



## THE PROGRAMME

Training Modules	Contents
<b>Module 1</b> <b>Introduction to Project Management</b> <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i>	<ul style="list-style-type: none"> <li>• Introduction to the management of European projects</li> <li>• Analysis of the Application Form</li> <li>• Project assessment criteria</li> <li>• Selection procedure</li> <li>• <i>Practical Activity</i></li> </ul>
<b>Module 2</b> <b>Management Strategies</b> <i>5 hours (e-learning based)</i> <i>10 hours (classroom based)</i>	<ul style="list-style-type: none"> <li>• Identification of project management strategies</li> <li>• Planning of project activities</li> <li>• Creation of calendar of activities</li> <li>• Development of Gantt charts</li> <li>• Attribution of tasks to the project partners</li> <li>• <i>Practical Activity</i></li> </ul>
<b>Module 3</b> <b>Partnership Management</b> <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i>	<ul style="list-style-type: none"> <li>• Coordination of the project partnership</li> <li>• Characteristics of a good transnational partnership</li> <li>• Partnership management methodologies</li> <li>• Planning and organization of partners meetings</li> <li>• Ice breaking strategies</li> <li>• <i>Practical Activity</i></li> </ul>
<b>Module 4</b> <b>Evaluation, Dissemination and Exploitation</b> <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i>	<ul style="list-style-type: none"> <li>• Quality assessment and evaluation</li> <li>• Dissemination planning and implementation</li> <li>• Exploitation strategies</li> <li>• Tools and Templates</li> <li>• Effective presentation of project outcomes and deliverables</li> <li>• Examples of approved projects</li> <li>• <i>Practical Activity</i></li> </ul>
<b>Module 5</b> <b>Administrative and Financial Issues</b> <i>5 hours (classroom based)</i>	<ul style="list-style-type: none"> <li>• Contractual issues</li> <li>• Progress and final reports</li> <li>• Analysis of Administrative and Financial Rules</li> <li>• Production of financial reports</li> <li>• Assessment of financial reports</li> <li>• <i>Practical Activity</i></li> </ul>

