

## Training Course “European Project Management”

**Piraeus, 5-9/12/2022**

### General Programme

09:00 – 10:30	Training
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:15	Training
12:15 – 12:30	<i>Coffee break</i>
12:30 – 14:00	Training

### Daily Programme

#### Monday 5/12/2022 - 9.00 to 14.00

Welcome – Introduction to the training course

Presentation of participants, expectations from the course, personal learning plans

Brief presentation of Erasmus + programme, focus on KA2 – strategic partnerships

Activity: Presentation of own organisation, SWOT analysis

Planning International project

Activity: Define project concept, we will work all together, and we will develop a project idea that we will work as case study, throughout our programme.

KA1 Mobility Project

Introduction to KA1, activities open for funding and online platform.

#### Tuesday 6/12/2022 - 9.00 to 12.15

Project approach, methodology and plan

Activity: Prepare workplan, we will start working on a project workplan, defining and allocating core project tasks to partners.

Dissemination and impact

Activity: Dissemination/ exploitation strategy, we will develop the dissemination and exploitation plan, define target groups, expected impact, activities, methods and tools and allocation of tasks to partners. We will integrate it into the project plan.

### **Wednesday 7/12/2022 - 9.00 to 14.00**

Quality assurance

Activity: Quality assurance plan, we will define quality criteria and indicators, define evaluation processes and tools, project monitoring, evaluation of outputs, activities and impact. We will integrate it into the project plan.

Risk management

Activity: Risk management plan, we will identify project risks and prepare a contingency plan.

Time and project planning

Activity: Gantt chart, refine and finalise workplan

### **Thursday 8/12/2022 - 9.00 to 12.15**

Implementation of international activities / projects

Team building and networking, team management, conflict resolution, Intercultural skills

Organisation of project meetings

Project administration

Financial management

### **Friday 9/12/2022 - 9.00 to 10.45**

Grant application

Reflection –personal exploitation plans

Evaluation of the training course

Certificates

Farewell