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# IKT alat za samoprocjenu za (kulturnu) poslovnu evaluaciju

## Upute za korisnike

p-consulting.gr

Rujan 2022.



BEING A FEMALE ENTREPRENEUR: Project No. 2020-1-ES01-KA204-081956

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## Naslov

**Korisnički priručnik alata za samoprocjenu društvenih vještina i kompetencija u KKI sektoru projekta Žena poduzetnica.**

## Uvod

Dobrodošli u Korisnički priručnik alata za samoprocjenu projekta Žena poduzetnica!

Alat za samoprocjenu osmišljen je kako bi Vam omogućio samoprocjenu svojih vještina i kompetencija u sektoru kulturnih i kreativnih industrija, kako biste postali svjesniji vlastitih kapaciteta i stoga bili kritičniji i kompetentniji u svojoj poslovnoj karijeri.

Također će Vam pomoći u razvijanju osnovnog okvira za kritičnu analizu i prepoznavanju vlastitih snaga i slabosti kako biste bili spremniji započeti novi put formiranja i cjeloživotnog učenja.

Procijenjeno vrijeme potrebno za popunjavanje alata za samoprocjenu je oko 10 minuta.

Sve informacije navedene u alatu bilježe se anonimno i koristit će ih isključivo tim projekta ŽENA PODUZETNICA. Nećemo prodavati, trgovati ili prenositi osobne podatke pojedinca bilo kojoj trećoj strani ili subjektu. Partnerstvo projekta ŽENA PODUZETNICA se zalaže za zaštitu vaših osobnih podataka i poštivanje vaše privatnosti. Osobne podatke prikupljaju i dalje obrađuju sukladno Uredbi (EU) 2018/1725 Europskog parlamenta i Vijeća od 23. listopada 2018. o zaštiti fizičkih osoba u vezi s obradom osobnih podataka. UREDBA (EU) 2018/1725 EUROPSKOG PARLAMENTA I VIJEĆA.

Osnovne upute i smjernice navedene su u nastavku kako bi vaš put kroz alat za samoprocjenu bio što jednostavniji i ugodniji!

Tim Žena poduzetnica.





## Upute

### [1] Korak 1 od 8

Uspješno ste ušli u digitalni "dom" alata za samoprocjenu i dobili ste neke korisne uvodne informacije. **Morat ćete ispuniti podatke u polja označena kao **POTREBNO**, kako biste prešli na sljedeće korake.**

### [1.1] Gumb "Sljedeće"

Dobili ste sve potrebne informacije o alatu za samoprocjenu, **magenta strelica** pokazuje na gumb "Sljedeće" gdje možete kliknuti, da biste prešli na sljedeći korak.

### [2] Korak 2 od 8

Sada ste u koraku 2 od 8 i **magenta strelica** pokazuje na Vaš izbor reakcije na izjave predstavljene za područje kompetencije „Prilagodljivost“ (uopće se ne slažem, ne slažem,





neutralno, slažem se, u potpunosti se slažem). Napominjemo da morate odabrati reakciju na izjave iz područja kompetencija označenih kao **[POTREBNO]**.

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Step 2 of 8

Adaptability (required)

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I can easily adapt to changing environments and I am able to adapt well to changing market demands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to switch to alternative approaches in times of transformation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can deal with unexpected situations / I am able to work with different kinds of people and groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am afraid of change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am open to trying new things	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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### [2.1] Gumb "Prethodno" i "Sljedeće"

Nakon što odgovorite na pitanja u ovom koraku, **magenta strelice** pokazuju na gumb "Prethodno" (ako se želite vratiti) i gumb "Sljedeće" za nastavak samoprocjene. Kliknite na bilo koji od njih.

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Step 2 of 8

25%

Adaptability (required)

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I can easily adapt to changing environments and I am able to adapt well to changing market demands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to switch to alternative approaches in times of transformation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can deal with unexpected situations / I am able to work with different kinds of people and groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am afraid of change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am open to trying new things	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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### [3] Korak 3 od 8.

Sada ste na koraku 3 od 8 i **magenta strelice** pokazuju Vaš izbor reakcije na izjave predstavljene za područje kompetencije „Komunikacija“ (uopće se ne slažem, ne slažem se, neutralno, slažem se, u potpunosti se slažem). Napominjemo da morate odabrati reakciju na izjave iz područja kompetencija označenih kao **[POTREBNO]**.





Step 3 of 8

57%

Communication (Required)

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I am able to effectively transmit the content of an idea to other people and I can clearly & effectively transmit express my ideas and opinions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to negotiate with others about a certain issue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am capable of building networks and establishing contacts with key actors in my area of business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am an active listener	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I check if others have understood the message I communicate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to communicate diplomatically to those I disagree with	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When disagreement arises, I am able to investigate the reasons behind it and able to cope with it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am aware of my non-verbal communication (i.e. body language)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can present and pitch my ideas to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[3.1] Gumb „Prethodno“ i „Sljedeće“

Nakon što odaberete reakcije u ovom koraku, **magenta strelice** pokazuju na gumb "Prethodno" (ako se želite vratiti) i gumb "Sljedeće" za nastavak samoprocjene. Kliknite na bilo koje.



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[4] Korak 4 od 8

Sada ste u koraku 4 od 8. Odaberite svoju reakciju na izjave predstavljene za područje kompetencije „Otpornost“ (uopće se ne slažem, ne slažem, neutralno, slažem se, u potpunosti se slažem). Napominjemo da morate odabrati reakciju na izjave iz područja kompetencija označenih kao **[POTREBNO]**. Možete prijeći na sljedeći korak klikom na gumb "Sljedeće".



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Step 4 of 8

60%

Resilience (Required)

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I am able to bounceback difficulties that come along	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I demonstrate sufficient lucidity in times of crisis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I focus on achieving my goals in whatever circumstances and I can remain motivated even during stressful or critical times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am prepared to make an extra effort to successfully enter in a demanding labour market	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am proactive in face of adverse life situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know when and by whom to seek support from, when needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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[5] Korak 5 od 8

Sada ste u koraku 5 od 8. Odaberite svoju reakciju na izjave predstavljene za područje kompetencije „Vodstvo” (uopće se ne slažem, ne slažem se, neutralno, slažem se, u potpunosti se slažem). Napominjemo da morate odabrati reakciju na izjave iz područja kompetencija označenih kao **[POTREBNO]**. Možete prijeći na sljedeći korak klikom na gumb "Sljedeće".

Step 5 of 8

62%

Leadership (Required)

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I can easily motivate and inspire other people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I support others to carry out tasks for a common goal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to take initiative for a difficult decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable with leading a team and learning from it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to build a collaborative team of individuals working toward the same goal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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[6] Korak 6 od 8

Sada ste u koraku 6 od 8. Odaberite svoju reakciju na izjave predstavljene za područje kompetencije „Emocionalna inteligencija” (uopće se ne slažem, ne slažem se, neutralno, slažem se, u potpunosti se slažem). Napominjemo da morate odabrati reakciju na izjave iz područja kompetencija označenih kao **[POTREBNO]**. Možete prijeći na sljedeći korak klikom na gumb "Sljedeće".



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Step 6 of 8

76%

Emotional Intelligence *(Required)*

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I am able to understand other people's behaviors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can effectively manage my emotions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am open to constructive criticism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I process things using self-reflection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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[7] Korak 7 od 8

Sada ste u koraku 7 od 8. Odaberite svoju reakciju na izjave predstavljene za područje kompetencije „Kreativno razmišljanje” (uopće se ne slažem, ne slažem se, neutralno, slažem se, u potpunosti se slažem). Napominjemo da morate odabrati reakciju na izjave iz područja kompetencija označenih kao **[POTREBNO]**. Možete prijeći na sljedeći korak klikom na gumb "Sljedeće".

Step 7 of 8

87%

Creative Thinking *(Required)*

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I am able to think "outside the box"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can generate new ideas to deal with existing issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can come up with innovative ideas and solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to apply lateral thinking to solve a problem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I consider myself a person with imagination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can approach a situation from different creative angles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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[8] Korak 8 od 8

Sada ste u koraku 8 od 8. Odaberite svoju reakciju na izjave predstavljene za područje kompetencije „Interkulturalna svijest” (uopće se ne slažem, ne slažem se, neutralno, slažem se, u potpunosti se slažem). Napominjemo da morate odabrati reakciju na izjave iz područja kompetencija označenih kao **[POTREBNO]**. Možete prijeći na sljedeći korak klikom na gumb "Podnesi" (označenog magenta strelicom).



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Step 8 of 8

100%

**Intercultural Awareness (Required)**

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I respect other people's cultures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I embrace working with a multicultural teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am interested in learning about other cultures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe creating multicultural workplace is important in today's labour market	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have an understanding of different local business practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can adapt HR procedures to local market needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I consider multicultural environments can bring new insights to a problem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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- [9] **Predaja i rezultat razine kompetencija**  
 Nakon što kliknete na gumb "Podnesi", uspješno ćete završiti samoprocjenu svojih društvenih vještina i bit ćete preusmjereni na stranicu koja potvrđuje zaključke o Vašim vještinama prema Vašim izborima u svakom području kompetencija. Moći ćete preuzeti svoje izvješće klikom na gumb "Preuzmi svoje izvješće" (magenta strelica).

**Uživajte!**

**Tim Žena poduzetnica!**

