



PENELOPE E-learning Platform User Guide

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1. INTRODUCTION

The PENELOPE e-learning platform has two different training paths:

- **For SMEs**

This training program is designed to help SMEs foster a more inclusive and equitable workplace by integrating gender equality strategies into their operations. By addressing key areas such as recruitment, career progression, and workplace culture, SMEs can not only meet legal and ethical obligations but also enhance innovation, employee satisfaction, and overall business performance.

A diverse and inclusive workforce leads to improved decision-making, increased creativity, and a stronger reputation in the market. This training equips SMEs with practical tools and actionable strategies to implement gender-inclusive policies, ensuring long-term sustainability and growth in a competitive business environment.

The training course for SMEs contains the following modules:

-  Introduction.
-  Workplace Culture & Institutional Transformation.
-  Talent Recruitment.
-  Career Progression & Access to Training.
-  Equal Pay.
-  Working Conditions, Health, and Occupational Safety.
-  Maternity, Work-Life Balance & Flexible Working Arrangements.
-  Sexism and Harassment in the Workplace.
-  Gender Monitoring, Performance & Reporting.

- **For clusters**

This training program is designed to help clusters foster a more inclusive and equitable business environment by integrating gender equality strategies into their structures and initiatives.

By addressing key areas such as innovation and gender, capacity building, networking and awareness-raising, clusters can not only support SMEs in meeting legal and ethical standards but also enhance innovation, competitiveness, and long-term economic growth. A diverse and inclusive cluster ecosystem leads to stronger collaboration, increased creativity, and a more dynamic market presence.



This training equips clusters with practical tools and actionable strategies to implement gender-inclusive policies, advocate for equitable practices, and drive systemic change, ensuring sustainable development in an evolving business landscape.

The training course for clusters contains the following modules:

-  Gender Mainstreaming Concepts and Frameworks.
-  Gender, Innovation & Competitiveness.
-  Capacity Building and Training.
-  Advocacy for Awareness-raising Gender Equality.
-  Networking and Partnerships.

2. E-LEARNING PLATFORM NAVIGATION

Create an account

If you are a **new user**, click on “Create new account” in the Log in field.



The name and surname you include will be the personal information that will appear on the course certificate.

The username created may contain several special characters, including space, period (.), hyphen (-), apostrophe (’), underscore (_), and the @ sign. Also, you should include your country for statistical purposes of PENELOPE Consortium.

In addition, you need a valid email address. All emails from the system will be sent to this address. You will receive an email to verify your email account with the link to enter in the platform. Please, check your spam folder if you do not receive the email. Your account will be successfully created when you click on the activation link.

Log in

If you already have an account, you can log in to the e-learning platform, enter your username and password, and click “Log in”.





Inside the e-learning platform

After logging in, you will access the “Home” screen, where the PENELOPE e-learning guidelines are available for download on the left of the page. In addition, there is a short introduction to the course, with a video that presents the PENELOPE project.

Penelope Inicio Training

Download the user guide for the PENELOPE E-LEARNING PLATFORM HERE.
[Download here \(2.86 MB\)](#)

RACHEL GREEN
Estudiante

Formación(es) completada(s) -- -->
Formación(es) actual(es) -- -->
Certificado(s) recibido(s) -- -->
Tiempo dedicado a la formación -- -->

WELCOME TO THE PENELOPE E-LEARNING PLATFORM!

The PENELOPE project is an EU-funded initiative aimed at developing and implementing innovative gender mainstreaming strategies within European SMEs. By adopting a cluster-based methodological approach, PENELOPE seeks to cultivate gender-inclusive cultures, enhance online collaboration, and provide blended learning opportunities among industry clusters and their SMEs.

The project offers resources such as a *Gender Mainstreaming Handbook* and a *Video Toolkit*, both designed to equip organizations with practical tools and insights to promote gender equality in the workplace.

The PENELOPE partnership comprises a cooperative of entrepreneurs and cluster practitioners from France, Spain, Austria, and Romania, all with extensive experience in implementing gender equality practices across various sectors.

- TO ACCESS THE TRAINING FOR CLUSTERS, [CLICK HERE](#).
- TO ACCESS THE TRAINING FOR SMES, [CLICK HERE](#).

COMENTARIOS RECIENTES

No hay comentarios disponibles.

ÚLTIMOS CURSOS ACTIVOS

Curso	Progreso
Gender Mainstreaming Training for Clusters	4%
Gender Mainstreaming Training for SMEs	15%

Partners: XALIS, anuebla, Romanian Textile Concept, France Clusters, LUCIA SEEL INTERNATIONAL CONSULTING

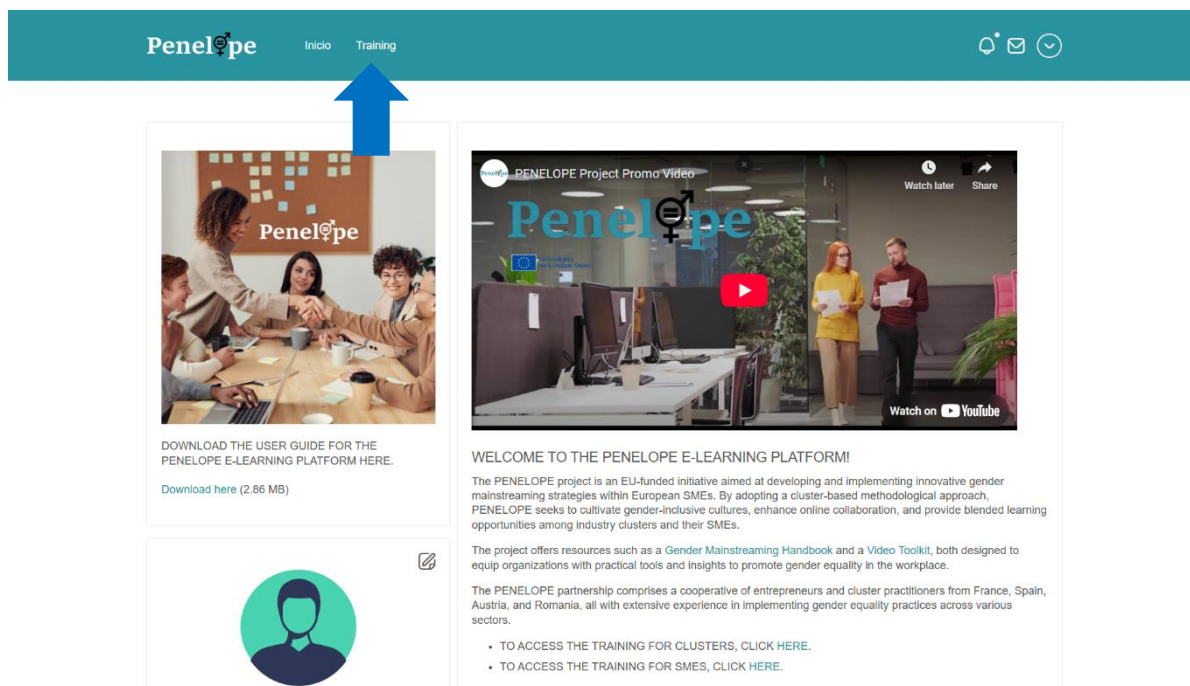
Co-funded by the European Union

Funded by the European Union. (2022-1-FR01-KA220-VET-000088824). Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.



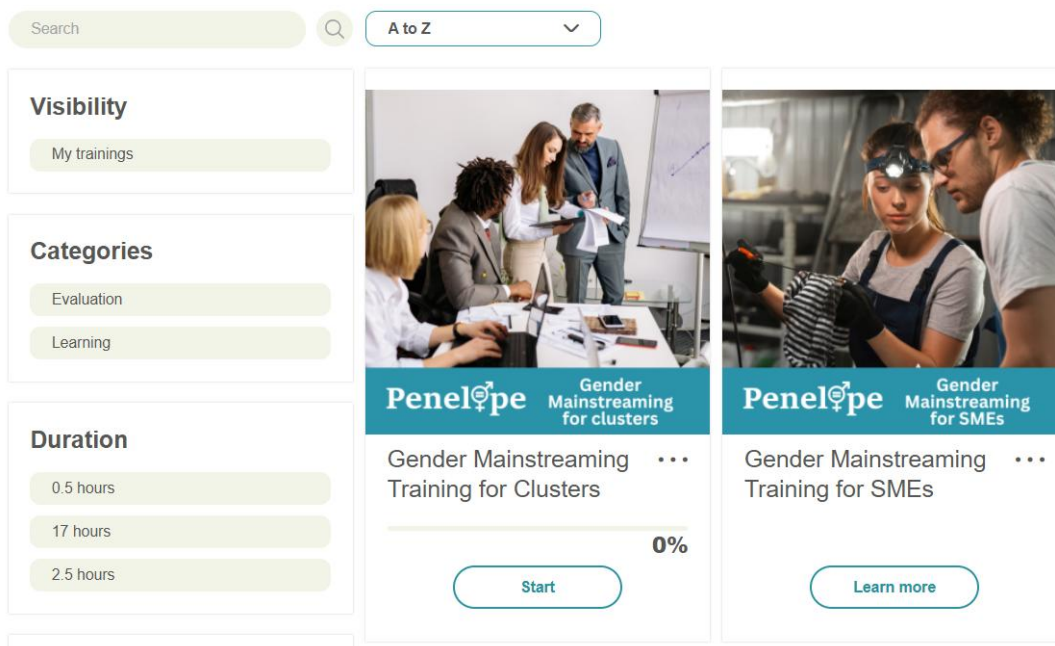
3. LEARNING PATHS & TRAINING MODULES

In order to access the different training paths, you need to click on the “Training” icon in the top menu.



You will see the two training paths, one for clusters and one for SMEs.

Training catalogue





Once you have been enrolled in a training module, you can start the training activities by clicking “start”.

Gender Mainstreaming Training for SMEs



Gender Mainstreaming for SMEs

GENDER MAINSTREAMING TRAINING FOR SMES

last update on: 03/10/2025

This training program is designed to help SMEs foster a more inclusive and equitable workplace by integrating gender equality strategies into their operations.

By addressing key areas such as recruitment, career progression, and workplace culture, SMEs can not only meet legal and ethical obligations but also enhance innovation, employee satisfaction, and overall business performance. A diverse and inclusive workforce leads to improved decision-making, increased creativity, and a stronger reputation in the market.

This training equips SMEs with practical tools and actionable strategies to implement gender-inclusive policies, ensuring long-term sustainability and growth in a competitive business environment.

Category Learning

Modules 9

Enroll

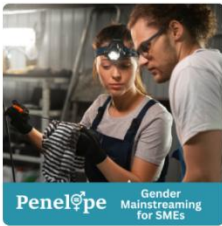
JOIN TRAINING

Language

English

Join training **Cancel**

Gender Mainstreaming Training for SMEs



Gender Mainstreaming for SMEs

GENDER MAINSTREAMING TRAINING FOR SMES

last update on: 03/10/2025

This training program is designed to help SMEs foster a more inclusive and equitable workplace by integrating gender equality strategies into their operations.

By addressing key areas such as recruitment, career progression, and workplace culture, SMEs can not only meet legal and ethical obligations but also enhance innovation, employee satisfaction, and overall business performance. A diverse and inclusive workforce leads to improved decision-making, increased creativity, and a stronger reputation in the market.

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Category Learning

Modules 9

Start

Type	Steps	Status	Score	Action
☆ Module	INTRODUCTION	⋯ Pending	0%	▶
Module	1. WORK CULTURE & INSTITUTIONAL TRANSFORMATION	⋯ Pending	0%	▶
Module	2. TALENT RECRUITMENT	⋯ Pending	0%	▶
Module	3. CAREER PROGRESSION & TRAINING	⋯ Pending	0%	▶
Module	4. EQUAL PAY	⋯ Pending	0%	▶
Module	5. WORKING CONDITIONS & OCCUPATIONAL SAFETY	⋯ Pending	0%	▶
Module	6. MATERNITY, WORK-LIFE BALANCE & FLEXIBILITY	⋯ Pending	0%	▶
Module	7. SEXISM AND HARASSMENT IN THE WORKPLACE	⋯ Pending	0%	▶
Module	8. GENDER MONITORING & REPORTING	⋯ Pending	0%	▶



Once you are enrolled to one of the training modules, you can continue from where you finished your last session by clicking on “Continue training”.

Gender Mainstreaming Training for Clusters



GENDER MAINSTREAMING TRAINING FOR CLUSTERS

last update on: 03/11/2025

This training program is designed to help clusters foster a more inclusive and equitable business environment by integrating gender equality strategies into their structures and initiatives.

By addressing key areas such as innovation and gender, capacity building, networking and awareness-raising, clusters can not only support SMEs in meeting legal and ethical standards but also enhance innovation, competitiveness, and long-term economic growth. A diverse and inclusive cluster ecosystem leads to stronger collaboration, increased creativity, and a more dynamic market presence.

This training equips clusters with practical tools and actionable strategies to implement gender-inclusive policies, advocate for equitable practices, and drive systemic change, ensuring sustainable development in an evolving business landscape.

Category Learning

Modules 5

[See progress](#) [Continue training](#)

Global progress 10%

Pending Started on 03/12/2025

You can access any of the training modules included in them by clicking on “Learn more”, but both the introduction in the learning path for SMEs and module 1 in the learning path for clusters are compulsory, and as such are marked with a star.

Gender Mainstreaming Training for SMEs



GENDER MAINSTREAMING TRAINING FOR SMES

last update on: 03/25/2025

This training program is designed to help SMEs foster a more inclusive and equitable workplace by integrating gender equality strategies into their operations.

By addressing key areas such as recruitment, career progression, and workplace culture, SMEs can not only meet legal and ethical obligations but also enhance innovation, employee satisfaction, and overall business performance. A diverse and inclusive workforce leads to improved decision-making, increased creativity, and a stronger reputation in the market.

This training equips SMEs with practical tools and actionable strategies to implement gender-inclusive policies, ensuring long-term sustainability and growth in a competitive business environment.

The following training materials are in English, but they will also be available in Spanish, French, Romanian, and German from October 31st on the PENELOPE project website: penelope-project.org

Category Learning

Modules 9

[See progress](#) [Continue training](#)

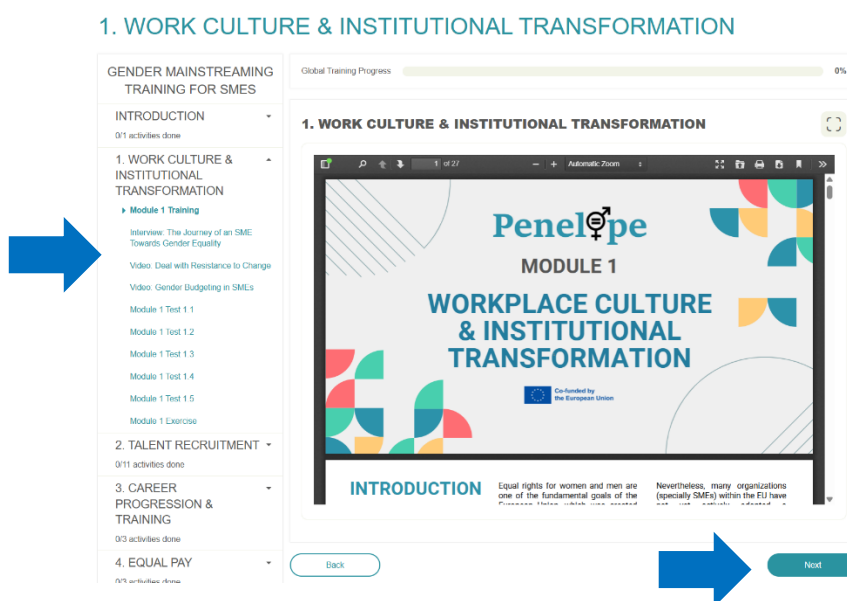
Global progress 3%

Pending Started on 03/10/2025

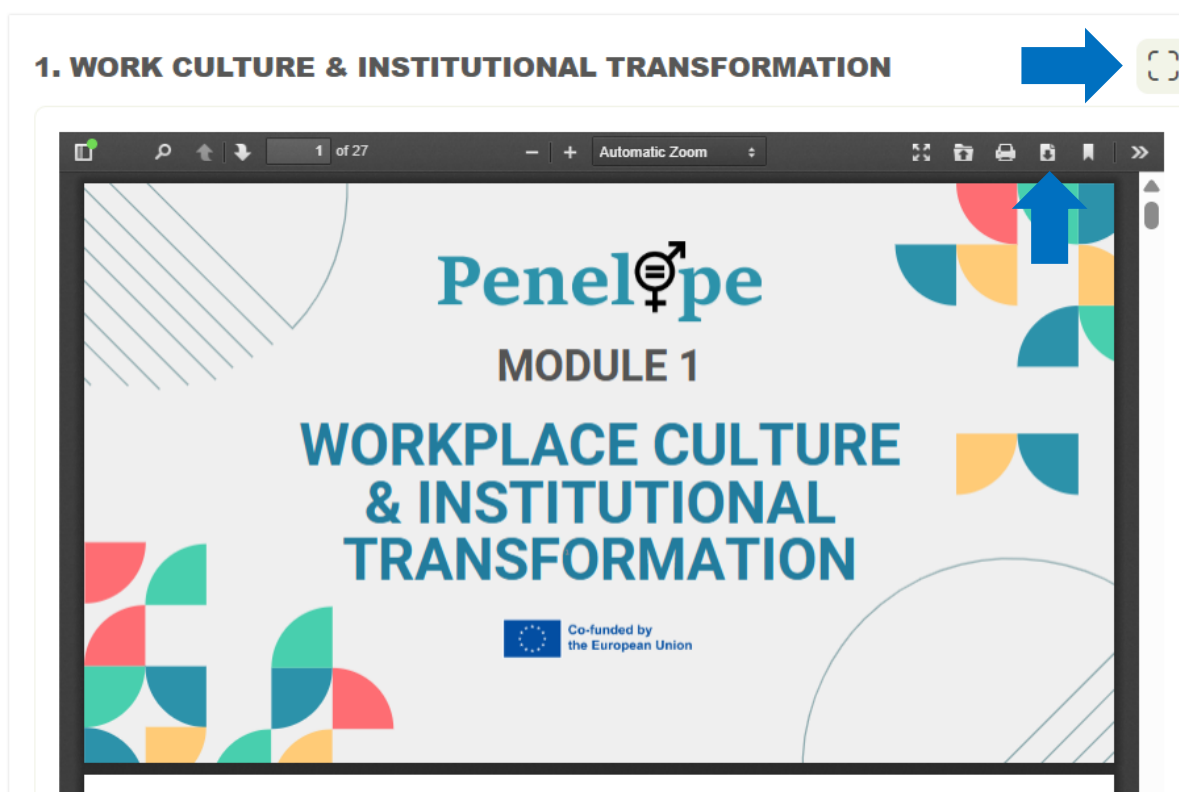
Type	Steps	Status	Score	Action
☆ Module	INTRODUCTION	Pending	0%	
Module	1. WORK CULTURE & INSTITUTIONAL TRANSFORMATION	Pending	20%	
Module	2. TALENT RECRUITMENT	Pending	0%	
Module	3. CAREER PROGRESSION & TRAINING	Pending	0%	
Module	4. EQUAL PAY	Pending	0%	
Module	5. WORKING CONDITIONS & OCCUPATIONAL SAFETY	Pending	0%	
Module	6. MATERNITY, WORK-LIFE BALANCE & FLEXIBILITY	Pending	0%	
Module	7. SEXISM AND HARASSMENT IN THE WORKPLACE	Pending	0%	
Module	8. GENDER MONITORING & REPORTING	Pending	0%	

Inside a learning path

Both learning paths follow the same structure, featuring PDF presentations, videos, and practical exercises. To progress through the training content, simply click the "Next" button. This will take you to the next activity, and the platform will automatically register your completion of the current activity.



You can make the presentations bigger and also download the PDFs by clicking in the corresponding buttons.



You can watch videos directly in the e-learning platform, without necessity to go to YouTube. Once finalised you need to follow the same step as previously, clicking in the “Next” button to access to the next video or activity.

1. WORK CULTURE & INSTITUTIONAL TRANSFORMATION

The screenshot displays the e-learning platform interface. On the left is a sidebar menu titled "GENDER MAINSTREAMING TRAINING FOR SMES" with sections for "INTRODUCTION", "1. WORK CULTURE & INSTITUTIONAL TRANSFORMATION", "2. TALENT RECRUITMENT", and "3. CAREER PROGRESSION & TRAINING". The "1. WORK CULTURE & INSTITUTIONAL TRANSFORMATION" section is expanded, showing a list of activities including "Module 1 Training", "Interview: The Journey of an SME Towards Gender Equality", and several tests. The main area features a video player titled "1. WORK CULTURE & INSTITUTIONAL TRANSFORMATION" showing a woman speaking. Below the video player are "Back" and "Next" buttons. A large blue arrow points from the "Next" button towards the "4. ACTIVITIES" section.

4. ACTIVITIES

You can access any of the training modules included in both learning paths, but you will only obtain the certificate for your chosen learning path if you pass all the gamification activities in each course. There are different type of activities:

- ✓ Multiple choice test.
- ✓ True or false test.
- ✓ Drag the word.
- ✓ Crossword.

1. WORK CULTURE & INSTITUTIONAL TRANSFORMATION

What is a key goal of institutional transformation regarding gender equality?

- ☐ Eliminating gender-specific Human Resources policies.
- ☐ Creating separate policies for men and women in the workplace.
- ☐ Embedding gender equality into an organization's culture and practices.
- ☐ Reducing regulations on gender policies.



2. GENDER, INNOVATION & COMPETITIVENESS



Drag the words into the correct boxes

SMEs play a crucial role in driving _____, which leads to economic growth and social progress. However, having a true _____ impact requires actively addressing gender disparities and promoting equal opportunities for all employees.

One of the key challenges in this process is overcoming deep-rooted _____ that often limit women's participation in leadership and decision-making roles. By embracing _____ hiring practices and fostering an environment that values different perspectives, SMEs can unlock new creative potential and improve business performance. A truly _____-balanced approach in SMEs means not only ensuring equal representation but also integrating policies that support work-life balance, fair wages, and professional growth for all employees. When businesses prioritize _____ within their teams, they contribute to a more equitable and dynamic entrepreneurial ecosystem.

diversity

stereotypes

inclusive

innovation

transformative

gender

✓ Check

4. AWARENESS-RAISING & ADVOCACY

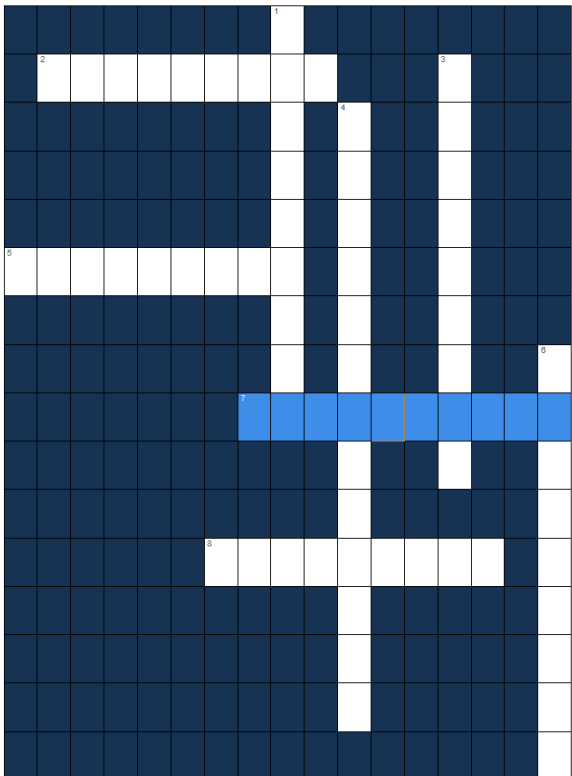


Underutilizing women's talent has no significant financial impact on businesses or the economy.

☐ True

☐ False

✓ Check



Across

2 The feeling of being accepted, valued, and connected within a group. (9)

5 Conscious understanding of social issues, identities, or one's surroundings. (9)

7 The process of creating new ideas, methods, or products that drive progress. (10)

8 Fair and impartial treatment, especially in policies and access. (9)

Down

1 Creating spaces where everyone feels welcomed, valued, and heard. (9)

3 A range of different identities, experiences, and perspectives. (9)

4 Working together across teams or communities to achieve a shared goal. (13)

6 Information, understanding, and skills gained through experience or education. (9)

Keep in mind that each question may have one or more correct answers. After answering, click "Check," then "Next" to move on. You need at least 60% correct answers to pass each activity, and you have up to four tries per activity. If you don't pass and want to try again, click the "Re-do" button in the training activities. Once you pass all activities, you'll earn the PENELOPE course certificate.

5. TRAINING PROGRESS

In the "Latest Activity" section on the e-learning platform's home page, the global progress percentage is displayed. Clicking on it will take you directly to the training module section.

The screenshot shows the Penelope e-learning platform home page. On the left, there's a sidebar with a user profile (Student) and a 'Training(s) completed' section. The main content area features a 'PENELOPE Project Promo Video' player, a 'WELCOME TO THE PENELOPE E-LEARNING PLATFORM!' message, and a 'LATEST ACTIVE TRAININGS' section. The 'LATEST ACTIVE TRAININGS' section shows two training modules: 'Gender Mainstreaming Training for Clusters' with a progress bar at 4% and 'Gender Mainstreaming Training for SMEs' with a progress bar at 15%.

You can check the global training progress of a specific module in the “Training” and “See Progress” sections.

Training catalogue

The screenshot shows the Penelope e-learning platform Training catalogue. On the left, there are filters for 'Visibility' (My trainings), 'Categories' (Evaluation, Learning), and 'Duration' (0.5 hours, 17 hours, 2.5 hours). The main content area displays two training modules: 'Gender Mainstreaming Training for Clusters' with a progress bar at 5% and 'Gender Mainstreaming Training for SMEs' with a progress bar at 16%. Both modules have a 'Continue training' button.



Gender Mainstreaming Training for SMEs



GENDER MAINSTREAMING TRAINING FOR SMES

last update on: 03/10/2025

This training program is designed to help SMEs foster a more inclusive and equitable workplace by integrating gender equality strategies into their operations.

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Category **Learning**

Modules **9**

[See progress](#) [Continue training](#)

My training progress



TRAINING - GENDER MAINSTREAMING TRAINING FOR SMES

Status	Progress	Score	Register date	Time spent
IN PROGRESS	16%	0%	03/12/2025	1 min 27 sec

☆ **MODULE - INTRODUCTION**

Status	Completion	Completed on	Time spent	Badges earned
IN PROGRESS	0%	NOT FINISHED	0	0

Activity	Score	Status
PENELOPE - Introduction	0/10	Pending

Activities Done	0/1
Score	0/10

Important: If you don't click the "Next" button in each activity, it will remain marked as "Pending" in the progress status. Make sure to go through all activities and learning materials by clicking "Next" to ensure they are completed.



6. COURSE CERTIFICATE

To correctly download your certificate, you must pass the final assessment or complete training module 5. Then, navigate to the “See Results” section.

By clicking the “Show Details” options, you can track your progress on the final assessment. Once you achieve a score of at least 70%, you will be able to download your certificate.

My training progress



TRAINING - GENDER MAINSTREAMING TRAINING FOR CLUSTERS

Status

PASSED



Progress

13%



Score

85%



Register date

03/10/2025

Time spent

3 weeks 2 days



Download certificate



This certificate is proudly awarded to

In recognition of the successful completion of the course:

"PENELOPE: How to Foster and Integrate Gender Equality Mainstreaming in European SMEs".

Content of the PENELOPE training course for clusters:

1. Gender Mainstreaming Concepts and Frameworks
2. Gender, Innovation & Competitiveness
3. Capacity Building and Training
4. Advocacy for Awareness-raising Gender Equality
5. Networking and Partnerships

This training course was developed within the framework of the PENELOPE Erasmus+ project, funded by the European Union (Project ID: 2022-1-FR01-KA220-VET-000088824).

Date of completion



Funded by the European Union. (2022-1-FR01-KA220-VET-000088824). Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

