

**Let's make our school more international: European Project Planning, Design,
Management and Funding under Erasmus+
Cervantes Training Alcala de Henares, Spain**

The “European Project Planning” training course is addressed to individuals and organizations who wish to acquire the skills for successfully accessing and managing European funds in the field of culture, education and training. The objective of the training course is to put European teachers and learning facilitators in the conditions to get familiar and to benefit of the opportunities the European Commission offers to develop learning activities at European level. The course aims to provide participants with specific knowledge, skills, tools and instruments needed to design effective project proposals which enable them to effectively manage a European Project. Participants will be supported to create the conditions, within the group, to start up European partnership networks.

Preparation

Before the training, selected participants will be invited to read some material about the European Union. They will also have the opportunity to present their respective views on the training and select priority issues.

Objectives

Familiarize participants on the EU funding opportunities in the context of the EU financial framework 2014-20 and understand correctly a call of proposal for funding.

Provide advice and guidance on how to design a proposal for education and plan a successful project so as to exploit available EU funding opportunities

Provide advice on how to manage contractual procedures effectively with the European Commission when creating an appropriate transnational project partnership.

Familiarize participants with basic principles in project management, like organising a time plan, monitor the project development, create and deliver project reports.

Organize and plan the financial and administrative aspects of the project.

Familiarize participants with successful dissemination/promotion and exploitation principles of European projects.

Methodology

The practical course on European Project Planning helps individuals and organizations increase their efficiency rates on successful projects and create a strong European partnership for future collaboration. Participants will have the way paved for the interpretation of the documents for developing an effective project idea and will work on projects within small groups. Practical simulations will be carried out based on the use of the services, database and documentation by the EU. The pedagogical approach underlining this choice is that the training main objective is to support networking and knowledge sharing among teachers and learning facilitators in Europe and by giving them the opportunity to mutual exchange. At the end of the training course, every group will have produced a first draft of a European project including the application form, the budget, transnational partnership, evaluation and dissemination of their own project.

Follow up

Cervantes Training will support partnerships originated during the training course to develop their project ideas. After training, participants will have the opportunity of keeping in touch via on-line helping them giving birth to a virtual network of professionals.

Enrolment Fees: 490 Euros*- Course Price includes: Registration Fees and tuition for the course, Course Material-before and after the course, Certificate of Attendance with learning outcomes, dossier with information material for sightseeing

It is not absolutely necessary to bring a laptop or tablet. Though we advice to bring a device as it might be handy during working all along the course. We don't provide computers.