

[SUSTAIN] Develop sustainable european educational projects based on effective dissemination and exploitation techniques and tools

Course Details and Structure

Title: [SUSTAIN] Develop sustainable European educational projects based on effective dissemination and exploitation techniques and tools

Main Aim of the Training: Familiarisation with effective techniques for communicating and exploiting european funded projects.

Training Organisation: NSF CYBERALL ACCESS

Address: Aiantos 61 and Athinas 34, ILION/Athens 131 22

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Email: info@cyberall-access.com

VAT Registration Number: EL800377641

Trainer(s) Full Name: Nikolaos FLORATOS

Start Date of the Seminar: Please give as start date the first day of the session you have selected.

End Date of the Seminar: Please give as end date the last day of the session you have selected.

Total Days: 5

Total Seminar Hours: 35 hours (25 hours f2f teaching hours and 10 hours self-learning through the flipped classroom model)

Total Seminar Hours per day: 7 hours

Total Course Fee per Participant: 600 EURO (that includes also the issue of the specialisation certification cost by ILM upon passing the exams). More specifically, the training fee for the full five days is 350 € per participant. All participants at the end of the course will receive a certificate of successful attendance and a europass mobility if applicable. However, in addition, since this course is endorsed by ILM - Institute of Leadership and Management, part of City and Guilds, all participants upon successful assessment will receive also a specialisation certificate in planning and developing eCourses issued by ILM.

Some important info about certification:

In fact, such assessment process as described above should be included in your KA1 mobility application since it will add extra credits to the quality of your approach and increase the chances of your application being accepted. Therefore, the total course fee is 600€ (350€ + 250€ optional but really necessary for greater impact and also successful applications).

The cost for entering the assessment process and receiving the ILM certificate is 250€ per participant in addition but it can be fully covered from the organisational support budget in KA1 for staff mobility in adult and school education, since this assessment process will validate the learning outcomes of the mobility activity.

In addition, according to the new funding rules for the programming period 2014-2020, participants should prove their technical capacity for participating in most of the European projects and receive EC grants. In this case, such a certification for the organisation's staff will be a significant asset for the technical capacity of your organisation.

Training Venue: NSF CYBERALL ACCESS, Aiantos 61 & Athinas 34 (Entrance from Athinas34) 2nd Floor

Teaching Language: English but some clarifications may be given in Greek, German and Spanish.

Registration Information:

Registration should be completed **the latest one month before the start date of each seminar** as follows:

1. Participants should register online at this address <http://www.learn-it-easy.eu/courses-registration.html> the latest one month before the start of the seminar.
2. Based on their registration, an invoice will be issued with bank transfer details
3. As soon as they receive the invoice from us through email, they need to proceed to the course fee payment via bank transfer as soon as possible.

A participation at the seminar cannot be confirmed unless the payment for the course has been made.

Other Information:

All participants will be requested to participate in a Skype meeting some time before their arrival at the course in order to discuss as a group with the course organiser any questions they may have (organisational, course related, cultural, logistics, etc). This meeting will allow them to gain confidence on the course and come as prepared as possible. Also before arriving at the course, they will complete a short evaluation questionnaire in relation to their competencies in the course topics and they will be requested to complete a similar questionnaire six months after in an effort to assess the impact of the skills acquired in the course (e.g. any feedback from their students, their colleagues or other partners or teachers that they have involved by applying the new practices they have acquired).

As soon as they leave from the course, they will continue to have access to all the training material provided as well as created during the course through the eLearning platform for at least a month. Our course trainers will act as mentors to all the participants in our course in order to support them in their new professional prospects in the area of training and education.

Face-to-face training takes place every day till around 13:30 as planned. Then there are some follow up activities based on the training of that date that are suggested to take place remotely through the eLearning platform and group work from 15:00 till 17:00. Therefore, learning and familiarisation continue via self-learning by the participants with the follow up activities and participations in the e-forum discussion in our e-learning platform. This interactive way of sharing views and knowledge between participants with different experiences is very popular and an essential way

of learning. The e-learning platform contains all the training material and follow-up/additional activities for the whole week.

Also participants will have access to the accompanying eLearning platform for one more month.

Course Structure

DAY 1 MONDAY- ESSENTIALS IN DISSEMINATION OF EUROPEAN FUNDED PROJECTS

- Welcome, ice breaking, outline of the course and the tools to be used, expectations by participants
- Presentation from participants of their project that they wish to disseminate
- Introduction to the most simple but very effective dissemination strategy
- Dissemination Success indicators and practices

Expected Learning Outcomes of training day 1: After participating in this training day, the trainee will be able to

- prepare a dissemination strategy
- assess dissemination achievements

DAY 2 TUESDAY - WORKSHOP ON IMPLEMENTING A FULLY INTERACTIVE AND ATTRACTIVE PROJECT WEBSITE FOR FREE

- Re-capitulation/discussion on previous day's topics and follow up activities
- Everyone even with very limited knowledge on ICT (e.g. only able to send emails or post at facebook) will have developed at the end of the workshop their own fully interactive website, online, for free.
- Furthermore, the same person with the limited ICT knowledge will apply techniques for increasing the searchability of their project website
You will be amazed how easily and effectively the above can be addressed

Expected Learning Outcomes of training day 2: After participating in this training day, the trainee will be able to

- develop and host with no cost a website for disseminating a european project, that is fully interactive, with blogs, registration forms, deliverable downloads and linked with social media channels and easily maintained even by first time Internet users.
- increase the ranking by search engines significantly.
- to check the insights of the project website

DAY 3 WEDNESDAY- SOCIAL MEDIA DISSEMINATION CHANNELS THAT CREATE IMPACT

- Re-capitulation/discussion on previous day's topics and follow up activities
- Proper use of social media for effective dissemination

- Tips on some unexploited but very effective dissemination resources
- Prepare dissemination material such as online posters, newsletters, press releases based on pre-made professional templates and link them with your website

Expected Learning Outcomes of training day 3: After participating in this training day, the trainee will be able to

- create a project impact using social media
- prepare professional dissemination material

DAY 4 THURSDAY OTHER WEB 2.0 TOOLS FOR EFFECTIVE DISSEMINATION AND PROFESSIONAL ORGANISATION OF EVENTS FOR PROJECT DISSEMINATION

- Re-capitulation/discussion on previous day's topics and follow up activities
- Familiarise with other web 2.0 tools and techniques for effective dissemination
- Learn how to prepare a successful european or local event with the support also of free web based tools and also follow up its organisation process

Expected Learning Outcomes of training day 4: After participating in this training day, the trainee will be able to

- prepare a mobile application to promote your project
- organise an event with high impact and cost effective methods

DAY 5 FRIDAY EXPLOIT YOUR PROJECT SUCCESSFULLY

- Re-capitulation/discussion on previous day's topics and follow up activities
- Prepare an exploitation plan to take advantage of the project outcomes
- Understand who should own what in a joint European Project (ownership and Intellectual Property Rights)
- Address any missing gaps and explain further any points from any day's training.
- Course Evaluation
- Preparation for the assessment process for validating learning outcomes and receiving the specialisation certificate from City and Guilds/Institute of Leadership and Management (Optional)

Expected Learning Outcomes of training day 5: After participating in this training day, the trainee will be able to

- prepare an exploitation plan that will allow the project to create an impact and significant benefits not only for the stakeholders but also for project partners
- to complete fully a dissemination plan for a european funded project