



REPERES



DG Éducation et culture
Programme pour l'éducation et
la formation tout au long de la vie



CENTRE VIRTUEL DE LA
CONNAISSANCE SUR L'EUROPE



Maison de l'Europe

Toulouse Midi-Pyrénées



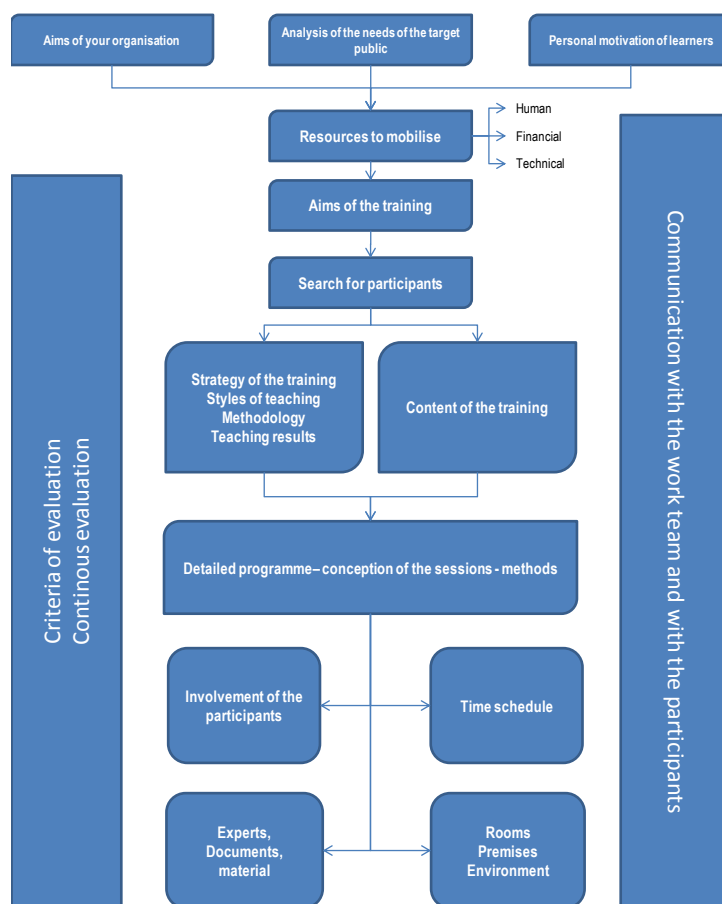
PARTENARIAT ÉDUCATIF GRUNDTVIG 2009-2011

METHODOLOGICAL NOTES

CARRYING OUT THE TRAINING REPERES

UNITE THE HISTORY OF EUROPE WITH THE HISTORY OF THE EUROPEAN

This document is divided into three parts and examines the logistic and practical questions that could appear *before - during - after* the training. Even if the training course itself seems to be the most attractive part, in order to carry out a complete and successful training it is necessary to give the same importance to all the stages of the project.



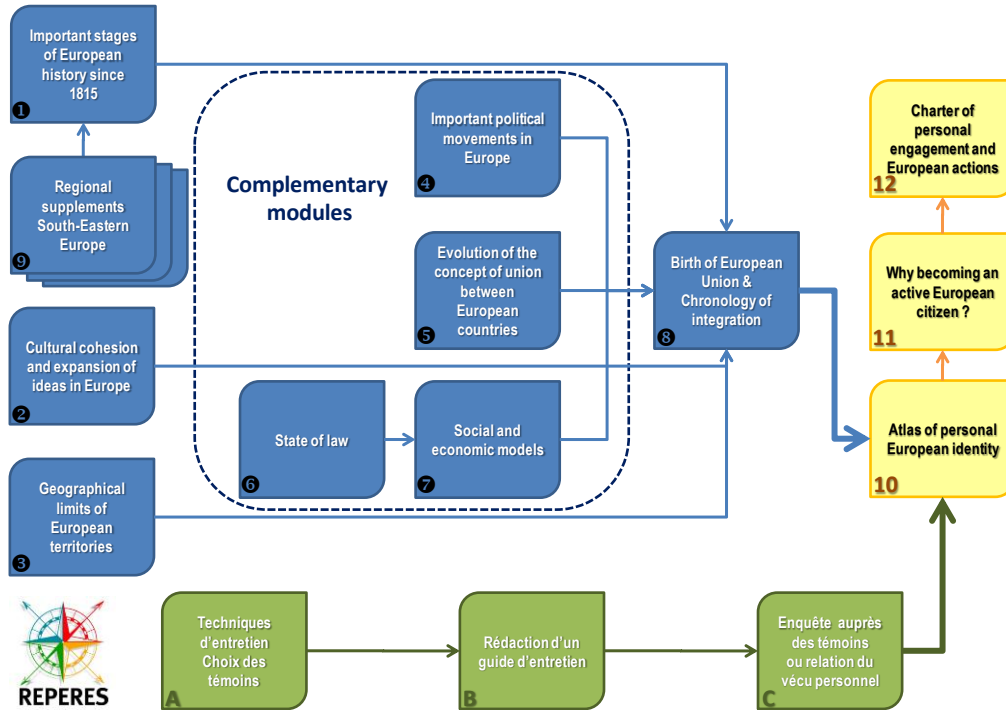
The charts below contain the elements to be taken into consideration when preparing and carrying out a training. They are presented in a logical order of the main actions to be undertaken. It is intentionally conceived in a very general way and does not include duration indications for individual actions, since these depend largely on different specific and variable factors, starting with the profile of learners and ending with your organisation's needs and traditions.

BEFORE

<i>Order</i>	<i>Action</i>	<i>Comments</i>
1	A.- Evaluation of the learners' needs B.- Choice of the modules to use C.- Choice of the date and place	Naturally, every organisation has its own way of functioning and decision process. However, the first action to undertake is to analyse and evaluate the needs and set objectives of the learners in order to adopt the most appropriate topics for their training.
2	Requirements concerning the location for the training course	Your clear and detailed specifications sum up your requirements and support your expectations from the location hosting your course (in terms of number, size and equipments of the premises, accommodation, catering, etc.)
3	Selection of the work team	In general, organisations set up the working teams according to their usual procedure. It is important to balance the team in terms of cultures and gender equality.
4	Work team meeting	In the best case, the preparatory meeting takes place in the same premises as the training course. The invitation to this meeting should include an agenda and detailed information concerning the preparation of the training. During this meeting, decisions should be taken upon : the profile of participants and criteria for their selection, the goals, the programme, the contents of the sessions (see the diagram of available REPERES modules below), working methods, working language(s), profile of the external experts to hire, evaluation form/questionnaire, finalisation of the invitation and pedagogical material to sent to subscribed participants, the amount of enrolment and participation fee, practical details concerning the transport and access to the location (shuttles, access for disabled), responsibilities of individual work team members. A report from this preparatory meeting will be attached to the grant application.
5	A.- Search for available grants B.- Writing a grant application	It is extremely important not to underestimate the time necessary for this step. There are also the deadlines for submission to respect for each application.
6	Possibility of hiring interpreters	Choice of working languages, communication language Possibility of renting equipment for translation
7	Search and invitations for external experts	According to the profiles determined during the preparatory meeting, search for and invite external experts. Send them the project files and material dispatched to participants.

8	Search for partnerships and participants	<p>Diffusion (leaflets, e-mail, mail) of the invitation to participate on the training to potential candidates and to other organisations to spread the information</p> <p>The enrolment file must include the information concerning the expected profile of learners, the goals of the training, the working methods, summary of sessions, location of the training course, accommodation and catering details, enrolment form (with indications concerning the language skills, special food requirements, details on transport, terms of health insurance and medical repatriation, possible visa demand, details on reception of disabled people, amount of enrolment and participation fees, deadlines for submission of applications.</p> <p>Do not forget to clarify terms of cancellation.</p>
9	Selection of candidates and sending the notification	<p>The selection is made according to the profile of candidates and other criteria determined in advance by the work team.</p> <p>The notification for candidates contains detailed information on the programme and location, possibilities of accessing the site (possible shuttles) and other instructions concerning the terms of payment of enrolment and participation fees.</p> <p>The pedagogical material prepared by the work team is to be attached to the notification.</p>
10	Preliminary administrative and financial procedures	<p>Specific invitations for obtaining visa</p> <p>Deposit for renting the premises and equipment, for accommodation and catering for participants.</p> <p>Possible administrative statements or authorisations</p> <p>Attendance sheet to be signed during the training</p>
11	Preparation of documents and materials	<p>As soon as the final number of participants is known, you can start preparing (translating, copying) all the material for participants and speakers, such as welcome kit, documents necessary for individual activities. You mustn't forget certificate of attendance and evaluation sheet.</p>

DIAGRAM OF AVAILABLE REPERES MODULES:



DURING

Order	Action	Comments
1	Preparatory meeting of the work team	The work team should arrive before the participants in order to do the last tasks, fix the details, prepare premises, etc.
2	Different administrative and financial tasks	Attendance sheet to be signed Payments verification Certificate of attendance Direct reimbursements (forms, invoices, receipts)
3	Daily report	You can ask the participants to take turns in preparing a daily report or a training course diary. These reports are used afterwards as the basis for the final report.
&	All the rest...	Do not forget that the programme is more than anything an educational one. See below how to run the training and ensure dynamic control of a group.
X	Evaluation of the training course	Opt for anonymous evaluation by filling in a questionnaire and for complementary oral evaluation. Do not forget that the remarks of the participants are written down but the work team do not comment on them! (No explanations a posteriori!).



STAGES OF A GROUP'S DEVELOPMENT				
STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
Arrivals Activities to break the ice Orientation	Fermentation & Clarification	Learning Motivation to work	Survey Analysis Reflections	Departures & Transfer (sometime sadness/grief)
The participants are nervous and curious ; they arrive by one or in groups everybody carrying more or less heavy personal baggage	Individuals or sub-groups get to know each other and discover the training course environment and the facilitators This is the moment of the first fights for power, everyone's role is becoming clearer; it is necessary to set up explicit rules of communication and behaviour	The group begins their work on the different topics of the training course A group's structure is developing	The main goal of this stage is creating harmony and balance between the individuals, the group, the topics that are being explored and the environment. Balance between ME, THEM, and US is necessary. Apart from being respected as individuals, the participants feel being a part of the group and related to the project.	The participants are proud of the learning process and of their achievements. They see the end of the training approaching and know they will have to leave the group and become individuals again what provokes mixed emotions in them

DOS & DON'TS OF A TRAINING COURSE	
FEEL FREE TO ...	AVOID ...
... Encourage the participant to express their ideas and opinions.	... imposing them a long presentation : it is the best way how to discourage them
... show them that they can have an impact on the activities of the training course.	... giving the impression that everything is decided in advance
... take their suggestion seriously: they will be more willing to participate actively if they feel that their opinion on what they are asked to do is taken into account.	... feeling obliged to strictly follow what has been prepared: if the group feels like going in a different direction still compatible with the goals of the training, be flexible in these situations.
... make allusions to the everyday's reality, to the personal experience of the participants and their families.	... moralising and abstract talks.
... encourage the participants to act and to contribute to the survey on the topics they have chosen.	... forcing the participants to work on a topic that they are not interested in or which does not challenge the objectives.
... try to create an atmosphere of mutual respect where everybody feels at ease and free to present their viewpoints and the results of their personal work.	... letting the group ignore or exclude certain participants, tolerating disrespectful or prejudiced behaviour and attitudes: try to settle down the basic principles at the very beginning.
... treat the participants as your equals!	... looking down on the participants and letting them feel that their viewpoints deserve less space in discussions than yours.

AFTER

<i>Order</i>	<i>Action</i>	<i>Comments</i>
1	Evaluation meeting	If it is possible, the work team should meet in order to carry out a complete evaluation of the training; it should be based on the synthesis of the evaluation questionnaires and notes taken during oral evaluation. Draw a list of good practices and of possible errors to avoid.
2	Acknowledgements	Expression of thanks to speakers, work team, staff of the host location, etc.
3	Final report	Write and diffuse the final report according to organisation's practices and requirements for obtaining a grant.
4	Financial calculation of the training	Calculation and transmission of the final account to the backers Requests for paying the balance of subsidies.
5	Follow-up actions	Different follow-up activities often take place after the training. They can take form of projects developed during the course, exchange of outcomes, creation of a web site or a blog, etc.



5.- TERMS OF USE:



Teaching is first and foremost about sharing, transferring and exchanging knowledge. This presentation may be used freely in conjunction with school-based and extra-curricular training conducted on a not-for-profit basis. Please cite the source!

Note: this project has been funded with the support of the European Commission. This document reflects only the views of the author. Neither the partners nor the Commission may be held responsible for any use which may be made of the information contained herein.



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With the cooperation of the following National Agencies:

