



Entrepreneurship path

Handbook for Practical training as an entrepreneur



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Introduction

Työharjoittelu yrittäjänä project



The model for Practical training as an entrepreneur has been created to be applied in Xamk's different fields of study. The model offers students guidelines for completing their practical training self-employed in their own company. During this type of practical training students develop their own business systemically. They also build their work and entrepreneurship related competence. This handbook provides students with hands-on instructions for practical training as entrepreneurs.

This model has been developed in the Työharjoittelu yrittäjänä project in cooperation with Xamk's teachers and students from different fields of study. Students from different fields of study completed practical training self-employed during the pilot phase of the project to test the model. Students' and teachers' experiences were used in developing the model further. The project was implemented by Xentre – Research and Education Unit for Business and Innovation from 1 September 2022 to 31 December 2023. The project was financed by the Otsakorpi Foundation.

Model for Practical training as an entrepreneur

How to get started:

1. Would you like to complete your practical training self-employed in your own company by developing your business?

2. Contact your own Practical Training Coordinator and find out if this is possible in your field of study.

3. If practical training is possible in your own company:

- make the necessary agreements according to the instructions of your own degree programme.
- find yourself a mentor who can help you in developing your business and support your growth as an entrepreneur. It is recommended to meet with your mentor two to three times during practical training. Mentoring is voluntary. You might find a mentor through your own networks, or for example through the Yrityskummit portal at <https://www.yrityskummit.fi>
- You can get practical advice from Enterprise Agencies across Finland. You can find your own region's Enterprise Agency at <https://uusyrityskeskus.fi/en/homepage/>

6. Report on the practical training according to the instructions of your degree programme.

5. Participate in student entrepreneurship events organised for example by Patteri Entrepreneurship Society and *ship Akatemia, if possible. Network with other students with entrepreneurial mindset.

4. Complete practical training in your own company by developing your business.

Model for Practical training as an entrepreneur

Before practical training

1) Possibility of practical training

- Contact your own Practical Training Coordinator and find out if practical training is possible in your own company. If practical training is possible, this model can be applied in different fields of study.
- Be ready to present proof of business activity.
- Remember to find out how business activities might affect your student financial aid.

2) Finding mentor

- Find a mentor who can support you in developing business activities and your growth as an entrepreneur.
- The mentor is an experienced entrepreneur who is willing to share knowledge for students' business development. Mentoring is voluntary.
- The mentor helps you to set goals for the training, to follow your progress and to recognise your competence.
- The recommended number of appointments is two to three during practical training, in person or through Teams / Zoom.
- You might find a mentor through your own networks. You can also contact Yrityskummit at <https://www.yrityskummit.fi/fi/in-english/>

3) Agreements

- Prepare agreements according to your degree programme instructions.
- Get ready for reporting, such as timesheets and journal.
- Remember that reporting can also include your own company's documents made during practical training, for example business plan, earning model, income and expenditure flow calculation and marketing materials.

Model for Practical training as an entrepreneur

During practical training

4) Developing your own business

- Complete practical training by developing your own business.
- Set goals for your training and meetings with your mentor.
- Get practical help as needed from Enterprise Agencies at <https://uusyrityskeskus.fi/en/homepage/>
- Report on the training according to the instructions of your degree programme, including for example timesheets and diaries.

5) Mentor meetings

- Practical training includes at least two to three mentor meetings which can take place in person or through Teams / Zoom.
- The content of the mentor meetings is explained in more detail below.

6) Follow-up

- Follow reaching goals both independently and with your mentor.
- Report on your practical training as instructed by your degree programme.
- Attach the relevant business documents to the report.

7) Peer support

- You can participate in the activities of Patteri Entrepreneurship Society and *ship Akatemia, if possible.
- Peer support was important for the students participating in the Työharjoittelu yrittäjänä project. Peer support requires coordination which is not necessarily available right after the project. Possibilities are under study and peer support for student entrepreneurs is developed at Xamk in the future.

Model for Practical training as an entrepreneur

At the end of practical training

*Good luck and success to your
entrepreneurship path!*

8) Finishing the training

- Finalise reports and a presentation according to the instructions of your degree programme.
- Good experiences should be shared. Tell other students about the possibility to complete practical training in their own company.

mentor:

- **is an experienced entrepreneur**
- **is committed to sharing time and expertise**
 - **supports, listens and helps to set goals**
 - **can help in networking**
 - **provides feedback.**

mentor meetings

*Recommendation is that you'll meet 2 to 3 times during practical training.
Meeting can be arranged in person or in Teams / Zoom.
You can find questions for mentor meetings below.*

1. Meeting in the beginning

- What kind of background does my company have?
- What kind of a person am I? What can I do? What kind of skills do I have?
- What kind of things do I want to accomplish? What are the goals and schedule of my practical training?
- What do I need to do to reach my goals? What things needs to change?
- Who are my customers?
- What is the business model in my company?

Now it's time to schedule next meetings. How can we keep in touch?

2. Meeting in the middle

- Have I reached my goals so far?
- Do I need to redefine my goals: how and why?
- What are my next tasks?
- How am I coping?
- What are my strengths and how can I use them?
- Do I need help at the moment? Does my mentor have networks which might be helpful for me?
- How do I want to develop my competence? How does that happen?
- What makes my company to stand out in the competition?
- How can customers find my company?

It's time to carry on. What are my next steps?

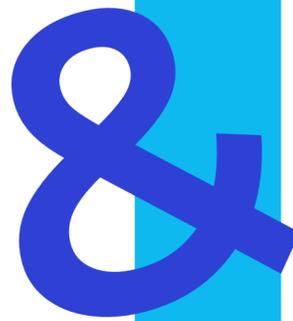
3. Meeting in the end

- How has the mentoring process worked out?
- What challenges and successes have there been?
- What have I learned from professional viewpoint?
- How has my company developed during practical training?
- What are my goals and plans from now on and in the long run?
- Can my mentor also provide support in the future?

Checklist for Practical training as an entrepreneur

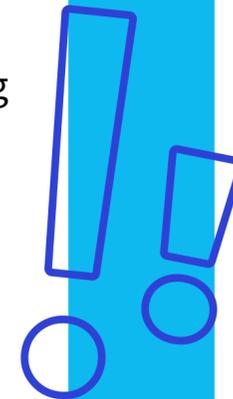
Student

- Find yourself a mentor who meets your needs.
- Prepare agreements according to the instructions of your degree programme.
- Find out how your business might affect your student financial aid etc.
- Get practical advice and support from Enterprise Agencies at <https://uusyrityskeskus.fi/en/homepage/>
- Choose courses which support your business development, if possible. Check out *ship Akatemia studies.
- Network with other students with entrepreneurial mindset, for example in PatteriES activities and events.



Mentor

- Shares experience and competence to the student during practical training (recommendation two to three meetings).
- Helps to set and follow goals with the student.
- Listens, asks questions and is critical without giving ready answers.
- Helps the student to identify skills and competence and in networking.
- Participates in the evaluation of student development.
- Mentoring bases on volunteering.

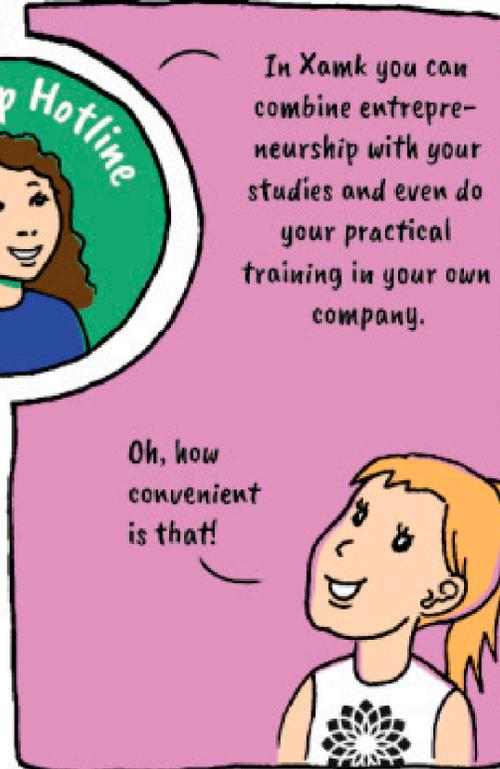
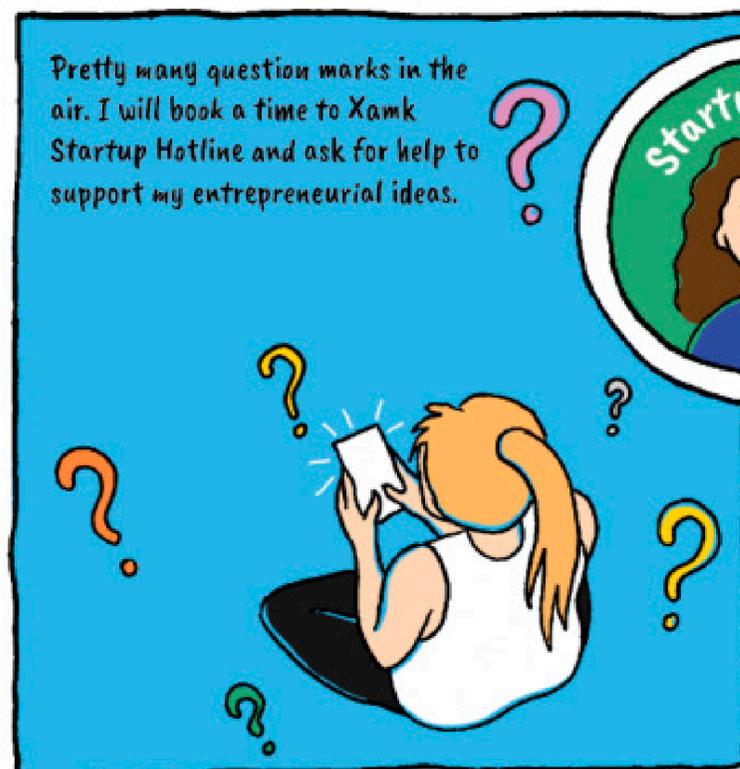
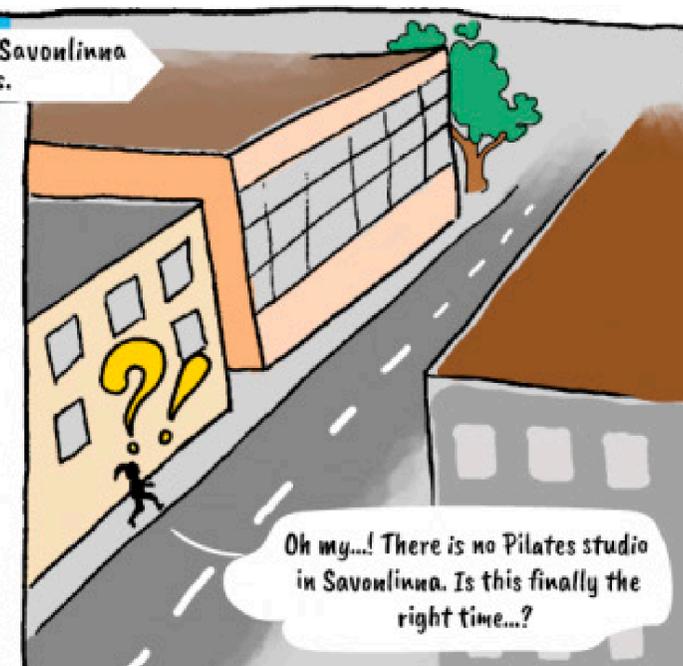


Practical Training Coordinator

- Decides if practical training is possible in the student's own company and provides guidelines for applying the model for Practical training as an entrepreneur according to the instructions of the student's degree programme.
- It was recognised during the Työharjoittelu yrittäjänä project that instructions depend on the degree programme. There were also differences in instructing students.
- Some degree programmes allowed it to start the company during practical training. Others required that the company was already running. This remains to be considered in different degree programmes.
- Mentoring bases on volunteering and the role differs from that of teachers supervising practical training. One example solution could be that more than one teacher are assigned to supervise this type of practical training.

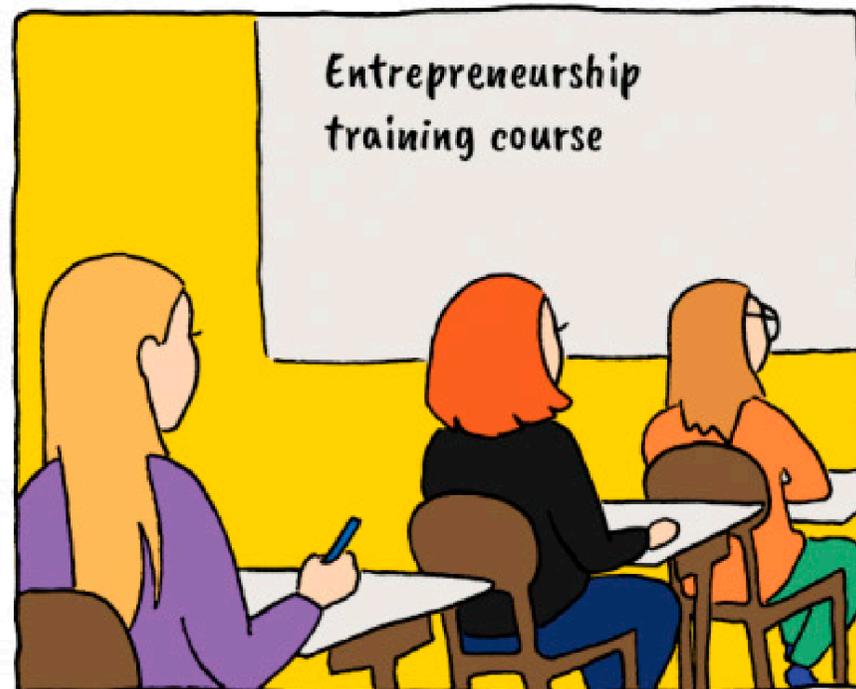
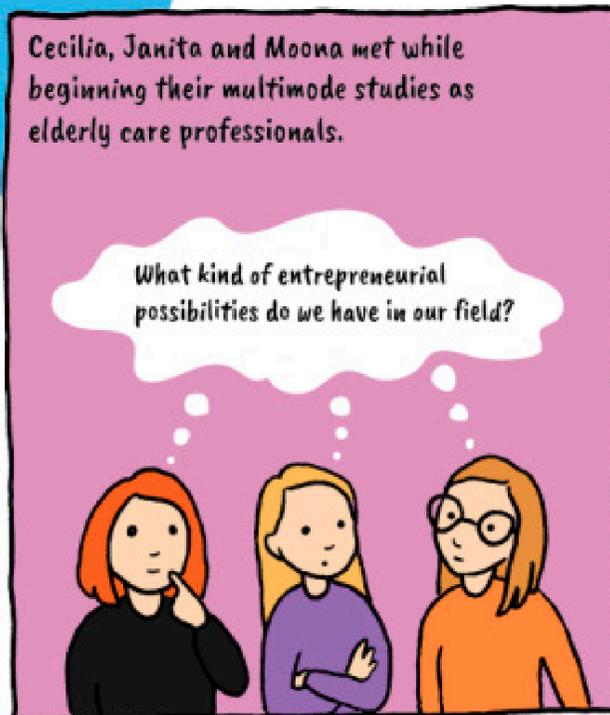
Yrittäjyyspolulla

feat. Kristiina Pellinen



Yrittäjyyspolulla

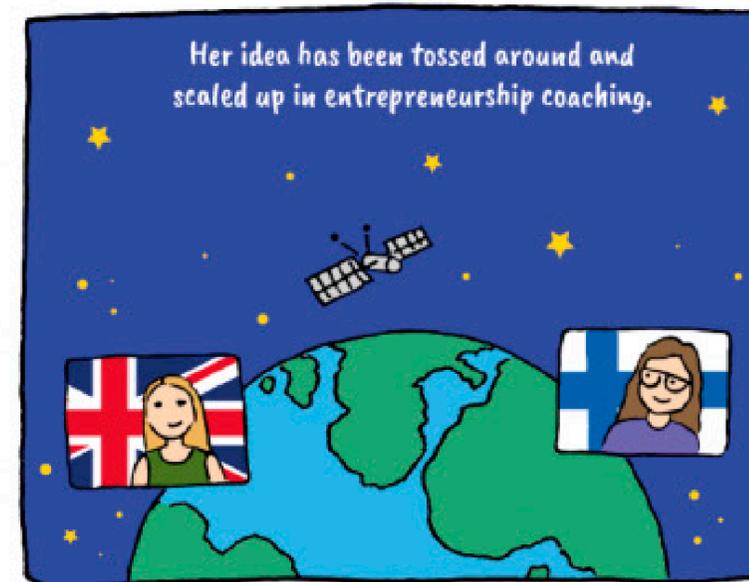
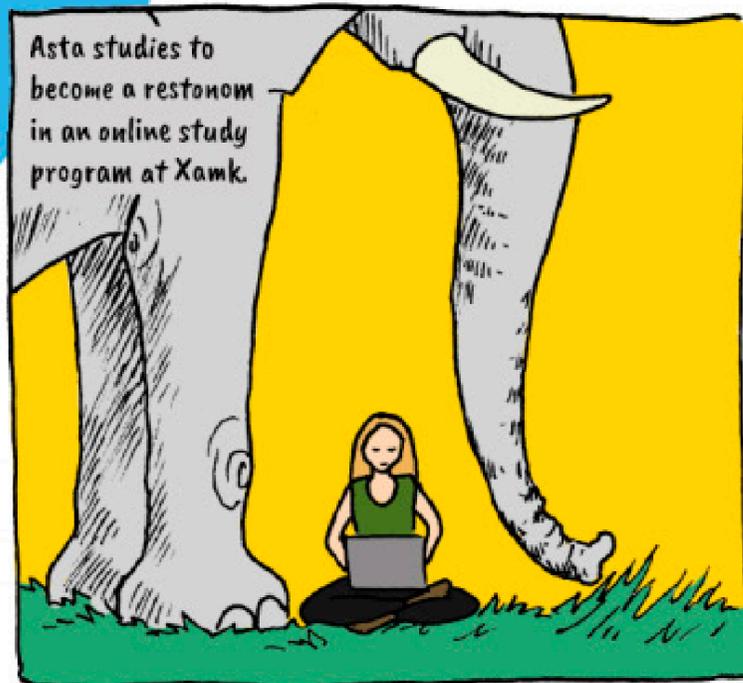
feat. Cecilia Tylli, Janita Kauko ja Mona Leiniö



Art: Tiina Pulli 2023

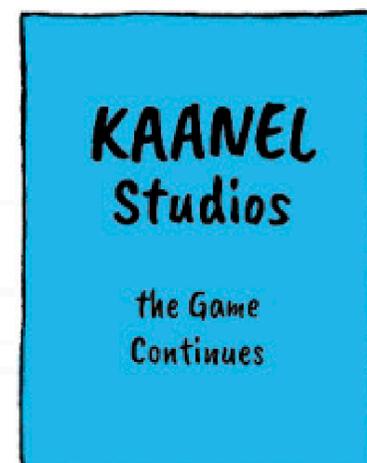
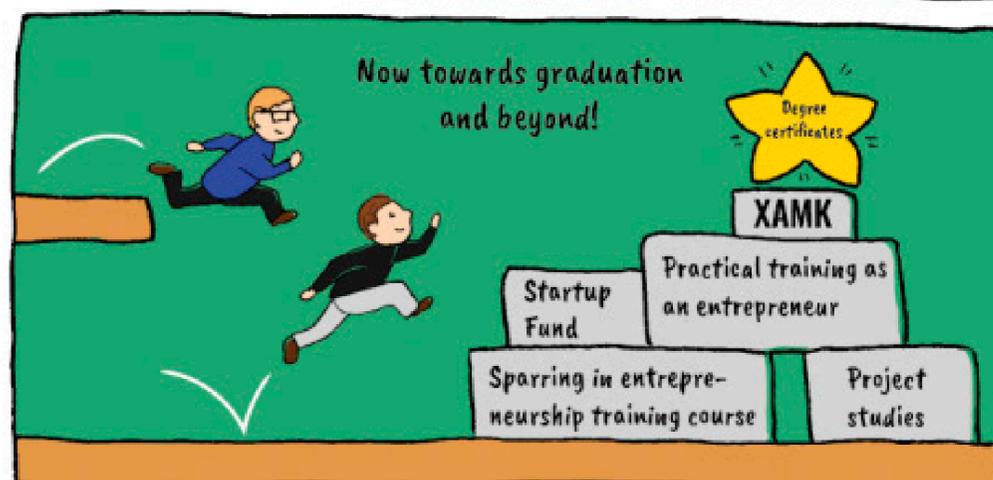
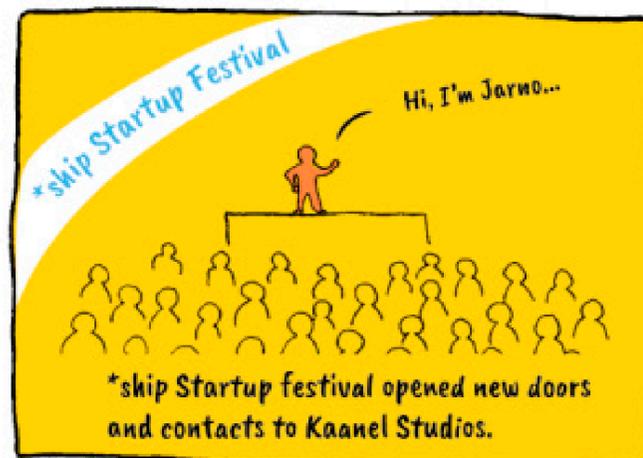
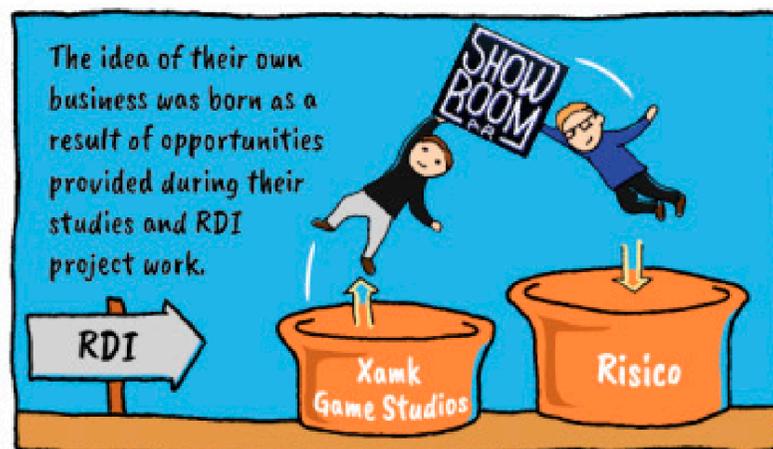
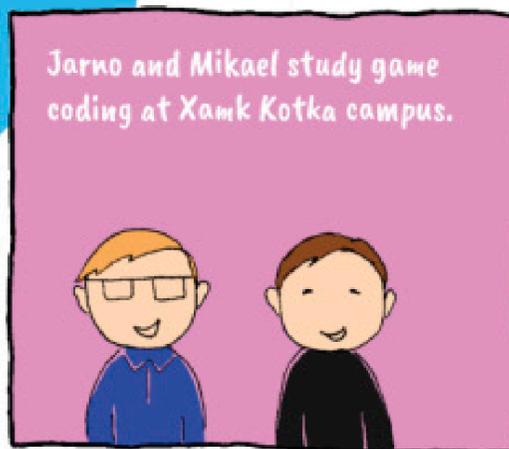
Yrittäjyyspolulla

feat. Asta Uski



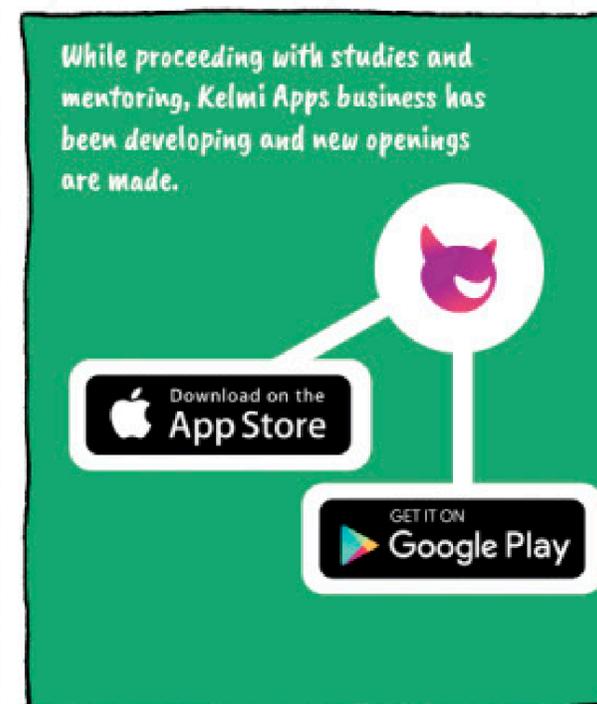
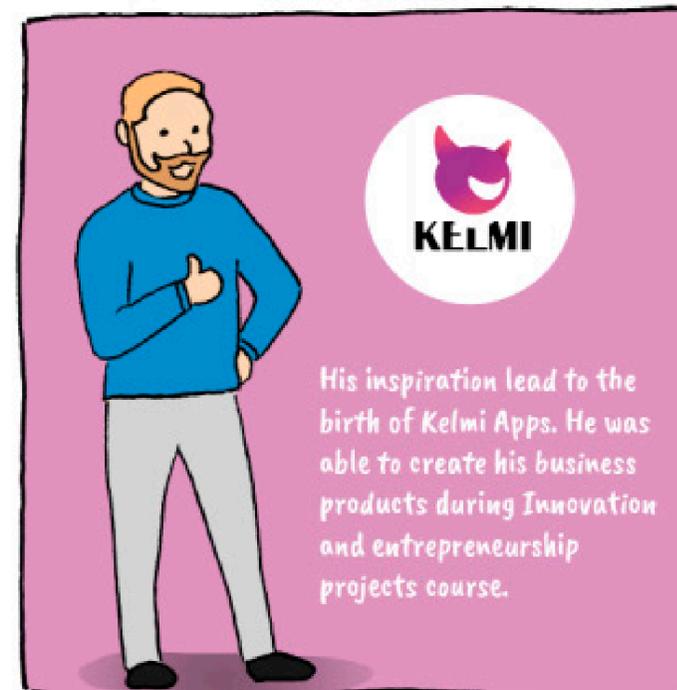
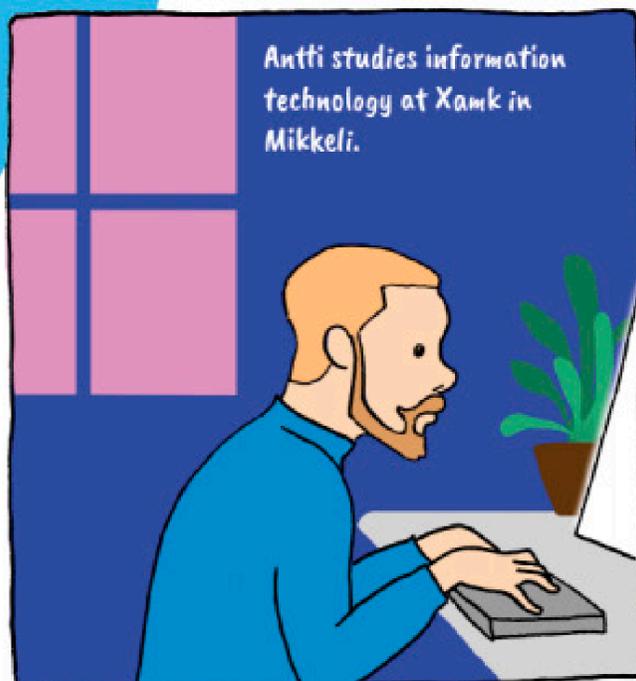
Art: Tiina Pulli 2023

Yrittäjyyspolulla feat. Kaanel Studios



Art: Tiina Pulli 2023

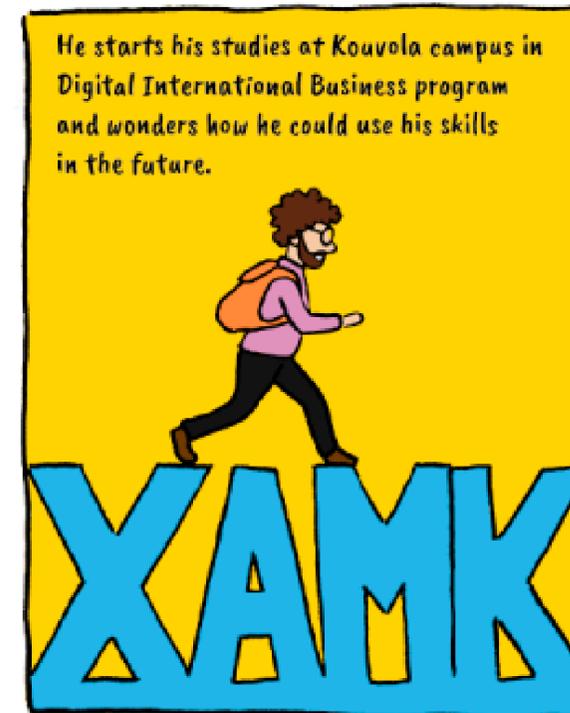
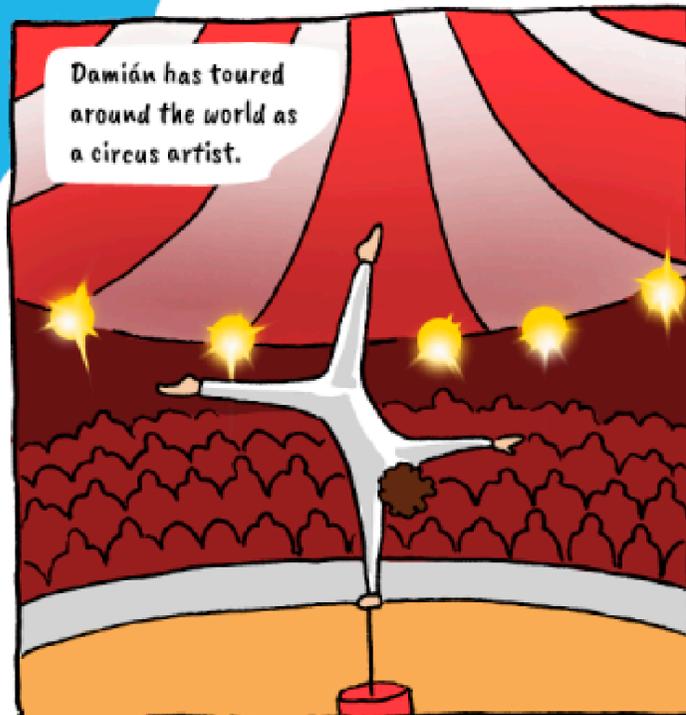
Yrittäjyyspolulla feat. Antti Joutsenniemi



Art: Tiina Pulli 2023

Yrittäjyyspolulla

feat. **Damián Santibáñez Ávalo**



Art: Tiina Pulli 2023

Examples of bachelor's theses

Entrepreneurship in theses. Only in Finnish

- Henkilöbrändin kehittäminen podcastin avulla
<https://urn.fi/URN:NBN:fi:amk-2023091325716>
- Android-sovelluksen valmistumisprosessi ideasta Play-kauppaan
<https://urn.fi/URN:NBN:fi:amk-202303093263>
- Rahoitusvaihtoehtoja Xamkin opiskelijoiden kasvuhakuisille yrityksille
<https://urn.fi/URN:NBN:fi:amk-202304044740>
- Videotuotannon tarinankerronta ja käsikirjoitus:
Audiovisuaalisen yritystarinan tuotanto
<https://urn.fi/URN:NBN:fi:amk-202304286804>

Patteri ES

A place where like-minded people with big ideas and career goals come together.

The purpose of the community is:

- To support students who want to become entrepreneurs.
- Promote entrepreneurial culture on Xamk campuses.
- Offer entrepreneurial students opportunities to develop themselves and their skills.
- Helps international students find employment in the region.

Join us! You can join either as an active doer or as a member.

Email: info@patteries.com

Website: patteries.com

IG: [@patteri_es](https://www.instagram.com/patteri_es)



Entrepreneurship path – *Handbook for practical training as an entrepreneur 2023*

