

Establishment of Business Service Network Bureaus (BSNB)



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1. Executive Summary

The objective of the present document is to overview the established Business Service Network Bureaus (BSNB) at the University of Jordan within Job Jo project under Task 2.2: Establishment of Business Service Network Bureaus (BSNB); its location objectives, letter of commitment, number of staff, resources, activities, achievements, sustainability strategies, letter of receiving the equipment, and official documents for its establishment.

2. Purpose of the BSNB and its Location

The Business Service Network Bureaus (BSNB) Centre plays a very important role in assessing the status of JOBJO Implemented courses and workshops.

The purpose of BSNB Centre is to create an inclusive initiative based on training, as an active labour policy lever, to promote economic, social and professional integration processes of a large group of women, long term unemployed/first time job seekers who find it difficult to enter/re-enter the labour market for reasons related to age, management of family and children, low skill levels. BSNB Centre will offer developed differentiated courses (basic set for beginners and those wishing to start their own business (management, marketing, taxation, and advanced course for those with some experience) will help to settle in the market. As an impact of training a multiplier effect will take place that will solve social problems at all levels.

3. BSNB Work Environment

BSNB Centre has sufficient space, proper design, interior furnishing, proper ventilation, proper lighting, temperature control, dust free atmosphere etc. since all these factors influence the quality of analytical data generated in the laboratory and also may affect the production of reliable data. Regular and proper supply of some of the essential needs like electricity, Internet points are to be ensured for smooth functioning of the centre and its equipment.

4. List the equipment acquired by the project

The table below indicate the equipment acquired within JOBJO project, the courses in which students benefit from the equipment, and the number of student who use the equipment annually

#	Item	Quantity	Delivery date dd.mm.yy	In what courses do the students benefits from the equipment	Number of student who use the equipment annually	Number of staff who use the equipment annually
1.	Computer (PC)-desktop	25	24/6/2020	<ul style="list-style-type: none"> - Communication skills training - Time management skills training - C.V. writing training - Interview skills training - Presentation skills training - Expel negative energy training - Self-motivation and community participation training - Creative thinking skills training - Body language training - Investing time in light of Corona Pandemic training 	1500-1700	50 - 70

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				<ul style="list-style-type: none"> - Developing the performance of the employees - Working in difficult conditions for the employees 		
2.	Printer	2	24/6/2020	<ul style="list-style-type: none"> - Communication skills training - Time management skills training - C.V. writing training - Interview skills training - Presentation skills training - Expel negative energy training - Self-motivation and community participation training - Creative thinking skills training - Body language training - Investing time in light of Corona Pandemic training - Developing the performance of the employees - Working in difficult 	1500-1700	50 - 70

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Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP

				conditions for the employees		
3.	Switches	1	24/6/2020	<ul style="list-style-type: none"> - Communication skills training - Time management skills training - C.V. writing training - Interview skills training - Presentation skills training - Expel negative energy training - Self-motivation and community participation training - Creative thinking skills training - Body language training - Investing time in light of Corona Pandemic training - Developing the performance of the employees - Working in difficult conditions for the employees 	1500-1700	50 - 70
4.	Servers	1	24/6/2020	<ul style="list-style-type: none"> - Communication skills training 	1500-1700	

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Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP

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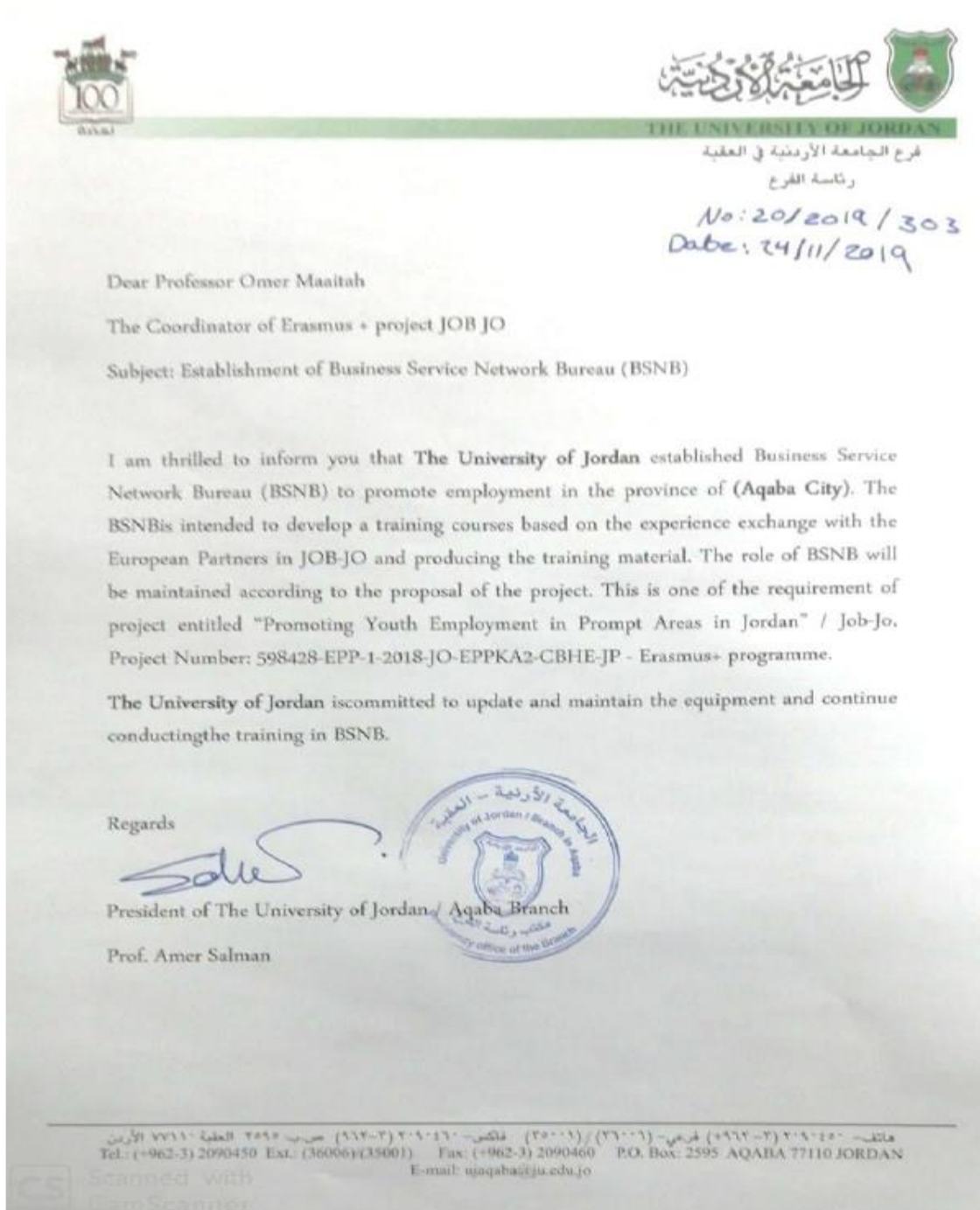
				<ul style="list-style-type: none"> - Time management skills training - C.V. writing training - Interview skills training - Presentation skills training - Expel negative energy training - Self-motivation and community participation training - Creative thinking skills training - Body language training - Investing time in light of Corona Pandemic training - Developing the performance of the employees - Working in difficult conditions for the employees 		50 - 70
5.	LED Screen	1	24/6/2020	<ul style="list-style-type: none"> - Communication skills training - Time management skills training - C.V. writing training 	1500-1700	50 - 70

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Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP

				<ul style="list-style-type: none"> - Interview skills training - Presentation skills training - Expel negative energy training - Self-motivation and community participation training - Creative thinking skills training - Body language training - Investing time in light of Corona Pandemic training - Developing the performance of the employees - Working in difficult conditions for the employees 		
6.	Lab Top	1	24/6/2020	<ul style="list-style-type: none"> - Communication skills training - Time management skills training - C.V. writing training - Interview skills training - Presentation skills training 	1500-1700	50 - 70

				<ul style="list-style-type: none"> - Expel negative energy training - Self-motivation and community participation training - Creative thinking skills training - Body language training - Investing time in light of Corona Pandemic training - Developing the performance of the employees - Working in difficult conditions for the employees 		
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5. The official letter for establishing the BSNB



6. Sustainability strategies

Integrate sustainability in JOBJO and other Projects: BSNB will integrate sustainability aspects in JOBJO and other projects. This would help to develop partnerships and relations with relevant JOBJO stakeholders.

Communication and Outreach: BSNB will Develop a strong communication strategy so that JOBJO outcomes and results can be shared with a large audience.

Involve key stakeholders: BSNB will ensure sustainability in the involvement and participation of stakeholders. As part of the project activities The BSNB at UJ can initiate multi-stakeholder dialogue workshops to involve relevant people in JOBJO project.

Create inventory of resources: The Equipped BSNB may create an inventory of all physical resources that UJ can keep after JOBJO ends. Some devices and equipment's purchased during JOBJO project and can be used in future eg. Training modules, Computers (PCs), Laptop, printer, Switches and LED Screen.

7. Suggested training Courses

1. Communication skills training
2. Time management skills training
3. C.V. writing training
4. Interview skills training
5. Presentation skills training
6. Expel negative energy training
7. Self-motivation and community participation training
8. Creative thinking skills training
9. Body language training
10. Investing time in light of Corona Pandemic training
11. Developing the performance of the employees
12. Working in difficult conditions for the employees

8. Photos

To be provided after installation

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