

TRAINING SESSION OUTLINE

Title of Session :	Workshop on the School Mobility Project Cycle
Time :	60 minutes
Session objectives:	Identifying and organising the steps of the different activities to be carried out before, during and after an Erasmus mobility
Preparation by:	Giulia, Uniser
Nr of Facilitator	1
Nr of Participants:	At least 10 participants

Room requirements:

- Room with chairs for participants
- Tables according to the number of participants
- Projector

Training supplies and equipment:

- Projector
- Laptop
- Flipchart (1 page per group)
- Tape or glue
- Post-it and markers

Handouts:	<p>Printed sheets with the various mobility steps for each group of participants.</p> <p>Document: https://docs.google.com/spreadsheets/d/1D36zzeppfs7T72qqNE3DlJrFczc0Sf0E_s8TghJG24/edit#gid=0</p>
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Session description:
(Instructions facilitators, instructions trainees, step by step description, time schedule)

Time	Instruction	Materials
5 min	Introduction: short description of the topic of the session, of the key elements which will be tackled and the main objective of the session	Projector Laptop
30 min	Participants are divided into four groups and receive the printed sheets with the various mobility steps for each group of participants. First, they have to read all the different steps of a mobility. After that, they start to order them on the flipchart and once they all agree on the order they paste the sheets on the flipchart. Finally they read again the mobility cycle created.	Flipchart (1 page per group) Tape or glue Post-it and markers
20 min	Sharing the steps order: each group proposes their order of the different steps of a mobility. Open discussion, while the facilitator takes notes and change the order in a shared document	Flipchart (1 page per group) prepared
5 min	Conclusion: the facilitator shows the final order agreed and summarises the session. It is important to explain that for some steps the order can be a little bit different according to partners' needs, for example when the meeting with parents should be done (before or after the selection of students?).	Projector Laptop