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TRAIning Transversal Supporting Career Development and Research

**TRAIT**

## Minutes

### Transnational Short Staff Training Austria C2

14th March 2017

- Presentation of the agenda and the activities for the entire workshop (Doris)
- Presentation of the partners (all)
- Presentation of the project stage and milestones (Dana)
- Presentation of the module 3 – Entrepreneurship (Ian)
  - o Video created by Lucie about developing the contents in module 3
  - o Common debate on contents/format for Manual and Face to face training material
    - page one: title of the module
    - Page two: introduction
    - Page three: section title
    - Page four: structure of the module + You are here
    - Page five: legend of the symbols and colours used in the module

Page one, two and five are inserted only at the beginning of the module. For the other sections, we will have pages three and four.

Moodle:

Partners have made observation about the problem in using Moodle for the learners, especially if they are low skilled. Common debate between partners about the utility and the adreability of the Moodle: common agreement that the Moodle will be used mainly by the trainers and it should be designed as editable – this meaning that the trainers and teachers registering and accessing the contents, can work on developing more the materials/resources/tests/quizzes in various sections of the platform, especially in National languages.

While the final products will be in .pdf format, containing whole modules all together and whole activities all together, on the platform, the contents will be displayed in modular structure, allowing users to access specific parts of the whole content (sections, National languages, practical tips, videos, etc.)

The face-to-face material is addressed to the trainers. Partners agreed on using the same template as for the modules.

The modules (the manual) are addressed to the learners and we should keep in mind the adreability.

We should insert inside the modules as many as possible the links and the resources displayed on the Moodle, to be sure that the learners will have access to them, even if they are not using the platform.

Afternoon session:

Module 3 – Practical session

Game – the blind Lego (complex game, about planning and executing phases in a group)

Debriefing, comments, debates with partners

15th March 2017

Meeting at 9.00 – organisational issues regarding the agenda of the day

Preparing for the press conference with local press representatives

9.30 – short session of dissemination of other European projects that we are involved in  
- debates, discussions, examples of best practice, etc.

10 -11 – Press conference presenting TRAIT

Who we are? What we aim? Where are we so far? What we do in Oberpullendorf? What is expected in terms of impact – local, national, European. Relevance of our IOs, quality of the partnership, European dimension and contribution, etc.

Common photo session.

11 – 14

Presentation of the module 5 – Cultural awareness and expression

Sergio presenting the module: layout, structure, main topics, the approach used

Joint debate with partners about the various issues

16th March 2017

9.00 a.m. Doris introducing the module 6, Sustainable development

Diana Smith presenting the contents

Exercise:

The Human Rights Tree – in the context of sustainable development

- Debate among partners about their trees and the values inserted in the tree

The living pictures

- Illustrating gender inequalities
- Photo of the living pictures

!!! change of the yellow dot in the template from Test to Exercise/Practice – to be applied by all partners, all modules and sections

Practical session

Body words – complex game, aprox. 40 minutes

Session conducted by Sergio. Group worked in creating letters by using the bodies and then photograph and pronounce loudly the words.

Capitals of European countries – exercise of completing the capitals of European countries on the map – contests between teams

10th April – deadline for own final module in English. This means:

- The module
- The 3 face-to-face activities, 1 for each section

For creating the face to face guidelines for trainers, we will use the same template as for the modules. Noemi and Monika will create the template and then all the partners will use the template and create their own 3 activities document. The .ppt file will be uploaded on the Google Drive and .pdf Moodle Platform.

- Uploading on the Google Drive the editable files (.ppt for the module and the .ppt for face-to-face activities) and uploading on the Moodle platform the .pdf files
- Uploading on the Moodle the videos and the online resources (links)

You can use the Activities (Exercises, Tests) inserted at the end of section as part of the 3 face-to-face Activities. You don't have to use all of them or you can not use them at all. Up to you.

You should use the structure of the Activities as agreed in Torino, focusing on giving complete explanations for the trainers that will use the material.

### **Creating the section C for the blended learning**

- 1 example of face to face activity for each section of own module = **3 activities/partner in total**

The activity should be considered as an example (a proposal)

- Total length 1-1,5 hours
- Size of the group: 8-12 learners

### **Possible template of the activity description:**

1. Name of the activity
2. Purpose of the activity
3. Description of the target group (learner group)
4. Resources (materials needed)
5. Detailed description of the effective activities with students
  - a.) Introduction and warming up
  - b.) Exercises, methods, techniques, steps

c.) Feed-back and evaluation

6. Conclusion of the activity, evaluation of the whole session

10th April

**Deadline for the final version of the IO1 in National languages**

IO1 – all National languages versions will be delivered to Burdur in order to be uploaded on the project's website

Moodle:

To do:

- 1.) Select the videos you need
- 2.) Download the videos in your computer
- 3.) Upload the videos in the youtube channel, together with the description  
<https://www.youtube.com/channel/UCkeW-8GAl3urqFGUTxf3JJA/playlists>
- 4.) Create a media collection on the Moodle platform, under your Module and add all the links in it  
<http://www.proeduca.cz/moodle/course/view.php?id=6>

Optional:

Uploading on the Moodle other useful materials that will not be translated but can be used by trainers/teachers who access the platform.

Uploading/creating Tests (psychological and/or docimological)

**1st June – deadline for translations in National languages for all the modules (the manual and the face-to-face guideline for trainers).**

Multiplier events

Up to every partner situation and local contexts, the multiplier events will be held after the translation in National languages of the IO1 and IO2 is finalised. Some of partners expressed the intention of having the multiplier events in early June, some considered that they could have the multiplier events in early September.

They will consult with local people and make a decision as soon as possible, considering also the time needed for finalizing the translation of IO1 and IO2 in National languages.

Partners should follow the initial planning for the relevant stakeholders mentioned in the application (participants at the conference).

The entire sum corresponding to the designated budget has to be spent on the organising of the multiplier event only.

11th March 2017 TRAIT Skype conference

14.00 – European Standard Summer Time

Formating:

- All partners will try to obtain a good looking format. Be sure you will not use a lot of different fonts and that the pictures of Noun project have the name of the creator on them. If you dont know how to modify the pictures to fit with the document, please ask Noemi and Monica to help.
- If you finish the module (final version) before 10th of April, you can make it circulate between partners and collect feed-back in order to make adjustments, if needed