

Plan and Manage Effectively your European Project Course Details and Structure

Title: Plan and Manage Effectively your European Project (including educational ones)

Main Aim of the Training: Exploitation of european funding programmes through effective planning of grant applications and management of european projects.

Training Organisation/Legal seat: Key Innovations Ltd/ Unit 312, 153 - 159 Bow Road, London, E3 2SE, UK

PIC no.: 917853383

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

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Trainer(s) Full Name: Nikolaos FLORATOS (OAED registration number: 37552)

Start Date of the Seminar: Monday 19th Sept 2016

End Date of the Seminar: Friday 23rd September 2016

Total Days: 5 (Note Part A and Part B days and topics)

Start time: 09:00

End time: 13:30

Coffee breaks time: 10:30 – 11:00 and 12:30 – 12:45 (maybe shorten for catching up)

Total Seminar Hours: 35 hours (25 hours f2f teaching hours and 10 hours self-learning through the flipped classroom model) – Part A comprises 15/21 hours and Part B comprises 10/14 hours

Total Seminar Hours per day: 7 hours

Total Course Fee per Participant: More specifically, the course 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 Group a world-wide recognised vocational award body, all participants upon successful participation can receive also a specialisation certificate in planning and managing european projects issued by ILM for an extra fee of 250 EUR. Therefore in this case, the total course fee will be just 600€ (350€ + 250€ optional but really necessary for greater impact and world-wide recognised specialisation as funding expert).

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 case your organisation has received a KA1 for staff mobility in adult and school education, since this assessment process will validate the learning outcomes of the mobility activity also.

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 (Entrance from Athinas 34) 2nd Floor

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

Registration Information:

Registration should be completed **as soon as possible** as follows:

1. Participants should register online at this address <http://www.learn-it-easy.eu/pameep-plan-and-manage-effectively-your-european-educational-project.html> as soon as possible.
2. Based on their registration, an invoice will be issued with payment details
3. As soon as they receive the invoice from us through email, they need to proceed to the course fee payment as soon as possible.

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

Other Information:

Participants may be requested to participate in a Skype meeting (normally it is not needed) 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.

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:

Part A (Monday to Wednesday)

MONDAY DAY 1 - Introduction and familiarisation with funding channels for european funded projects (including educational ones)

Day's topics

- Welcome, ice breaking, outline of the course and the tools to be used, expectations by participants
- Essentials in Planning and Management
- Familiarisation with available funding opportunities and channels for supporting training and education

Expected Learning Outcomes of the day

At the end of this training day, the participants will

- get an overall idea on the essentials for planning and managing a european educational project
- understand the different funding principles that exist in Europe
- familiarise with the various funding opportunities that exist across Europe suitable for educational projects and understand how to exploit them for advancing the training spectrum of their organisation

TUESDAY DAY 2 - Master all stages and steps in planning your project

Day's topics

- Re-capitulation/discussion on previous day's topics and follow up activities
- Step-by-step process and guidance in writing a successful proposal to support funding for your educational project
- Familiarise with the content of an application form for requesting funding from European Commission programmes.
- Build an efficient and effective workplan
- Master the success award criteria that your proposal will be assessed
- Effective tool for writing good proposals (PPO a powerful and essential tool)

Expected Learning Outcomes of the day

At the end of this training day, the participants will

- understand the essential elements for successful project planning and management
- familiarise with the content of an application form requesting funding from the EC
- familiarise with the most important tools for writing a successful proposal/plan for their educational project
- know how to engage competent partners and receive fruitful feedback on improving the proposal content
- understand how to join as partner competent consortia that prepare an educational proposal for funding.

WEDNESDAY DAY 3 Master all stages and steps in planning your project Cont.

- Re-Capitulation
- Step-by-step process and guidance in writing your proposal
- Tips in preparing a sound plan for your project (writing a successful proposal for funding) and stand out from the competition

Expected Learning Outcomes of the day:

At the end of this training day, the participants will

- understand how to prepare a sound plan for their project (write a successful proposal for funding) that stands out from the competition
- understand why some educational project plans succeed and others fail in receiving funding

PART B: (Thursday – Friday)

THURSDAY DAY 4 Financial and Quality Management of European funded Projects

- Re-capitulation/discussion on previous day's topics and follow up activities
- Sound financial management of European educational projects
- Financial audits from the European Commission and other funding authorities
- Quality Assurance in european educational projects

Expected Learning Outcomes of the day:

At the end of this training day, the participants will

- understand how any project cost will be consumed in an economic, actual and necessary way
- learn methods on charging only eligible costs in the european funded project and avoid being requested to return money back to the European Commission and to the funding authorities
- become familiar with hints and tips for dealing successfully with a financial audit of your european educational project from the european commission or other funding authorities
- be able to apply practices for monitoring the project performance and ensure the implementation of outcomes of high quality

FRIDAY DAY 5 – European Funded Project Valorisation, Free but Effective and simple to use tools to plan and manage your european funded project

- Re-capitulation/discussion on previous day's topics and follow up activities
- Dissemination principles in your project. How to promote effectively your project and take advantage/exploit project intellectual outputs.
- Techniques and templates for ensuring a professional project management approach and high quality standards on the project outcomes
- Free but powerfull and easy to use web based tools for effective project planning and management
- 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 the day:

At the end of this training day, the participants will

- familiarise with techniques, tools and resources for promoting effectively the project and facilitate its sustainability.
- familiarise with techniques for ensuring a professional project management and high quality standards of results from the project
- Familiarise with free, powerful and easy to use tools for planning, managing and implementing their tasks in the project
- will have filled any missing gaps they may have in project planning and project management