**ST JOHN PAUL II COLLEGE GULU**

**ENTREPRENEURSIP**

**S.5 P230/2 DOCUMENTS**

* **You are encouraged to copy he notes in your note books since these college notes given to you will be withdrawn at the end of the term or year**
* **Keep the notes clean without un necessary writings**

**S.5 P230/2 ENTREPRENUERSHIP SKILLS & GENDER PARTNERSHIP**

**POLICY GUIDELINES FOR INNOVATION AND CREATIVITY, CHANGE, PERSONAL BRAND, COMMUNICATION, BUSINESS ETHICS AND NEGOTIATION**

This part of paper two is answered using the language of `` **SHALL**``. Words such as we, you, he, she will, should, may, can, might, to be, would, must etc. **MUST NOT BE USED. MUST** if used, is followed by a condition for example if only, when, unless, incase. I.e. Machines must be imported from Italy, unless Japan has no adequate machines

The heading must include the name of the business and address and statement of the guidelines

You have received Shs. 60,000,000 to establish a social enterprise aimed at establishing public health.

1. Present policy guidelines for promoting innovations in your project
2. Draft policy guidelines for enhancing creativity
3. Formulate guidelines for coping with change in business

**POLICY GUIDELINES FOR PROMOTING INNOVATIONS IN AGAPE YOUTH TREE PLANTERS P.O BOX 231, MUBENDE, Tel: 0784540115**

* Change shall always be expected to always be already to come up with new things.
* New rules shall be implemented i.e. to learn to go beyond the existing indicators of competition in the business
* Innovative strategies shall be developed e.g. trying out new technology through searching.
* Barriers to innovation shall be avoided i.e. need to put in place measures that ensure good internal co-operation among departments
* Implementation of decisions shall be done so fast by coming up with new things that utilize the identified opportunity.
* Thinking shall be done on a globally level to look for new market for the products abroad, look for new technology abroad etc.
* Things shall be made to happen and failure shall be accepted so as to bring about improvement.
* One shall think like an entrepreneur i.e. to always have ideas and even go ahead to improve on them in case of failure to start.
* Learning shall always be done and turned into new products/ services.
* Performance indicators shall be measured so as to concentrate on key strategic and profitable indicators by focusing energies on new things that drive the future success of the business.
* Innovation shall be recognized and awarded whenever possible.
* Employees shall network with various people such as customers, suppliers among others.
* Entrepreneurs shall do well to others for example for customers, suppliers, and this help small business to stay ahead of competition.

**GUIDELINES FOR DELOVELOPING CREATIVE ABILITY AMONG STAFF**

This shows techniques to be followed to develop creative ability.

**Example**

You have obtained a loan of Shs. 12,000,000 from Stanbic Bank to establish a new branch of a bakery project. Write the policy guidelines for developing creative ability among employees

**FAVOUR BAKERY**

**P.O.BOX 112, KAMULI**

[**TEL:0784540115**](TEL:0784540115)

**GUIDELINES FOR DEVELOPING CREATIVE ABILITY AMONG STAFF**

1. Worker shall be thinking beyond the invisible frame works that surround problems/ situations
2. There shall be having a wide attention span & range of interests so as to practice fortune
3. Assumptions shall be recognized when being made so as to challenge them
4. Workers with narrow minded thinking shall be spotted so as to widen the field of vision
5. Ideas shall be adapted/developed from many sources
6. Workers shall be transfer technology from one field to another
7. Workers shall note down the thoughts/ideas they come across so that they cannot forgotten
8. Workers shall be prepared to use unpredictable events to their advantage
9. There shall be use of unconscious mind by generating creative solutions after sleeping on a problem
10. There shall be suspending judgments to encourage the creative process and avoid premature criticism
11. There shall be patience so as to avoid leaving a problem until solutions emerge
12. There shall be tolerating ambiguity & occasionally living with doubt & uncertainty
13. There shall be stimulation of curiosity & the skills of observation, listening, reading & recording
14. There shall be Use of analogy i.e. improve imaginative thinking to find models or solutions in nature, in existing products/services or in other organizations
15. Workers shall stop narrow minded thinking and widen the field of vision.
16. There shall be suspending judgments to encourage the creative process and avoid premature.
17. There shall be patience so as to avoid leaving a problem until solution emerge
18. There shall be stimulation of curiosity and the skills of observation, listening, reading and recording.
19. Every worker shall avoid premature criticism
20. Every worker shall make connections with points that are irrelevant or buried.

**GUIDELINES FOR CREATING A GOOD PERSONAL BRAND**

**Example**

1. Draft policy guidelines creating a good personal brand

**TOSE SLICE BAKERY**

**PO BOX 3344, KATWE**

**Dealers in all quality bakery products like bans, doughnuts, cookies, breads**

**GUIDELINES FOR CREATING A GOOD PERSONAL BRAND**

* There shall be Determining who you are, this is done by having a reflection on person`s habits talents and nature of tasks performed by an individual to identify personal brand one must be able to ask what to do to make me different.
* One shall Determine what to do, this involves writing down one’s greatest ideas of interest and this reflects the kind of work one wants to do in life
* One shall Position him/herself, by identifying the qualities that make the person different from others.
* There shall be Managing his/her own brand, i.e. by marketing it correctly/properly

**GUIDELINES FOR COPING WITH CHANGE IN A BUSINESS.**

**AGAPE YOUTH TREE PLANTERS,**

**P.O BOX 231, MUBENDE,**

**Tel: 0784540115**

* Employees shall be rewarded for success within the business.
* Employers shall give explanation why the change is taking place, the potential impact of change and the goals related to change.
* There shall be Training of workers to meet the challenges the change requires and eliminate excuse that the change cannot be implemented for lack of knowledge.
* There shall be Encouraging feedback on progress to accept change if workers have a chance to tell leaders their thoughts and concerns.
* Managing resistance shall be done to prepare for anything anyone might do in order to stop the change.
* There shall be assessing readiness to prepare employees and administrators on how to handle modifications.

**GUIDELINES FOR ENSURING EFFECTIVE ACTUAL NEGOTIATION**

**Example**

As a new manager for a faster growing factory.

1. Draft guidelines for ensuring effective actual negotiation

**KISAKYE MEAT PACKERS**

**P.O BOX 223, KAWEMPE (U)**

**TEL: 0784540115**

**Email. kisakyemeatpackers@yahoo.com**

**GUIDELINES FOR ENSURING EFFECTIVE ACTUAL NEGOTIATION**

* Negotiators shall determine the negotiation tactics
* There shall be Creation of the right negotiation climate
* There shall be Stating the subject matter and objectives of the meeting
* Depending on the strategy you have selected shall either state your position or left the other party respond to the opening statement
* Depending on what strategy you have set out to use to state your interest but put emphasis on commodity
* There shall be Seeking agreement
* There shall be Ending negotiation

b) **Formulate guideline for developing good business ethics**

**KISAKYE MEAT PACKERS**

**P.O BOX 223, KAWEMPE (U)**

**TEL: 0784540115**

**Email.** [**kisakyemeatpackers@yahoo.com**](mailto:kisakyemeatpackers@yahoo.com)

**GUIDELINE FOR DEVELOPING GOOD BUSINESS ETHICS**

* One shall be open and freely share information (honesty).
* One shall not make promises that cannot be kept and shall not make promises on behalf of the company unless he has the authority to do so (promising keeping).
* One shall create and follow a process and achieve outcomes that a reasonable person would just call (fairness).
* There shall be Respect for others.
* One shall maintain an awareness of the needs of others and act to meet those needs whenever possible (compassion).
* One shall always live up to ethical principles, even when confronted by personal, professional and social risks as well as economic pressure (integrity).

**GUIDELINES FOR ENHANCING EFFECTIVE COMMUNICATION IN THE BUSINESS**

**KISAKYE MEAT PACKERS**

**P.O BOX 223, KAWEMPE (U)**

**TEL: 0784540115**

**Email. kisakyemeatpackers@yahoo.com**

**GUIDELINES FOR ENHANCING EFFECTIVE COMMUNICATION**

* The business shall ensure completeness of all communication to the relevant receivers.
* The business shall ensure correctness of all messages sent or issued
* The business shall ensure clarity of all messages communicated.
* The business shall ensure conciseness of all messages communicated.
* The business official making communication shall make the messages sincere as possible i.e. courteous or courtesy.
* The business official communicating messages shall consider the receiver’s feelings, cultural beliefs, age and others i.e. consideration.
* All business communication shall be made at the appropriate time, when the receiver is ready to receive it. (i.e. timing)
* All business communication shall be made using the appropriate media.
* All business communications shall be made from the right environment that allows the receiver to get the full message.
* All business communication shall be well organized and communicated in a positive way (concreteness)

**GUIDELINES FOR ENHANCING GENDER PARTNERSHIP**

**Example**

You are operating a honey processing factory in your home area.

Draft guidelines for enhancing gender partnership in your business.

**FAVOUR HONEY PROCESSORS,**

**P.O BOX 67, KAMULI,**

**TEL: 0752791014**

**GUIDELINES FOR ENHANCING GENDER PARTNERSHIP**

* Any job opportunity to the business shall be open to all gender
* Each worker shall be rewarded justly for his or her services
* Special services shall be provided for deserving categories of gender e.g. venue for breast feeding.
* The development of each worker shall be enhanced
* Management shall allocate responsibilities irrespective of gender
* The business shall provide separate sanitary facilities for each category of gender
* Management shall promote workers justly or on merit irrespective of gender
* The business shall not allow threats of exploitation or victimization
* Management shall ensure that communication is two way
* The business shall ensure that workers are aware of their own membership and that of the others

**GUIDELINE FOR PROMOTING GENDER EQUALITY**

* The business shall employ both male and female employees
* Management shall ensure that all workers are given equal payments irrespective of gender
* Management shall ensure that there is rotation of duties among female and male workers
* Good working conditions that fovour both female and male workers shall be provided e.g. transport facilities for employees to and from work
* All business employees shall be given chance to express their views
* Both female and male workers shall have equal promotion advantages
* Management shall ensure that both female and male workers are involved in decision making
* Management shall give equal opportunities to both female and male workers
* Management shall assign similar duties to both female and male workers

**GUIDELINES FOR PROMOTING SUCCESS**

**Example**

You have been appointed a new managing director of KWASA TRADERS P.O.BOX 76, LUUKA. Draft guidelines you will use to ensure success of the business.

* Regular monitoring of the business operations shall be done
* Management shall exhibit good leadership and management to encourage productivity
* Effective and efficient planning shall be carried out
* The business shall set clear objectives and closely follow them
* The business shall seek support services such ae insurance and bank
* Government policies concerning business shall be followed
* Advertising shall be done to increase sales and create awareness

**PROGRAMS**

**Programme for Innovation Application**

You have received Shs. 60,000,000 to establish a social enterprise aimed at establishing public health.

1. Present a programme for promoting innovation in your business
2. Formulate programme for coping with change in business

***CB***

CUTIE BAKERY

**P.O BOX 122, KAMPALA (U)**

**Tel: 0784540115**

**PROGRAMME FOR INNOVATION APPLICATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | | **Activities** | | **Person in charge** | **Remarks** | |
|  | | Perceiving an opportunity or Threat that is relevant to current condition to solve the Problem | |  |  | |
| **Fill in** | | Conceptualization the idea to secure the necessary information about the problem | | **Fill in** | **Don’t fill in** | |
|  | | Developing the prototype for experiment to see if the product/service will work as Required | |  |  | |
|  | | Operationalizing the idea to see that it works to solve the problem | |  |  | |
| **Drafted by:** | | **Approved by:** | | |
| Signature:………………. | | Signature:………………. | | |
| Title:…………………… Fill in | | Title:……………………. | | |
| Name:…………………. | | Name:………………….. | | |

**TRAINING PROGRAMME**

This varies & it depends on the training it is about

**Example**

You own a motor vehicle washing bay operating in Laliya. Draw a one day programme for training & sensitization workshop intended to improve service delivery in OFOYMUNGU MOTOR VEHICLE WASHING BAY

**PROGRAMME FOR A ONE DAY TRAINING & SENSITIZATION WORKSHOP INTENDED TO IMPROVE SERVICE DELIVERY IN OFOYMUNGU MOTOR VEHICLE WASHING BAY**

**OFOYMUNGU MOTOR VEHICLE WASHING BAY**

**P.O.BOX 65, GULU**

**TEL: 0784-540115**

**TRAINING & SENSITIZATION WORKSHOP PROGRAMME DUE TO TAKE PLACE ON 5TH MAY 2019 AT THE WASHING BAY PREMISES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **ACTIVITY** | **PERSON IN CHARGE** | **REMARKS** |
| *05/05/2019* | 8:00p.m | Preparing the venue | Receptionist |  |
| 9:00a.m | Registering & assembling of participants | Human Resource Manager |  |
| 9:30am | Singing anthems & saying prayer | Mobiliser |  |
| 10:00a.m | Giving opening & welcoming remarks | Quality controller |  |
| 10:30am | Introduction | All participants |  |
| 11:00 a.m. | Presentation & demonstration by facilitators & discussions & reactions | Facilitators |  |
| 11:30am | Tea break | All participants |  |
| 12:05pm | Field trip & practical Application of the skills by the trainees/ participants | All participants |  |
| 2:00pm | Awarding of certificates | Managing Director |  |
|  | Closing remarks, closing prayer & anthems | All participants & facilitators |  |

Prepared by: ……………………………………… Approved by: ………………………

**LAKEREBER WINNIFRED**

**HUMAN RESOURCE MANAGER**

**OR**

You are running a dairy farm business which is progressively expanding. Design a training programing to promote innovativeness of your staff in the business. (**UNEB 2020)**

**TRAINING PROGRAMING TO PROMOTE INNOVATIVENESS IN SMART DAIRY FARM**

**SMART DAIRY FARM**

**P.O BOX 36, JINJA**

**TEL: 0784540115**

**TRAINING AND SENSITATION PROGRAMME TO PROMOTE INNOVATIVENESS IN SMART DAIRY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period/Date** | **Activities** | **Person in Change** | **Remarks** |
|  | Identifying original objectives | **Fill in all** | **Do not fill** |
| **Fill in all** | Identifying training needs |
| Setting training objectives |
| Selecting the trainees |
| Selecting the training methods |
| Administrating the training |
| Evaluation the training |

**Prepared by: Approved by:**

Signature:………………….. Signature:…………………….

Title:………………………. Fill in all Title:………………………… Name:…………………….. Name

**Or**

**SMART DAIRY FARM**

**P.O BOX 36, JINJA**

**TEL: 0784540115**

**TRAINING AND SENSITATION PROGRAMME TO PROMOTE INNOVATIVENESS IN SMART DAIRY**

**DATE: FRIDAY, 11TH, NOV, 2020 VENUE: CONFERENCE HALL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activities** | **Person in Change** | **Remarks** |
|  | Arrival & registration of trainees | **Fill in all** | **Do not fill** |
|  | Singing of the anthems & saying the opening prayer |  |
|  | Giving welcoming remark |  |
|  | Presentation by different trainers/ HODs |  |
|  | Refreshment / lunch break |  |
|  | Demonstrations |  |
|  | Allowing open discussion/ questions |  |
|  | Giving closing remarks |  |
|  | Departure at leisure |  |

**Prepared by: Approved by:**

Signature:………………….. Signature:…….……………….

Title:………………………. Fill in all Title:………………………… Name:…………………….. Name

**PROGRAMME TO COPE WITH CHANGE**

CUTIE BAKERY

**P.O BOX 122, KAMPALA (U)**

**Tel: 0784540115**

**PROGRAMME TO COPE WITH CHANGE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period/Date** | **Activities** | **Person in Change** | **Remarks** |
| **Fill in all** | * Understanding the situation that brought Change. * Defining the problem with a view of taking action to solve or reduce the problem * Finding alternatives to the problem that being afraid of it * Selecting the course of action from the alternatives got that suits the business goals and objectives. | **Fill in all** | **Do not fill** |

**Prepared by: Approved by:**

Signature:………………….. Signature:…………………….

Title:………………………. Fill in all Title:………………………… Name:…………………….. Name:………………………..

***CB***

**PROGRAM FOR PREPARING FOR NEGOTIATION**

**AGAPE BOOKSHOP**

**P.O BOX 204 KAMPALA.**

**TEL: 0752-791014**

**PROGRAMME FOR PREPARING FOR NEGOTIATION FOR JULY 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ACTIVITY** | **PERSON IN**  **CHARGE** | **REMARKS** |
| 10/07/20 | Collecting information through research to discover the exact needs of other party | Aguma Jane |  |
| 15/07/20 | Analyzing the collected information and comparing it with the needs of the bookshop | Odoki Peter |  |
| 20/07/20 | Setting up clear objectives for negotiating process due to take place | Kato Moses |  |
| 25/07/20 | Developing negotiation strategies like deciding whether to use one negotiator or a team of negotiators | Odoki Peter |  |
| 30/07/20 | Developing preliminary tactics for negotiation and choosing a chief negotiator with experience and training in negotiation skills. | Aguma Jane |  |
| 1/08/20 | Selecting the negotiation venue that can be the bookshop premises or venue of the buyer or neutral venue | Odoki Peter |  |

Prepared by:………………….. Approved by:……………………..

OKOT JUMA Name:…………………….

General Manager Title:………………………….

**PROGRAMME FOR MINIMISING BUSINESS RISK**

**Example**

You are dealing in electronics business in a busy inscure town. Present a programme to be followed when minimizing risks in your business

**HOT QUALITY ELECTRONICS SUPPLIERS**

**P.O BOX 334, KATWE**

**TEL: 0752-79-10-14**

**PROGRAMME FOR MINIMIZING BUSINESS RISKS**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ACTIVITY** | **PERSON IN CHARGE** | **REMARKS** |
| 16/03/17 | Assessing the risk | JOHN Kaweesa |  |
| 18/03/17 | Establishing the potential loss involved in choosing a particular alternative | JOHN Kaweesa |  |
| 20/03/17 | Determining goals and objectives in relation to the company | JOHN Kaweesa |  |
| 22/03/17 | Clarifying the alternative that is survey various alternatives | PAUL kakeeto |  |
| 24/03/17 | Gathering information and weighing the various alternatives | PAUL kakeeto |  |
| 26/03/17 | Selecting the best alternative | PAUL kakeeto |  |
| 30/03/17 | Minimizing the risk | PAUL |  |

Prepared by: ……………………………………. Approved by: ……………………………

**SAVIOUR MOREEN Name:**

**PURCHASING MANAGER Title: ………………………………**

**PROGRAMME FOR DETERMINING PROFITABILITY OF BUSINESS**

**Example**

You are operating juice producing business in your home town. Draft a programme to be followed when determining the profitability of your business

DELO DELICIOUS JUICE

P.O BOX 34, RAKAI

TEL:0752791014

**PROGRAMME FOR DETERMINING PROFITABILITY OF BUSINESS**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ACTIVITY** | **PERSON IN CHARGE** | **REMARKS** |
| 12-17/ 05/2020 | Deciding the type of business | GeneralManager |  |
| 18- 21/05/2020 | Choosing location of the business | Operations Manager |  |
| 22-25/05/2020 | Forecasting sales of the business | Financial manager |  |
| 26 /05/2020 | Estimating costs of the business | Financial manager |  |
| 28/05/2020 | Estimating profits of the business | Financial manager |  |

Preparedby…………………………… Approvedby……………..……………..

AJOK FLAVIA Name: ………….

SALES MANAGER Title: …………

**PROGRAMME FOR TURNING A BUSINESS IDEA INTO A PRODUCT (BUSINESS OPPORTUNITY)**

This is drawn to followed during the process of turning a business idea to a real business opportunity

**Example**

You have an idea of setting up a shoe making plant basing on the available resources. Present a programme for turning a business idea into a business opportunity

**PROGRAMME FOR TURNING A BUSINESS IDEA INTO A PRODUCT (BUSINESS OPPORTUNITY) FOR JESSCA SHOE PROCESSORS**

**JESSCA SHOE PROCESSORS**

P.O BOX 34, RAKAI

TEL:0752791014

**PROGRAMME FOR TURNING A BUSINESS IDEA INTO A PRODUCT**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ACTIVITY** | **PERSON IN CHARGE** | **REMARKS** |
| 12/ 05/2020 | Documenting the invention | Aber Tracy |  |
| 18/05/2020 | Researching about the idea | Aber Tracy |  |
| 22/05/2020 | Making a prototype | Aber Tracy |  |
| 26 /05/2020 | Filling a patent | Akello Fred |  |
| 28/05/2020 | Marketing the invention | Aber Tracy |  |

Preparedby…………………………… Approvedby……………..……………..

AJOK FLAVIA Name: ………….

OPERATIONS MANAGER Title: …………

***JSP***

**PROGRAMME FOR TAKING AN INSURANCE POLICY**

This show the steps followed when obtaining an insurance cover policy from the insurance company

**Example**

You have an idea of setting up a shoe making plant. Due to the high risks of theft exposed to, you intend to insure it. Present a programme for taking an insurance policy

**PROGRAMME FOR TAKING AN INSURANCE POLICY FOR JESSCA SHOE PROCESSORS**

**JESSCA SHOE PROCESSORS**

P.O BOX 34, RAKAI

TEL:0752791014

**PROGRAMME FOR TAKING AN INSURANCE POLICY**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ACTIVITY** | **PERSON IN CHARGE** | **REMARKS** |
| 12/ 05/2020 | Inquiring about the best insurance company | Aber Tracy |  |
| 14/05/2020 | Deciding on which insurance company and type to get along with | Aber Tracy |  |
| 17/05/2020 | Checking the budget and deciding on the amount of the money to pay | Aber Tracy |  |
| 19 /05/2020 | Filling and signing an insurance application | Akello Fred |  |
| 20/05/2020 | Calculating the premiums basing on the information given in the proposal form | Okello Titus |  |
| 22/05/2020 | Issuing a cover policy after payment of the first installment of premium | Okello Titus |  |
| 22/06/2020 | Issuing of an insurance policy | Okello Titus |  |

Preparedby…………………………… Approvedby……………..……………..

AJOK FLAVIA Name: ………….

OPERATIONS MANAGER Title: …………

***JSP***