

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:	Printed sheets with the various mobility steps for each group of participants. Document: https://docs.google.com/spreadsheets/d/1D36zzeppfs7T72qqNE3DlJrFczc0Sf0E_s8TghJG24/edit#gid=0
-----------	--

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

Project cycle workshop

Project Reference:
2022-1-LT01-KA220-SCH-000089583



Step by step

- Which are the steps to follow during a school mobility project?
- Before, during and after?
- And in which order?

Let's work in group!

- Read and discuss on the steps
- Putting them in order on the paper
- If you don't agree, write it down and why
- Restitution

Duration: 30 minutes for working groups

Project cycle



Project n.: 2022-1-LT01-KA220-SCH-000089583

THANK YOU FOR YOUR
ATTENTION!

Make a presentation of the experience	Define learning goals and responsibilities	Prepare and share to students the Erasmus documentation
Identify roles, responsibility and internal procedures	Organise a final meeting with the students and the families involved	Present the strategy of internationalisation of the school and/or the project with timeline, responsibilities and expectations in terms of organising the mobility
Post on the social media and website of the both schools	Create activities to connect the different cultures	Pre inform all students and teachers of the school about the possibility of future mobilities
Europass document	Overall conclusion	Contact with the hosting school, present details program expectation
Discussion about the problems and challenges faced	Review Erasmus documentation	Choosing teachers to involve in the project as accompanying person, explaining duties and responsibilities

<p>Sharing the timetable of each course to schedule the programme</p>	<p>Pre departure meeting</p>	<p>Share information about the hosting family to students and signature additional documents, exchange contact between host family and student</p>
<p>Agree on the selection process</p>	<p>Reporting</p>	<p>Soft landing: support to ensure a smooth reintegration of the students who participated in the mobility and who couldn't participate</p>
<p>Buy flights tickets and logistic issues</p>	<p>Welcome day at school</p>	<p>Discuss some common topic (connected with the mobility) with classmates left at home</p>
<p>Organise information sessions</p>	<p>Implement activities to connect the different cultures</p>	<p>Check documents with signature and stamps (if there are mistakes, correct them as soon as possible)</p>

Interviews and selection of students	Monitor students and contact with hosting school	Meeting with students and their parents, providing them information and materials about necessary attitudes students must have what is family role
Make video presentations of students	Prepare documentation	Ensure students are following the programme and in case of some discrepancies be ready to interact and implement crisis management