**IO5. Developed training course curricula and open educational resources for the first time international projects realisers.**

**The European on-line course frame, v3**

**HOW TO PLAN, DEVELOP AND REALISE INTERNATIONAL PROJECT?**

**On-line training programme for**

**GROUP A: MANAGEMENT BODIES MEMBERS   
GROUP B: THE FIST TIME INTERNATIONAL PROJECT MANAGERS**

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Table of contents

[1. COURSE DURATION AND ORGANISATION 3](#_Toc40792596)

[1.1. On-line course duration 3](#_Toc40792597)

[1.2. On-line course organisation. 3](#_Toc40792598)

[2. COURSE ROLES 5](#_Toc40792599)

[2.1. The course Moderator: 5](#_Toc40792600)

[2.2. The course Technical Specialist: 5](#_Toc40792601)

[2.3. The Course Management Team: 5](#_Toc40792602)

[2.4. The Trainees 6](#_Toc40792603)

[2.7. The Trainers – Coaches 6](#_Toc40792604)

[3. COURSE ACTIVITIES: 7](#_Toc40792605)

[3.1. Short presentations/lectures: 7](#_Toc40792606)

[3.2. Work in the international workshop groups. 7](#_Toc40792607)

[**3. THE METHODOLOGY 8**](#_Toc40792608)

[**4. EVALUATION 8**](#_Toc40792609)

[**5. HOMEWORK BEFORE THE COURSES START 8**](#_Toc40792610)

# COURSE DURATION AND ORGANISATION

## On-line course duration

**Course total duration (full course):** 7 days; just the working days (no weekends).  
  
For ex. 15th of June – 24th of July 2020.   
*Note: The course must take place in June. The specific dates may be adjusted.*

**Course topics (full course):** 5(I. Planning the project; II. Designing the project; III. Coordinating the project; IV. Running the project; V. Monitoring and evaluating the project – as initially planned).

**Independent course packages:** 3 (1. Planning & Designing the project; 2. Coordinating & Running the project; 3. Monitoring & Evaluating the project).

**Number of didactic hours, full course:** 12 + 12 + 6 = 30

**Forms of activities:**

* 2 Collective conferences (opening and ending),
* 5 Webinars (= 5 topics),
* 5 Workshop sessions (= 5 topics).

**Course programme:** Please see the attachment, v3.

## On-line course organisation.

**3 courses in 1:**

The full course will be divided into 3 independent course packages, provided in a project-logic based order + 1 common introductory & 1 common summary session:

Common introductory session:1,5 hours, afternoon session.  
All the trainees + all the trainers.  
*Monday, June 15th.*

The 3 independent course packages are:

**1.** PART 1, COURSE 1: PLANNING & DESIGNING THE PROJECT.   
2 working days, 12 hours.  
2 Morning lecture + Q&A sessions (3 hours) + 2 afternoon workshop session (3 hours).  
Each day is run by 2 Partner organisations.  
*Tuesday, June 16th – Wednesday, June 17th*

Learning outcomes:  
*Upon the completion of the course package, the course participants are expected to:*  
*>> to be named by the responsible Partners after clarifying the scope of the material presented/practiced.*

**2.** PART 2, COURSE 2: COORDINATING & RUNNING THE PROJECT.  
2 working days, 12 hours.  
2 Morning lecture-introduction sessions (3 hours) + 2 afternoon workshop session (3 hours).  
Each day is run by 2 Partner organisations.  
*Thursday, June 18th – Friday, June 19th.*  
  
Learning outcomes:  
*Upon the completion of the course package, the course participants are expected to:*  
*>> to be named by the responsible Partners after clarifying the scope of the material presented/practiced.*

**3.** PART 3, COURSE 3:MONITORING & EVALUATING THE PROJECT.  
1 working day, 6 hours.  
1 Morning lecture-introduction session (3 hours) + 1 afternoon workshop session (3 hours).  
Run by 2 Partner organisations.  
*Tuesday, June 23rd.*

Learning outcomes:  
*Upon the completion of the course package, the course participants are expected to:*  
*>> to be named by the responsible Partners after clarifying the scope of the material presented/practiced.*

Common summary session:1,5 hours, afternoon session.  
All the trainees + all the trainers.  
*Wednesday, June 24th.*

**Two options for the trainees:**

1) To complete the course and get the course certificate the trainee is expected to:  
- Actively participate in chosen 2, out of 3, course packages and to complete all the course assignments related to the chosen 2 course packages.  
- Take part in the introductory and the summary session.  
- Fill in the course evaluation form, including recommendations for future on-line courses.

The trainees are encouraged to take part in all 3 course packages offered, to get complete basic knowledge concerning international projects planning, developing and realising.  
  
2) ‘Free listener’ participation option. The ‘free listener’ may choose just 1 course package out of 3. The ‘free listener’ is expected to:  
- Actively participate in the chosen course package and complete the assignments related to the chosen course package.  
- Fill in the course evaluation form, including recommendations for future on-line courses.  
  
Participation in the introductory and the summary session is not obligatory (still the ‘free listeners’ are encouraged to participate).

**One training group or two training groups?**The Partnership is supposed to test a training programme for 2 groups:  
Group A. Management bodies members of the CSOs, adult-learning field, planning to realise international cooperation: 15 trainees, 3 per country.  
Group B. First-time international project managers active in the CSOs, adult-learning: 15 trainees, 3 per country.

We run 1 training, for both groups together, differentiating the perspectives (project manager vs management body member) during the presentations (i.e. some extra slides from the presenter) and during the workshop sessions (i.e. trainers-coaches reflect on these 2 perspectives).

**International workshop groups.**The trainees/ ‘free listeners’ are encouraged to work in international pairs/ three-persons teams (at least 2 persons from 2 various countries) to do the assignment together – in order to get a glimpse how could the international team cooperation look like in practice; still this is an option, not obligation.

# 2. COURSE ROLES

## 2.1. The course Moderator:

Person responsible for monitoring and supporting the whole process. Agnieszka Dadak from FAIE.

2.2. The course Technical Specialist:Person responsible for solving all technical problems that may arise while using the on-line training tool. Rafał Dadak/Jerzy Krausfrom FAIE (who have tested the on-line systems).  
These persons would also recommend additional on-line tools, that could be used during the workshop work in the international working groups, and describe how to use them (for ex. Skype, Google documents, Jitsi etc.)

2.3. The Course Management Team:5 trainers, 1 from each Partner organisation, monitoring the training process and introducing possible corrections/updates if needed. These persons meet regularly on-line, after each of the 3 course package/session is completed, for summary updates.

2.4. The Trainees30 persons from 5 countries, falling to 2 groups:  
A. Management bodies members of the CSOs, adult-learning field, planning to realise international cooperation: 15 trainees, 3 per country.   
B. First-time international project managers active in the CSOs, adult-learning: 15 trainees, 3 per country.  
  
The 30 persons were already recruited. Each Partner is to check, if the recruited trainees would take part in the on-line form. If anyone drops out, a replacement is to be found.  
In case of difficulties in additional recruitment – it could be possible that one Partner invites more trainees than 6 (if possible).

The following recruitment criteria stands:  
- Being active in an CSO operating in the lifelong learning field;  
- Being a ‘first-time international project realiser’ = no more than 1 international project managed;  
- Communicative command of English.  
  
Additional recruitment criterion:  
- Access to a PC/mobile device connected to Internet.

There are three levels of participation in the course:  
- Full participation = completing all 3 course packages/sessions (live-webinars + workshop assignments + participation in the introductory/summary session + doing the evaluation).  
*Some special reward shall be planned for such course participants. Might be VIP – invitation to the European conference in Kraków or other.*  
- Certified participation – the trainees = participating in 2 of the 3 course packages/sessions (live-webinars + workshop assignments + participation in the introductory/summary session + doing the evaluation).  
- ‘Free – listener’ participation = completing 1 of the 3 course package/session (live-webinar + workshop assignments + doing the evaluation).  
  
2.5. The international workshop groups:

The trainees/ ‘free listeners’ are encouraged to work in international pairs/ three persons teams (at least 2 persons from 2 various countries) to do the assignment together – in order to get a glimpse how could the international team cooperation could look like; still this is an option, not obligation.  
2.6. The Trainers – PresentersTrainers responsible for preparing short presentations and developing workshop materials/templates for the subsequent workshop-work in the international groups; the topics – as already agreed**.**

## 2.7. The Trainers – Coaches

The trainers – coaches are available min. 3 hours per topic of the workshop session for supporting/consulting the assignments to be done by the trainees/’free listeners’; give feedback on possible refinements.

# 3. COURSE ACTIVITIES:

3.1. Short presentations/lectures:   
  
As planned in the initial programme (please see the programme attached).

The form: Webinar + question & answer session at the end of each presentation.  
The participants ask questions via chat.  
The presenter answers at the end of each presentation.

At the end of each webinar, the trainer presents and explains the assignment, workshop task to be done by the trainees/’free listeners’. The trainer also presents the workshop sheets/templates, and explains, how to prepare them.  
  
Each webinar will be recorded and available for the trainees any time through the on-line tool chosen through whole duration of the on-line course\*\*.

\*\* [At least 6 (2 – 3 hours long) webinars will be delivered, based on the refined course programmes, through the PORTAL; see the IO5 application description, Project shortcut, page 60 ].

## 3.2. Work in the international workshop groups.

The trainees/ ‘free listeners’ are encouraged to work in international pairs/ three persons teams (at least 2 persons from 2 various countries) to do the assignment together – in order to get a glimpse how could the international team cooperation could look like; still this is an option, not obligation.

The form: To be decided by each group. It may be the meetings and tools offered by the on-line software chosen. It may also be external tools, such as Google documents, e-mail exchanges, Skype/Jitsi… etc.  
  
Propositions of specific on-line tools + short guidelines how to use them will be prepared for the trainees.  
  
  
3.3. “Plenary” opening and closing session.  
On-line meeting of all the trainers and trainees, day 1 and day 7, in order to:  
- Welcome, introduce, wish good luck.  
- Summarise, evaluate, farewell.

# **3. THE METHODOLOGY**

The on-line course should be based on possibly good balance of theory and practice. It should include competence based learning, including learning by doing, learning by interaction, quick feedback from the trainers, tailor-made learning, active participation of the trainees and critical reflection.

Active involvement of the trainees should be expected. The trainees are to be encouraged to actively contribute to the programme: asking questions, suggesting good websites, co-operating with others in the completion of the assignments. The participant are co-responsible for the success of the course.

After completing the course, both the trainees and the trainers participate in the courses evaluation.

# **4. EVALUATION**

Two lines of evaluation:

Group A: Management bodies members.

Group B: Project managers.

(since we are to deliver 2 trainings).

# **5. HOMEWORK BEFORE THE COURSES START**

* The trainers prepare short self-presentations + picture (max. 100 words). The trainers presentation paper is shared with the trainees before the course and later available in the course on-line environment.
* The trainees prepare short self-presentations + picture (max. 100 words). The trainees presentation paper is shared with all the trainees & trainers before the course and later available in the course on-line environment.

Additionally the Trainees prepare short, 2-minutes self-presentations for the opening meeting.

* Developing an info-pack for the trainees, including information such as: presentation of the project, aims of the courses, time frame, participation conditions, technical preconditions for participation, certification etc.