

TRAINING SESSION OUTLINE

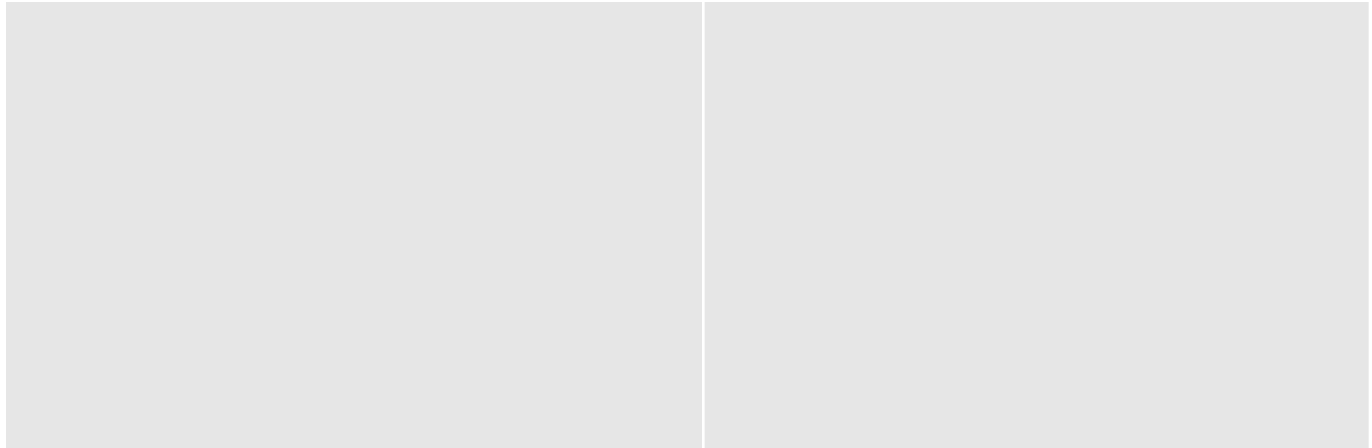
Title of Session :	Workshop “Project’s communication: the importance of raising dissemination on 4 scales”
Time :	1 hour
Session objectives:	<ul style="list-style-type: none"> to define planning process of dissemination in 4 different scale: <ol style="list-style-type: none"> At your school; In the city; In the country; Internationally. to suggest possible tools and software for planning and realising dissemination activities and products.
Preparation by:	Svetlana and Julija
Nr of Facilitator	1
Nr of Participants:	20-25

Room requirements:

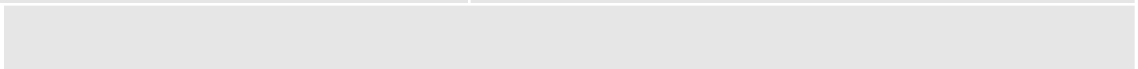
The room should be spacious enough for discussions and practical tasks. 2 participants should have at least 1 computer for practical tasks and possibility to connect to the internet

Training supplies and equipment:

Computers;
 Projector;
 Internet connection;
 Magnetic stand with paper sheets;
 Markers (4);
 Pens or pencils
 Paper



Handouts:



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

Time	Instruction	Materials
10 minutes	<p>Introduction:</p> <ul style="list-style-type: none"> • Short discussion with the participants. 	Computer; Projector;
40 minutes	<p>A presentation of what is planning process of dissemination in 4 different scales:</p> <ol style="list-style-type: none"> 1. At your school; 2. In the city; 3. In the country; 4. Internationally. 	Computer for each participant or at least 1 computer per group;

	Practical realisation of suggested tools and programs (on a participant's computers). The facilitator divides the participants in groups. Each group uses a different software to make a presentation. The aim is to learn how to use the software chosen	Projector; Magnetic stand with paper sheets; Markers (4);
10 minutes	Reflection: Discussion between facilitator and participants about highlights of the workshop.	Magnetic stand with paper sheets; Markers (4); Pens or pencils Paper.