

TRAINING SESSION OUTLINE

Title of Session :	Workshop on the preparation of the mobility - school education
Time :	40 minutes
Session objectives:	Discussing about all the activities to deal with during the preparation of the mobility for a school education Erasmus Plus project
Preparation by:	Bianca + Cecilia
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
- Post-it and markers

Handouts:	Supporting slides: https://docs.google.com/presentation/d/1r7yudKt-fkU1DZ5FutlOdM_-4_05KDirJbNSXVS8wQg/edit#slide=id.p
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Session description:
(Instructions facilitators, instructions trainees, step by step description, time schedule)

Time	Instruction	Materials
5 min	Introduction: presentation of the topic of the session and of the main objective of the session	Projector Laptop
15min	Participants are asked some initial questions: - have you ever sent groups abroad? - pros and cons - have you ever hosted groups? - pros and cons - is it more challenging to host or to send? - how to make it the best possible experience? Open discussion among partners from different countries and with different mobility experiences.	Flipchart (1 page per group) Tape or glue Post-it and markers
15 min	Sharing some important information about “must to dos” before a mobility and alignment of the expectation. After that, tips on: - selection and motivation - communication between hosting and sending - problem solving during mobility	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

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PREPARATION OF THE MOBILITY SCHOOL EDUCATION

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



HAVE YOU EVER SENT A GROUP ABROAD?

PROS AND CONS

SENDING

HAVE YOU EVER HOSTED A GROUP?

PROS AND CONS

HOSTING

IS IT MORE CHALLENGING TO HOST OR TO SEND?

HOW TO HAVE THE BEST EXPERIENCE POSSIBLE?

INFORMATION/ CLARITY

- Inform teachers, staff, students and parents since the early preparatory phase, awareness is important
- Identify a team, a referent, roles and responsibilities
- Create precise internal procedures, this will help you respecting deadlines
- Do not forget that administrative part is fundamental (contracts, paperwork, documents, payment)
- Always remember you and your partner are working together in the same direction!

ALIGN THE EXPECTATION

- Be honest of what you can and cannot do;
- Be true regarding your experience;
- Discuss together flexibility of agreed dates, number of participants, sector etc;
- Agree on minimal quality standards for study program;
- Agree on minimal quality standards for logistics;
- Agree on a role and involvement of accomp. teachers;
- Ask for support!

SELECTION/ MOTIVATION

- Before writing your project, set a realistic and feasible number of mobilities to implement;
- Get everyone involved to know the project;
- Use every channel of communication of your school;
- Ask students who have participated in a similar project to share their experience;
- Dissemination after each mobility to help raise interest.

SELECTION/ MOTIVATION

FOCUS ON:

- Previous experiences (working or volunteering);
- English knowledge + possibly other languages;
- Questions related to real case scenarios (how would the student act in a certain situation?);
- Clarity and relevance of the reasons to participate in the Erasmus+ mobility;
- Expectations in line with their profile.

COMMUNICATION BETWEEN HOSTING AND SENDING

- Establish clear communication channels (mail, phone call, whatsapp);
- Clarify all contact people involved and their roles;
- Agree on deadlines and check up moments;
- Before any change (change of dates, group cancellation, change of services) contact hosting/sending school

PROBLEM SOLVING DURING MOBILITY

- Keep updated your contact person;
- Proximity principle: the best way to solve a problem often is to ask for help to your local contact person who is with the group;
- Do not panic and involve too many people creating chaos;
- Real emergencies are related ONLY to health state, all the rest are common problems that can be easily solved;
- Trust your partner! They know what they are doing

NOW LET'S TRY TO SOLVE
SOME PROBLEMS TOGETHER..

WHAT CAN YOU DO IF THERE ARE NOT ENOUGH CANDIDATES?

HOW CAN YOU AVOID THIS PROBLEM FOR NEXT GROUPS?

WHAT CAN YOU DO IF THE SCHOOL PROGRAM IS NOT PERFECTLY ALIGNED WITH WHAT YOU AGREED ON?

WHAT CAN YOU DO IF THE GROUP LEADER IS NOT COOPERATING FOLLOWING THE AGREED INDICATIONS?

WHAT CAN YOU DO IF HOSTED STUDENTS ARE NOT WILLING TO ACTIVELY PARTICIPATE IN CURRICULAR AND EXTRACURRICULAR ACTIVITIES TOGETHER WITH LOCALS?

WHAT CAN YOU DO IF COMMUNICATION WITH YOUR PARTNER IS TOO FREQUENT AND IT IS HARD FOR YOU TO PRIORITIZE ALL THE TASK?

ALWAYS MAKE A FOLLOW UP
TO DISCUSS THE MOBILITY
AND WORK ON IMPROVEMENT

THANK YOU FOR YOUR
ATTENTION!

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