

## TRAINING SESSION OUTLINE

Title of Session :	Administration and finance
Time :	70 minutes
Session objectives:	<ul style="list-style-type: none"> <li>- Clarify eligibility criteria and application procedures for Erasmus+ participation.</li> <li>- Equip participants with understanding of budgeting essentials and financial regulations within Erasmus+ projects.</li> </ul>
Preparation by:	Uniser
Nr of Facilitator	1
Nr of Participants:	20

### Room requirements:

- Room with chairs for 20 pax
- 4 tables
- Projector

### Training supplies and equipment:

- Projector
- Flipchart (4 pages)
- Tape or rubber to glue

Handouts:

- Presentation Slides: Briefly outlining key information about type of school mobility: long term, short term, group and individual - characteristic + financial managements: budget essentials regarding long, short, individual and group mobility and travel expense according to the group of countries, necessary documents for reporting.
- Case Study: A fictional examples of mobility underlining some specification of choose type of mobility - 20 different cases

Session description:

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

Time	Instruction	Materials
5 min	Introducation: short description about outcomes of the session and key elements which will be tackled	
10 min	Energizer: participants are asked to answer: YES or NO for questions asked by the facilitator: I have experience in organising long term mobility, short term mobility, group mobility and individual mobility, accredited projects, short term, I have experience as group leader, I have experience as mobility coordinator.	Two A4 paper with YES and NO and painter's tape
20 min	Slide's presentation consists:	

	<ul style="list-style-type: none"> <li>- division between school and group mobility (characteristic of each one)</li> <li>- division between short term and long term mobility (characteristic of each one)</li> <li>- budgeting essentials: what can be financed, group category, travel cost, language support, OS, reporting requirements</li> </ul>	slides, projector, laptop
20 min	Participants are divided into four groups and receive a case study description (5 cases each group). After reading it, they are asked to analyse and qualify to one of the categories: short term mobility, long term mobility, group mobility, individual mobility	papers with case study description, flipcharts, tape or rubber to glue
10 min	Reflection: do you feel equipped with practical financial and administrative information? Did the workshop clarify financial procedure and administrative issues?	