

TRAINING SESSION OUTLINE

Title of Session	Communication between people and partner involved into the project and task distribution
Time :	1 hour
Session objectives:	Understanding the importance of communication between all participants. Learning about how to set up a
Preparation by:	Klaudia and Marek
Nr of Facilitator	
Nr of Participants:	Everybody

Room requirements:

Training supplies and equipment:

- Projector
- Enough space for a group work

- Whiteboard or a flipchart
- Markers
- Pens and paper for the groups

Handouts:	Presentation
-----------	--------------

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

Time	Instruction	Materials
20 min	Presentation about setting the communication channels between different parties (host, sender, students, etc.)	Projector
40 min	Brainstorming and own ideas	Pens and paper

Communication between people

and partner involved into the project and task
distribution

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



In an Erasmus project, effective communication and task distribution are vital for the successful collaboration of partners from different countries and organizations. Here's how you can manage communication and task distribution in an Erasmus project

Clarify Roles and Responsibilities

Clearly define the roles and responsibilities of each partner organization and individual involved in the project. Document these roles to avoid confusion and ensure accountability.

Establish Clear Communication Channels

Set up reliable communication channels such as email, video conferencing tools (e.g., Zoom, Microsoft Teams), and project management platforms (e.g., Trello, Asana) that all partners can access.

Hold Regular Meetings

Schedule regular virtual meetings or conference calls to discuss project progress, address any challenges, and allocate tasks. Be mindful of time zone differences when scheduling meetings.

Encourage Open Communication

Foster an environment where partners feel comfortable sharing ideas, concerns, and feedback. Encourage open communication channels and provide opportunities for partners to collaborate and brainstorm together.

Provide Language Support

Recognize that partners may speak different languages. Provide language support as needed, such as translation services or bilingual facilitators during meetings.

THANK YOU FOR YOUR
ATTENTION!