

The Programme of the Seminar

How to Organise and Manage Grundtvig In Service Training Courses

Training Modules	Contents
Monday 7th June From 9:30 to 12:30 Module 1: Getting Started <i>Lunch at Pixel</i> <i>Free afternoon</i>	<ul style="list-style-type: none"> • Presentation of Pixel's experience • Presentation of participants • First steps. What to do, how and when • Planning of the course: contents, price, target groups • Uploading it on the Grundtvig/Comenius Database • Contacts with the National Agency and obtaining approval • Getting started with the management procedure • Promotion of the course • <i>Hints, Questions and Answers Session</i> <i>Practical simulation: Defining Course Programme and Creation of Course Brochure</i>
Tuesday 8th June From 9:00 to 12:00 Study Visit <i>Lunch with ticket restaurant</i> <i>Free afternoon</i>	Visit to Technical and Industrial Institute "Leonardo da Vinci" of Florence. Meeting with the staff in charge of European cooperation organized in order to learn about their experience in the field of organizing Mobility initiatives both as sending and as hosting subject.
Wednesday 9th June From 9:30 to 12:30 Module 2: Management of the Registration Procedure <i>Lunch at Pixel</i> <i>Free afternoon</i>	<ul style="list-style-type: none"> • Setting up the procedure and preparing the Forms • From Pre-registration to confirmation of Participation • The Pre Registration Phase • The Confirmation of Registration Phase • <i>Hints, Questions and Answers Session</i> <i>Practical simulations: Filling in of the Application Form</i>
Thursday 10th June From 9:00 to 12:00 Study Visit <i>18:30 – Florence Tour</i> <i>19:30 – Dinner in the city centre</i>	Visit to Euro-Centre, Language School in Florence <ul style="list-style-type: none"> • Presentation of the company • Overview of the company activities and organization • Analysis of the company work methods • Presentation of their experience in getting started with a Grundtvig course <i>Questions and Answers Session</i>
Friday 11th June From 9:30 to 12:30 Module 3: Approaching and Managing the Course <i>Lunch at Pixel</i> <i>Free afternoon</i>	<ul style="list-style-type: none"> • One Month Before the Course Starts • The Day before the course starts • Managing of the Course • Closing the Course • After the Course • <i>Hints, Questions and Answers Session</i> <i>Practical simulation: Setting up the Management Procedure</i>