



Institut für europäische Lehrerfortbildung UG (haftungsbeschränkt)

Klaus – Groth – Str. 84

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20535 Hamburg

www.ifel-institut.eu

TRAINING DESCRIPTION FORM

TITLE OF THE TRAINING ACTIVITY:

Project management for cross-cultural exchange projects in Europe

TYPE OF TRAINING ACTIVITY

TRAINING AIMED AT PARTICIPANTS RECEIVING: **A GRANT FOR ERASMUS+ TARGET GROUPS**

THEMATIC FIELD OF THE TRAINING

GENERAL IN-SERVICE TRAINING

Active citizenship

Education management/project management

European citizenship & European dimension

Intercultural education

School management, school autonomy

LANGUAGES USED FOR THE TRAINING MAIN LANGUAGE: **English**

LANGUAGE VERSION(S) IN WHICH MATERIALS WILL BE PROVIDED: **English**

EDUCATION SECTOR OF THE TRAINING PARTICIPANTS

SCHOOL AND PRE-SCHOOL EDUCATION

Pre-Primary

Primary

General secondary

Vocational/Technical secondary

Special education for disabled persons

ADULT EDUCATION

Adult education provider

Second chance or remedial education

Adult education for disabled persons

Organisations working with migrant groups/ethnic minorities

TARGET AUDIENCE

Teachers (Pre-school, primary, secondary, vocational, adult, special needs)

Teacher trainers

Careers officers, educational guides and counselors

Headteachers/principals/managers of schools/organisations offering adult education

Non-teaching administrative staff

Other, namely: social workers

INSTITUTION ORGANISING THE TRAINING

NAME OF THE ORGANISATION: Ifel Institut für europäische Lehrerfortbildung UG

(haftungsbeschränkt)

STREET AND NUMBER: Klaus – Groth- Str. 84

POSTCODE: 20535

TOWN / CITY: Hamburg

COUNTRY: Germany

WEBSITE: www.ifel-institut.eu

ORGANISER OF THE TRAINING:

PERSON: Dzintra Dreyer

TEL NR: +49 173 900 1894

EMAIL: ifel-institut@web.de

EMAIL: kontakt@ifel-institut.eu



FULL DESCRIPTION OF TRAINING CONTENTS IN THE LANGUAGE OF THE TRAINING: (EN)

Preparation

All participants have to work out questions on intercultural project management to discuss them within the training group. Participants will receive basic information on project management and intercultural communication, pre-course materials and bibliography of study materials before the course. Individual counseling is provided before, during and after the course according to the school/participant's needs.

Objectives

The training course **Project management for cross-cultural exchange projects in Europe** aims to expand the participants' understanding of executing, developing, planning and managing European projects. It will include

- an overview of the relevant European funded programs
- sources of information and helpful indicators to analyze the information about project planning, development and management
- partner search strategies
- partner roles in project management
- project financial management and tools
- monitoring of project
- evaluation, dissemination and valorization strategies
- common problems and how to avoid them
- intercultural communication strategies
- practical implementation of the intercultural methodology for the teaching learning needs as well as for project management and project implementation

The course is aimed to introduce the participants to contemporary innovative methodology with all material provided by the project organizers. The innovative methodology is used by the trainers throughout the course. The Trainer Team is represented by highly qualified trainers with different ethnical, cultural and educational background.

Methodology

The course consists of 48 hours and offers theoretical as well as practical activities. The methodology will be based on the integration of theory and practice as well as sharing expertise and analyzing case studies. The following methods will be applied:

- plenary
- discussions in pairs and small groups
- group work activities
- role plays
- interactive poster sessions
- workshops
- case studies
- presentations
- brainstorming
- innovative methods

Follow-up

After the course the participants will exchange their project management experience on the course platform as well ask questions they are interested in. They will also disseminate the experience and knowledge gained in their schools, via in-service training courses, methodological groups and associations. The international instructors from different EU countries will also be available after the course to provide individual assistance. The Training Team stays in contact with the participants and is ready to help, advise, support and supervise

PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY) IN THE LANGUAGE OF THE TRAINING (EN):

Sunday

09:00

Greeting in the seminar room and warming up.

09:15

Introduction of the participants and presentation of the seminar program.

10:40	The overview of possibilities of international project work
11:30	Overview of the Erasmus + program
14:00	The structure of intercultural project application forms
16:30	Intercultural exchange and sightseeing of cultural and historical relevant places
17:00	Individual consultation by the coaching team (by appointment)
Monday	
09:00	Warming up
09:15	Phases of intercultural project work – Session 1 (the project initiation phase; the partner finding phase; the project planning phase; the team building phase)
10:30	Phases of intercultural project work – Session 2 (the project implementation phase; monitoring; the phase following of the project - on going evaluation)
12:00	Intercultural interaction activity - The perception of a foreign culture through their own cultural glasses
14:00	Project Management Workshop 1: The relevance of the topic for project work Intercultural Workshop 1: Constructive cooperation in the project/ Intercultural interaction games for project work
17:00	Individual consultation by the coaching team (by appointment)
20:15	International evening: The participants will present cross-cultural peculiarities of their country
Tuesday	
09:00	Warming up
09:15	Phases of intercultural collaboration projects – Session 3 (basic question to the project accounting) “World Café”
10:45	Project Management Workshop 2: Planning of cross-cultural encounters
11:45	Intercultural Workshop 2: Different people – different cultures in our own country
14:00	Benefits and dangers of prejudice
15:15	Project Management Workshop 3: Planning of project activities Intercultural Workshop 3: Different people – different cultures in our own country
17:00	Individual consultation by the coaching team (by appointment)
Wednesday	
09:00	Warming up
09:15	Phases of intercultural collaboration projects – Session 4 (dissemination, exploration, sustainability)
10:40	Sharing experience of project management
11:30	Intercultural interaction activity
12:30	Sharing experience of project management
14:00	Project Management Workshop 4: The cross-cultural cooperation Intercultural Workshop 4: Preparation of the national team members on the intercultural project work
15:30	Project Management Workshop 5: Challenges in the cooperation of intercultural Intercultural Workshop 5: Cross-cultural differences in understanding of quality
17:00	Individual consultation by the coaching team (by appointment)
20:15	International evening: The participants will present cross-cultural peculiarities of their country
Thursday	
09:00	Warming up
09:15	Phases of intercultural collaboration projects – Session 5 (finalization phases of the project work)
10:40	Use of IT technologies in project work
11:00	Challenges in the project work
11:30	Intercultural interaction activity
12:30	Sharing experience of project management
14:00	Presentation of intercultural group
16:30	Intercultural exchange and sightseeing of cultural and historical relevant places
17:00	Individual consultation by the coaching team (by appointment)
Friday	
09:00	Warming up

09:15	Strategies for dissemination of seminar results
10:00	Preparation of the presentations of workshop results
11:15	Presentation and discussion of workshop results
12:00	Presentation of the created projects
14:00	Evaluation of the course/ feedback of the participants
15:30	Distribution of certificates
17.00	Individual consultation by the coaching team (by appointment)
19:45	Final evening

TYPE OF CERTIFICATION OF ATTENDANCE AWARDED IN THE LANGUAGE OF THE TRAINING:
EN: **Certificate of attendance including description of training content and time input**

DATE OF START: **01/03/2020**
TIME OF START: **09.00**
DATE OF END: **06/03/2020**
TIME OF END: **16.00**

NAME OF HOST INSTITUTION: **hotel**
TOWN / CITY: **Funchal/ Madeira**
COUNTRY: **Portugal**

CONTACT PERSON FOR THIS COURSE SESSION:
NAME: Dzintra Dreyer
TEL NR: +49 173 900 1894
EMAIL: ifel-institut@web.de

IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

NAME – COUNTRY – ROLE DURING THE TRAINING – PROFESSIONAL QUALIFICATION

Dzintra Dreyer – Germany – Trainer – Master of Pedagogic, Projectmanager

Đulijana Juričič – Slovenian – Trainer – Master of Education Science, Project manager

Maria do Rosario Golcalves da Silva Rodrigues Ferreira – Portugal – Trainer – Master of Education Science

FEE IN € FOR ACCOMMODATION AND MEALS:
960.00 € (Accommodation in a single room & all meals)
820.00 € (Accommodation in a double room & all meals)

COURSE FEE IN € (TUITION AND MATERIALS): **700.00 €**
CANCELLATION FEE IN € (WHERE APPLICABLE): **no**