TRAINING SESSION OUTLINE

Title of Session :	Erasmus project implementation
Time :	1 hour
Session objectives:	To analyse Tools, Documents, Administrative tasks and Reporting during the implementation

Preparation by:	Kaunas International Gymnasium
Nr of Facilitator	Edita Vainienė
Nr of Participants:	25

Room requirements:	Training supplies and equipment:
The room would need to be big enough for around 4 groups depending on numbers all having access to 4 flip charts	- Flip stands - Flip charts - 2 different coloured markers per group to distinguish different points and to read easier - post is for individuals to write keywords - Whiteboard or flipchart for facilitators to write instructions, results or conclusions

Handouts:

Session description:
(Instructions facilitators, instructions trainees, step by step description, time schedule)

Time	Instruction	Materials
5 min.	Presentation and/or interactive activity about all technical aspects that we need to take into account during the implementation phase of the project.	Computer, markers, white sheets
10 min.	What is a mobility project – planning, preparation, implementation, follow up. How to plan Erasmus+ project: to set the main tasks – 8 points how to do that.	
5 min.	The importance of National Agencies.	
5 min.	Implementation of the Erasmus+ project in 8 steps. What is the Key Action 1 project? What activities can be done.	
5 min.	How to write and fill in an application form in the Erasmus+ and European Solidarity Corps.	

5 min.	Drafting Erasmus+ KA1 mobility project might cause some difficulties in understanding terminology used by Erasmus+ programme guide. The same terminology as in Erasmus+ programme guide should be used by applicants in their application form. First, you want to set a **GOAL**. A goal means the answer to the question: What do we want to achieve with the Erasmus+ project? The goal needs to be SMART .(specific, measurable, attainable, relevant, time-based).	
10 min.	To analyse "WORK PACKAGE". What are they, what types can be of those packages. Timeline.	
5 min.	**Monitoring And Evaluation Tools:** For each of the quality assessment areas main tools are identified. They are conceived to be integrated and analysed together with other existing tools and any other support is produced during the Project Implementation.	
5 min.	**Interim/Progress Report Form**	
5 min.	**The following dissemination channels** https://wikis.ec.europa.eu/pages/viewpage.action?pageId=757 59982	