations | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 1.1 Theoretical Framework  1.1.1 Relevant legislation  1.1.2 Reporting, mandatory for all business entities  1.2 Important / Exceptions  1.3 Tips from professionals  1.4 Additional reading | Participants will be able to:   * Identify and describe relevant legislation and track its changes * Identify and describe different types of reports, business entities have to send to relevant organizations * Identify and describe deadlines for different types of reports, business entities have to send to relevant organizations | Participants will have knowledge, skills and competences to:   * Offer adequate support to foreign investors regarding the selection of different type of reports' forms * Offer adequate support to foreign investors in preparation of the relevant reports |
| Unit 2: Tax system | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 2.1 Theoretical Framework  2.1.1 Tax procedure and taxable persons  2.1.2 Value Added Tax  2.1.3 Operating profit and capital gains taxation  2.2 Important / Exceptions  2.3 Tips from professionals  2.4 Additional reading | Participants will be able to:   * Identify and describe relevant legislation * Identify taxable persons * Identify and describe different types of taxes | Participants will have knowledge, skills and competences to:   * Offer adequate guidance to foreign investors regarding the tax system in the hosting country |
| Unit 3: Tax registration | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 3.1 Theoretical Framework  3.1.1 Tax Register  3.1.2 Tax Number  3.2 Conditions  3.3 Procedures  3.3.1 Procedure of obtaining a Tax Number for a business entity  3.3.2 Procedure of obtaining a VAT ID for a business entity  3.3.3 Procedure for obtaining of a Personal Tax Number  3.4 Documentation needed  3.4.1 Documentation for a business entity Tax Number  3.4.2 Documentation for a business entity VAT ID  3.4.3 Registration of a Personal Tax Number  3.5 Where to apply?  3.6 Timeframe  3.7 Costs  3.8 Important/Exceptions  3.9 Tips from professionals  3.10 Additional reading | Participants will be able to:   * Identify and describe the conditions for tax registration * Identify and describe the procedures for tax registration * Identify and describe documentation, needed for tax registration * Identify and describe the timeframe for tax registration * Identify and describe the costs for tax registration | Participants will have knowledge, skills and competences to:   * Offer adequate support to foreign investors regarding the conditions for tax registration * Offer adequate support to foreign investors in preparation the needed documentation for tax registration * Offer adequate guidance to the foreign investors through the procedure of tax registration * Calculate the costs for tax registration |
| Unit 4: Business operating costs | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 4.1 Theoretical Framework  4.1.1 Social security costs for sole proprietors and managers without employment status  4.1.2 Labour Costs  4.2 Important / Exceptions  4.2.1 Accounting  4.2.2 Costs of Premises  4.2.3 Example of Business Operating Costs  4.3 Tips from professionals  4.4 Additional reading | Participants will be able to:   * Identify and describe social security costs for sole proprietors and managers without employment status * Identify and describe employment cost * Identify and describe costs of accounting * Identify and describe costs of premises | Participants will have knowledge, skills and competences to:   * Calculate approximate business operating costs |
| Unit 5: Industry-specific legislation | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 5.1 Theoretical Framework  5.2 Important/Exceptions  5.3 Tips from professionals  5.4 Additional information | Participants will be able to:   * Identify and describe industry specific legislation * Identify and describe where to find the latest rules | Participants will have knowledge, skills and competences to:   * Offer adequate guidance to foreign investors regarding the industry specific legislation |
| Unit 6: Other useful information | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 6.1. Banks  6.2. Payment methods  6.3. Issuing invoices that customers pay in cash  6.4. Restrictions on cash flow between business entities  6.5. Restrictions on cash flow when doing business with natural persons | Participants will be able to:   * Identify and describe the most important banks in the hosting country * Identify and describe the payment methods in the hosting country * Identify and describe rules about paying in cash in the hosting country | Participants will have knowledge, skills and competences to:   * Offer adequate guidance to foreign investors regarding the banks in the hosting country * Offer adequate guidance to foreign investors regarding the payment methods in the hosting country * Offer adequate guidance to foreign investors regarding the rules about paying in cash in the hosting country |

*Module 3: Accounting*

Upon successful completion of this module, learns will know what knowledge FDI advisors should have regarding the accounting.

List of units:

1. Calculating and reporting various taxes
2. Basics of accounting
3. Basics of bookkeeping, bookkeeping rules
4. Economic categories
5. Accounting recording of all economic categories
6. Using relevant applications in practice - posting of the most common events in a company / private entity

Description of units:

|  |  |  |
| --- | --- | --- |
| Unit 1: Calculating and reporting various taxes | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 1.1 Theoretical Framework  1.2 Important/Exceptions  1.3 Tips from professionals  1.4 Additional information | Participants will be able to:   * Identify and describe national tax system * Identify and describe different taxes and their rates * Identify and describe possible tax deductions | Participants will have knowledge, skills and competences to:   * Describe national tax system to their clients * Describe different taxes and their rates to their clients * Describe possible tax deductions to their clients |
| Unit 2: Basics of accounting | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 2.1 Theoretical Framework  2.2 Important/Exceptions  2.3 Tips from professionals  2.4 Additional information | Participants will be able to:   * Understand the meaning of accounting * Differentiate between various concepts of accounting * Analyse the importance of accounting | Participants will have knowledge, skills and competences to:   * Understand the meaning of accounting * Differentiate between various concepts of accounting * Analyse the importance of accounting * Describe possible tax deductions to their clients |
| Unit 3: Basics of bookkeeping, bookkeeping rules | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 3.1 Theoretical Framework  3.2 Important/Exceptions  3.3 Tips from professionals  3.4 Additional information | Participants will be able to:   * understand the basics of bookkeeping and bookkeeping rules * realise the differences between accountancy and bookkeeping * learn what is a Chart of Accounts | Participants will have knowledge, skills and competences to:   * understand the basics of bookkeeping and bookkeeping rules * realise the differences between accountancy and bookkeeping * learn what is a Chart of Accounts |
| Unit 4: Economic categories | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 4.1 Theoretical Framework  4.2 Important/Exceptions  4.3 Tips from professionals  4.4 Additional information | Participants will be:   * experienced in basic concepts of economic categories * able to identify the characteristics of economic categories and their basic classification | Participants will have knowledge, skills and competences to use:   * basic concepts of economic categories * the ways to identify the characteristics of economic categories and their basic classification |
| Unit 5: Accounting recording of all economic categories | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 5.1 Theoretical Framework  5.2 Important/Exceptions  5.3 Tips from professionals  5.4 Additional information | Participants will be able to:   * Identify and describe how different economic categories are recorded in accounting * Identify and describe long-term assets, short-term assets, liabilities and equity | Participants will have knowledge, skills and competences to:   * Describe how different economic categories are recorded in accounting to their clients * Describe long-term assets, short-term assets, liabilities and equity to their clients |
| Unit 6: Using relevant applications in practice - posting of the most common events in a company / private entity | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 6.1 Theoretical Framework  6.2 Important/Exceptions  6.3 Tips from professionals  6.4 Additional information | Participants will be able to:   * read and solve practical examples related to the posting of business changes | Participants will have knowledge, skills and competences to:   * read and solve practical examples related to the posting of business changes |

*Module 4: Possibilities for funds raising*

Upon successful completion of this module, learns will know what knowledge FDI advisors should have regarding:

* basic fundraising concepts and terminology,
* exploring strategies for diversifying foreign investors’ funding,
* finding relevant state and EU funds,
* obtaining a business loan from a bank.

List of units:

1. National funds
2. EU funds
3. Loans from banks

Description of units:

|  |  |  |
| --- | --- | --- |
| Unit 1: National funds | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 1.1 Theoretical Framework  1.2 Important/Exceptions  1.3 Tips from professionals  1.4 Additional information | Participants will be able to:   * Identify and describe national Funding Programmes and Schemes that are available (also) to the foreign investors | Participants will have knowledge, skills and competences to:   * Identify and describe national Funding Programmes and Schemes that are available (also) to the foreign investors |
| Unit 2: EU funds | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 2.1 Theoretical Framework  2.2 Important/Exceptions  2.3 Tips from professionals  2.4 Additional information | Participants will be able to:   * Identify and describe EU Funding Programmes and Schemes that are available (also) to the foreign investors | Participants will have knowledge, skills and competences to:   * Identify and describe EU Funding Programmes and Schemes that are available (also) to the foreign investors |
| Unit 3: Loans from banks | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 3.1 Theoretical Framework  3.2 Important/Exceptions  3.3 Tips from professionals  3.4 Additional information | Participants will be able to:   * Identify and describe the most common conditions for obtaining a loan from a bank * Identify and describe the most common procedures in the context of bank formalities | Participants will have knowledge, skills and competences to:   * Identify and describe the most common conditions for obtaining a loan from a bank * Identify and describe the most common procedures in the context of bank formalities |

*Module 5: Labour market offer and employment conditions*

Upon successful completion of this module, learns will know what knowledge FDI advisors should have regarding the labour market, the possibilities of employment, types and procedure of employment as well as basic legal regulations in employer-employee relations.

List of units:

1. Labour market
2. Provisions that regulate employer–employee relations
3. Types of employment

Description of units:

|  |  |  |
| --- | --- | --- |
| Unit 1: Labour market | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 1.1 Theoretical Framework  1.2 Important/Exceptions  1.3 Tips from professionals  1.4 Additional information | Participants will be able to:   * track labour market trends * apply activities regarding employer-labour market relation | Participants will have knowledge, skills and competences to:   * track labour market trends * apply activities regarding employer-labour market relation |
| Unit 2: Provisions that regulate employer–employee relations | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 2.1 Theoretical Framework  2.2 Important/Exceptions  2.3 Tips from professionals  2.4 Additional information | Participants will be able to:   * identify and describe legal regulations regarding work and labour relations * track any potential changes | Participants will have knowledge, skills and competences to:   * describe legal regulations regarding work and labour relations to their clients * track any potential changes |
| Unit 3: Types of employment | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 3.1 Theoretical Framework  3.2 Important/Exceptions  3.3 Tips from professionals  3.4 Additional information | Participants will be able to:   * identify and describe different types of employment procedures * identify and describe the implementation of National legal provisions from work and work relations fields | Participants will have knowledge, skills and competences to:   * describe and implement different types of employment procedures * understand the implementation of National legal provisions from work and work relations fields |

*Module 6: Procedures and conditions for obtaining work and living permit and family reunification in host country*

Upon successful completion of this module, learns will know what knowledge FDI advisors should have regarding procedures and conditions for obtaining work and living permit and family reunification in host country; depending on their status (nationals from EEA, Swiss Confederation or Third-country nationals).

List of units:

1. Regulating stay and work of foreigners
2. Conditions and procedures for obtaining residence and/or work permits
3. Procedures for obtaining visa, permanent residence permit and citizenship
4. Conditions and procedures for family reunification

Description of units:

|  |  |  |
| --- | --- | --- |
| Unit 1: Regulating stay and work of foreigners | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 1.1 Theoretical Framework  1.2 Important/Exceptions  1.3 Tips from professionals  1.4 Additional information | Participants will be able to:   * Identify and describe differences in conditions and procedures for obtaining work and residence permits based on different foreign nationals' status | Participants will have knowledge, skills and competences to:   * Describe differences in conditions and procedures for obtaining work and residence permits based on different foreign nationals' status to their clients |
| Unit 2: Conditions and procedures for obtaining residence and/or work permits | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 2.1 Theoretical Framework  2.2 Important/Exceptions  2.3 Tips from professionals  2.4 Additional information | Participants will be able to:   * identify and describe the process of obtaining different types of temporary work and/or residence permits | Participants will have knowledge, skills and competences to:   * inform and/or lead foreign citizens through the process of obtaining different types of temporary work and/or residence permits. |
| Unit 3: Procedures for obtaining visa, permanent residence permits and citizenship | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 3.1 Theoretical Framework  3.2 Important/Exceptions  3.3 Tips from professionals  3.4 Additional information | Participants will be able to:   * identify and describe procedures of obtaining visa, permanent residence permits and citizenship for foreign investors | Participants will have knowledge, skills and competences to:   * pass the information on procedures of obtaining visa, permanent residence permits and citizenship to foreign investors |
| Unit 4: Conditions and procedures for family reunification | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 4.1 Theoretical Framework  4.2 Important/Exceptions  4.3 Tips from professionals  4.4 Additional information | Participants will be able to:   * identify and describe differences in the procedure of family reunification | Participants will have knowledge, skills and competences to:   * identify differences in the procedure of family reunification * inform and lead foreign nationals’ trough the procedures of obtaining residence permit with the aim of family reunification |

*Module 7: Real estate investment*

Upon successful completion of this module, learns will know what knowledge FDI advisors should have regarding:

* Fundamental concepts and appropriate terminology in the field of investment in real estate;
* Ways to develop strategies for investing in real estate;
* Knowledge of the base of real estate and real estate contracts;
* Fundamentals of investment and financing;
* Ways to identify risks that accompany investments in real estate;
* Knowledge of the fundamentals of the real estate market and its functioning.

List of units:

1. Relevant legislation in the field of real estate
2. Obtaining property
3. Real estate register
4. Basis of investment and financing of acquiring property
5. The real estate market economy
6. Contracts used in the real estate market
7. Role of notaries in real estate transactions
8. Real estate agents

Description of units:

|  |  |  |
| --- | --- | --- |
| Unit 1: Relevant legislation in the field of real estate | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 1.1 Theoretical Framework  1.2 Important/Exceptions  1.3 Tips from professionals  1.4 Additional information | Participants will be able to:   * Identify and describe different types of real estate ownerships * Identify and describe the relevant national obligatory legislation concerning Real Estate * Identify and describe different fees and charges related to real estate | Participants will have knowledge, skills and competences to:   * describe different types of real estate ownerships to their clients * describe the relevant national obligatory legislation concerning Real Estate to their clients * describe different fees and charges related to real estate to their clients |
| Unit 2: Obtaining property | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 2.1 Theoretical Framework  2.2 Important/Exceptions  2.3 Tips from professionals  2.4 Additional information | Participants will be able to:   * identify and describe different ways of acquiring property rights over real estate * identify and describe different taxes related to a transfer of property | Participants will have knowledge, skills and competences to:   * describe different ways of acquiring property rights over real estate and taxes related to a transfer of property to their clients * describe different taxes related to a transfer of property to their clients |
| Unit 3: Real estate register | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 3.1 Theoretical Framework  3.2 Important/Exceptions  3.3 Tips from professionals  3.4 Additional information | Participants will be able to:   * identify and describe the real estate register, its purpose and its usefulness | Participants will have knowledge, skills and competences to:   * describe the real estate register, its purpose and its usefulness to their clients |
| Unit 4: Basis of investment and financing of acquiring property | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 4.1 Theoretical Framework  4.2 Important/Exceptions  4.3 Tips from professionals  4.4 Additional information | Participants will be able to:   * identify and describe different types of investment in real estate * identify and describe basic characteristics of instruments intended for financing investment in real estate | Participants will have knowledge, skills and competences to:   * describe different types of investment in real estate to their clients * describe basic characteristics of instruments intended for financing investment in real estate to their clients |
| Unit 5: The real estate market economy | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 5.1 Theoretical Framework  5.2 Important/Exceptions  5.3 Tips from professionals  5.4 Additional information | Participants will be able to:   * identify and describe different methods of defining value of real estate * identify and describe potential risks associated with investment in real estate | Participants will have knowledge, skills and competences to:   * describe different methods of defining value of real estate to their clients * describe potential risks associated with investment in real estate to their clients |
| Unit 6: Contracts used in the real estate market | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 6.1 Theoretical Framework  6.2 Important/Exceptions  6.3 Tips from professionals  6.4 Additional information | Participants will be able to:   * identify and describe the general characteristics of contracts that are most commonly used in real estate transactions | Participants will have knowledge, skills and competences to:   * describe the general characteristics of contracts that are most commonly used in real estate transactions to their clients |
| Unit 7: Role of notaries in real estate transactions | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 7.1 Theoretical Framework  7.2 Important/Exceptions  7.3 Tips from professionals  7.4 Additional information | Participants will be able to:   * identify and describe the role of notaries in real estate transactions | Participants will have knowledge, skills and competences to:   * describe the role of notaries in real estate transactions to their clients |
| Unit 8: Real estate agents | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 8.1 Theoretical Framework  8.2 Important/Exceptions  8.3 Tips from professionals  8.4 Additional information | Participants will be able to:   * identify and describe the role of a real estate agent | Participants will have knowledge, skills and competences to:   * describe the role of a real estate agent to their clients |

*Module 8: Basics of counselling and negotiation*

Upon successful completion of this module, learns will know what knowledge FDI advisors should have regarding the relevant basics techniques and skills in the field of counselling and negotiation.

List of units:

1. Counselling skills
2. Counselling in practice
3. Types of personalities
4. Negotiation
5. Negotiation in practice
6. Basic negotiation strategies

Description of units:

|  |  |  |
| --- | --- | --- |
| Unit 1: Counselling skills | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 1.1 Theoretical Framework  1.2 Important/Exceptions  1.3 Tips from professionals  1.4 Additional information | Participants will be able to:   * understand the profession and role of the adviser * describe the difference between advising and counselling * describe basic counselling skills and techniques | Participants will have knowledge, skills and competences to:   * understand the profession and role of the adviser * identify the difference between advising and counselling * apply basic counselling skills and techniques |
| Unit 2: Counselling in practice | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 2.1 Theoretical Framework  2.2 Important/Exceptions  2.3 Tips from professionals  2.4 Additional information | Participants will be able to:   * describe body language in counselling * describe basic communication and speech in counselling * describe other counselling skills and techniques. | Participants will have knowledge, skills and competences to:   * apply body language in counselling * apply basic communication and speech in counselling * apply other counselling skills and techniques |
| Unit 3: Types of personalities | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 3.1 Theoretical Framework  3.2 Important/Exceptions  3.3 Tips from professionals  3.4 Additional information | Participants will be able to:   * describe how to recognize personality types * describe hot to adapt to the different personality types | Participants will have knowledge, skills and competences to:   * recognize personality types * adapt to the different personality types |
| Unit 4: Negotiation | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 4.1 Theoretical Framework  4.2 Important/Exceptions  4.3 Tips from professionals  4.4 Additional information | Participants will be able to:   * identify and describe different types of negotiation * describe how to identify the psychological profile of the negotiating party | Participants will have knowledge, skills and competences to:   * identify the type of negotiation * identify the psychological profile of the negotiating party |
| Unit 5: Negotiation in practice | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 5.1 Theoretical Framework  5.2 Important/Exceptions  5.3 Tips from professionals  5.4 Additional information | Participants will be able to:   * Describe essential negotiation features in practice | Participants will have knowledge, skills and competences to:   * Use different negotiation techniques in practice |
| Unit 6: Basic negotiation strategies | | |
| Content | Learning outcomes | Knowledge, skills, competences |
| 6.1 Theoretical Framework  6.2 Important/Exceptions  6.3 Tips from professionals  6.4 Additional information | Participants will be able to:   * describe recognize different negotiation strategies | Participants will have knowledge, skills and competences to:   * use different negotiation strategies |

|  |  |
| --- | --- |
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1. Depends on the learner's prior knowledge, skills and competences. [↑](#footnote-ref-1)