

TRAINING SESSION OUTLINE

Title of Session :	Designing Your Erasmus+ KA1 Project: A Hands-on Workshop
Time :	1:10h
Session objectives:	<ul style="list-style-type: none"> • Identify key components of an Erasmus+ KA1 project application • Develop strategies for effectively responding to challenging questions in the application form • Gain practical experience in crafting compelling project proposals.
Preparation by:	Sofia
Nr of Facilitator	1 or 2
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

Handouts: -

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

Time	Instruction	Materials
10 min	<p><u>Icebreaker Activity:</u> Introduce yourselves and share your main interests in exploring Erasmus+ KA1 projects</p> <ol style="list-style-type: none"> 1. Divide participants into pairs. 2. Each pair receives a word related to Erasmus+ (e.g., mobility, collaboration, culture). 3. One partner writes the word on the other's back without them seeing it. 4. Partners take turns asking yes/no questions to guess the word. 	Paper and marker
20 min	<p>Briefly present the Erasmus+ program, focusing on KA1 Mobilities for learning.</p> <ol style="list-style-type: none"> 1. Explain the purpose of the workshop and highlight the importance of effective project design. 2. Showcase the main sections of the KA1 application form: <ul style="list-style-type: none"> • Applicant Information • Organization & Context Description • Project Objectives & Activities • Budget 3. Briefly address common challenges faced by applicants when filling out the form. 	ppt canva , projector, screen
35 min	<p>Group Activity: Simulation & Discussion:</p> <ol style="list-style-type: none"> 1. Present the Case Study scenario. 2. Divide participants into small groups. 3. Distribute Sample Application Questions and assign a specific question to each group. 	paper and marker

	<ol style="list-style-type: none"> 4. Each group discusses the chosen question and collaboratively drafts a clear, concise, and well-justified response aligned with the case study. 5. Groups present their responses and share their reasoning behind their choices. 6. The facilitator provides constructive feedback, highlighting strengths, weaknesses, and offering suggestions for improvement. 	
15 min	<p>Wrap-up and Resources</p> <ol style="list-style-type: none"> 1. Recap key points on crafting strong KA1 project applications. 2. Share resources for further information and support, such as: <ul style="list-style-type: none"> • Official Erasmus+ website & guides • National Agencies • Support organisations 3. Encourage participants to ask questions and seek further guidance. 	projector, screen