



European Project Development & Management

How to develop a successful European project application and manage efficiently your project

Duration: 5 days

Session Brussels: 15th till 19th June 2015

Session in Las Palmas de Gran Canaria: 6th till 10th July 2015

Sending partners: educational organizations involved in formal, non-formal and informal learning: schools, adult training centres, resource centres and other relevant organization active in the adult education field established in Erasmus+ program countries.

Participants: 20-25 adults involved in education

Course fee: According to the Erasmus+ guide, 70 euros / training day

Funding: The participation to these courses can be 100% funded by the Erasmus + Programme (KA1-staff mobility: school or adult education) of the European Commission. You can obtain a grant to cover the course fee, accommodation, subsistence costs and travel. The deadline for sending this grant application to your National Agency is on 4th of March 2014.

Contact us for more information and a step by step walk through on how to obtain your grant at: lucie.milcent@consulta-europa.com.

Trainer: Specialised trainer in EU funding, innovation and project management.

Languages used: English. The training materials can be provided in Italian, French or Spanish upon request.

Profile of the participants: The participants are adults active in the field of education and training, with or without previous experience, willing to develop themselves

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professionally not only through the course, but by networking and learning from others' experiences.

Objectives:

- to develop competences on planning and managing European projects according to EU regulations
- to learn how to use tools such as Logical Framework Approach and develop Project Management tools (project check-lists, needs questionnaires, dissemination techniques etc.)
- to promote European cooperation in the field of education by allowing networking
- to learn how to manage a project partnership
- to learn how to create and deliver project reports and to manage the financial and administrative issues of the project
- to strengthen project management skills through the numerous practical exercises

Methodology: face-to-face sessions combined with practical workshops and case studies to test the learner's abilities through a problem-solving approach.

Additional benefits:

- Free access to the e-learning platform
- Training material
- For the Brussels' session, a meeting with the EC officers can be arranged upon request

A certificate of attendance will be awarded at the end of the course.

Agenda

Day 1 - Introduction

- Intercultural and ice-breaking games
- What is an EU project? Difference with other projects funded with European indirect funds.

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Day 2 – Project development

- Identification of the call
- Learn how to build a concept note
- Learn how to build a consortium or get your organization into the right one

Day 3 – Write a project proposal

- Learn how to understand a call for proposals and how to develop it
- Rules on eligibility of costs, how to calculate the different type of costs, how to build a budget if you are the project coordinator.

Day 4 – Project management

- Learn how to use tools such as Project Cycle Management and Logical Framework Approach
- Working in an international project – how to communicate and connect

Day 5 – Practical work

- Case study: Evaluation of a project proposal
- Awarding of course certificates

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