Training Workshop in London Agenda

07-10 February 2022 | INTERnationalization at Home: Embedding Approaches and Structures to Foster Internationalization at Western BAlkans

610429-EPP-1-2019-1-AL-EPPKA2-CBHE-JP

INTERBA

INTERBA

Co-funded by the
Erasmus+ Programme
of the European Union
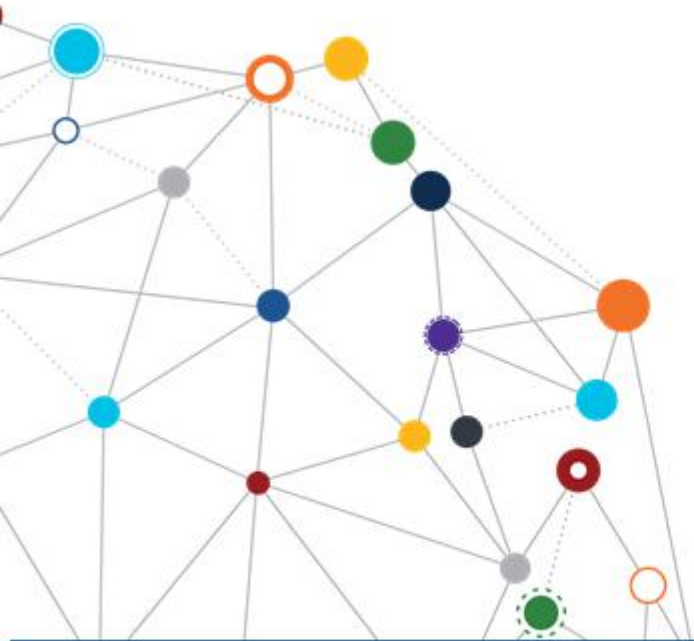
Preparation for Meeting

Please Review and Comment	File location
1. WP4 – D1	Training key staff members

Agenda Topics

No.	Topic	Presentation / Discussion
1	Consortium meeting	All Partners
2	Train the Trainers workshop	Middlesex University
3	Preparation of: • First training pilot for each PCI (held in EU) • Second training pilot for each PCI (held in AL) • Re-training for each PCI	Partner Countries

INTERBA

Co-funded by the
Erasmus+ Programme
of the European Union

Day 1: Monday, 07/02/2022

09:00 – 12:00 (GMT)	Room	: HEN College Building CG11
	Zoom link	:
	https://mdx-ac-uk.zoom.us/j/95098991962?pwd=K0ErdWNQZFQrTnZEdlFVY3lyQzhTZz09	
	Meeting ID	: 950 9899 1962
	Passcode	: 110985
	Log in with	: First & Last Name (Uni acronym) e.g., George Dafoulas (MDX)
	Recording	: Available after the workshop
	Passcode	: TBC
	Coordinator	: George Dafoulas (Andy Golding observer)
	Topic	: Consortium meeting

- Introducing the training workshop programme
- Presenting the training templates
  - Trainee profiling
  - Training structure (session plan / trainstorming)
  - Training content (SCATE)
  - Training assessment (portfolios)
  - Training evaluation (online forma)
- Discussing the INTERBA training pilots (2 per PCI)
- Discussing the INTERBA re-training (1 per PCI)

Break

13:00 – 16:00 (GMT)	Room	: HEN College Building CG11
	Zoom link	:
	https://mdx-ac-uk.zoom.us/j/91861087553?pwd=amRwZHBOWWhSNUUvQ05TUytEWCtudz09	
	Meeting ID	: 918 6108 7553
	Passcode	: 950853
	Log in with	: First & Last Name (Uni acronym) e.g., George Dafoulas (MDX)
	Recording	: Available after the workshop
	Passcode	: TBC
	Speaker	: George Dafoulas
	Topic	: Training sessions

INTERBA

Co-funded by the
Erasmus+ Programme
of the European Union

	• Unit TtT1 – Training Needs Analysis
	• Unit TtT2 – Training Strategy & Planning
16:00 – 17:00 (GMT)	**Evaluation** Participants should evaluate the day sessions to be eligible to receive a certificate of attendance. The evaluation form is available at: TBC – Google Form **Reflection on training** Participants should take notes using the portfolio templates provided on how they would deliver similar sessions in their own University. The scope is to prepare for adapting the training sessions for their training pilots and re-training workshops.

INTERBA

Co-funded by the
Erasmus+ Programme
of the European Union

Day 2: Tuesday, 08/02/2022		
09:00 – 12:00 (GMT)	Room	: HEN College Building CG16
	Zoom link	:
	https://mdx-ac-uk.zoom.us/j/91943940729?pwd=ckRuUjYxV1Q0NlBzazFFU2U2WG9Edz09	
	Meeting ID	: 919 4394 0729
	Passcode	: 433836
	Log in with	: First & Last Name (Uni acronym) e.g., George Dafoulas (MDX)
	Recording	: Available after the workshop
	Passcode	: TBC
	Speaker	: George Dafoulas
	Topic	: Training sessions
		• Unit TtT3 – Learning Styles Analysis
		• Unit TtT4 – Communication Styles Analysis
		• Unit TtT5 – Training Session Design
		• Unit TtT6 – Training Content Development
Break		
13:00 – 16:00 (GMT)	Room	: HEN College Building CG16
	Zoom link	:
	https://mdx-ac-uk.zoom.us/j/96373461976?pwd=dWV3MXhiNnBySzJEQTFWU1lUQlUzdz09	
	Meeting ID	: 963 7346 1976
	Passcode	: 392625
	Log in with	: First & Last Name (Uni acronym) e.g., George Dafoulas (MDX)
	Recording	: Available after the workshop
	Passcode	: TBC
	Speaker	: George Dafoulas
	Topic	: Training sessions
		• Unit TtT7 – Training Methods/Techniques/Tools
		• Unit TtT8 – Training Styles & Delivery

	• Unit TtT9 – Training Assessment & Feedback • Unit TtT10 – Training Evaluation & Feedforward
16:00 – 17:00 (GMT)	**Evaluation** Participants should evaluate the day sessions to be eligible to receive a certificate of attendance. The evaluation form is available at: TBC – Google Form **Reflection on training** Participants should take notes using the portfolio templates provided on how they would deliver similar sessions in their own University. The scope is to prepare for adapting the training sessions for their training pilots and re-training workshops.

INTERBA

Co-funded by the
Erasmus+ Programme
of the European Union

Day 3: Wednesday, 09/02/2022		
09:00 – 12:00 (GMT)	Room	: HEN College Building C101
	Zoom link	:
	https://mdx-ac-uk.zoom.us/j/91038372196?pwd=ZitsWXpxUmFVdmw4YTYwNW9wV0I4QT09	
	Meeting ID	: 910 3837 2196
	Passcode	: 685197
	Log in with	: First & Last Name (Uni acronym) e.g., George Dafoulas (MDX)
	Recording	: N/A
	Passcode	: N/A
	Coordinator	: Kreshnik Vukatana / Kamran Ali / Rand Raheem
	Topic	: Hands on training workshop

		• First training pilot for each PCI (held in EU)
		  ○ Create a training plan by adapting the 10 TtT units
		  ○ Create the plan using the training portfolio template

Break		
13:00 – 16:00 (GMT)	Room	: HEN College Building C104
	Zoom link	:
	https://mdx-ac-uk.zoom.us/j/92439275788?pwd=ZTZwT283dzVQZi9aa1huaFVWTFNoUT09	
	Meeting ID	: 924 3927 5788
	Passcode	: 163388
	Log in with	: First & Last Name (Uni acronym) e.g., George Dafoulas (MDX)
	Recording	: N/A
	Passcode	: N/A
	Coordinator	: Kreshnik Vukatana / Kamran Ali / Rand Raheem
	Topic	: Hands on training workshop

		• Second training pilot for each PCI (held in AL)
		  ○ Create a training plan by adapting the 10 TtT units
		  ○ Create the plan using the training portfolio template

16:00 – 17:00	**Evaluation**	

(GMT)	Participants should evaluate the day sessions to be eligible to receive a certificate of attendance. The evaluation form is available at: TBC – Google Form **Reflection on training** Participants should take notes using the portfolio templates provided on how they would deliver similar sessions in their own University. The scope is to prepare for adapting the training sessions for their training pilots and re-training workshops.

Co-funded by the
Erasmus+ Programme
of the European Union

Day 4: Thursday, 10/02/2022		
09:00 – 12:00 (GMT)	Room	: HEN Williams Building W156
	Zoom link	:
	https://mdx-ac-uk.zoom.us/j/97941379908?pwd=ak5kSWhCdHcvV1c3TFFHMVE0NnN2QT09	
	Meeting ID	: 979 4137 9908
	Passcode	: 684965
	Log in with	: First & Last Name (Uni acronym) e.g., George Dafoulas (MDX)
	Recording	: N/A
	Passcode	: N/A
	Coordinator	: Kreshnik Vukatana / Kamran Ali / Rand Raheem / Tina Moore
	Topic	: Hands on training workshop

		• Re-training for each PCI
		    o Create a training plan by adapting the 10 TtT units
		    o Create the plan using the training portfolio template

Break		
13:00 – 16:00 (GMT)	Room	: HEN College Building CG04
	Zoom link	:
	https://mdx-ac-uk.zoom.us/j/94205282215?pwd=VXdrZGJzM0tqNVNBSTE3Q0pHN0x0UT09	
	Meeting ID	: 942 0528 2215
	Passcode	: 617865
	Log in with	: First & Last Name (Uni acronym) e.g., George Dafoulas (MDX)
	Recording	: N/A
	Passcode	: N/A
	Coordinator	: Kreshnik Vukatana / Kamran Ali / Rand Raheem / Tina Moore
	Topic	: Hands on training workshop

		• Adapting the training templates for each PCI training
		    o Create a training plan by adapting the 10 TtT
		    Trainee profiling

	o Training structure (session schedule / trainstorming) o Training content o Training evaluation
16:00 – 17:00 (GMT)	**Evaluation** Participants should evaluate the day sessions to be eligible to receive a certificate of attendance. The evaluation form is available at: TBC – Google Form **Reflection on training** Participants should take notes using the portfolio templates provided on how they would deliver similar sessions in their own University. The scope is to prepare for adapting the training sessions for their training pilots and re-training workshops.

Directions to meeting location:

https://www.mdx.ac.uk/__data/assets/pdf_file/0022/49333/Hendon_Campus_Pocketmap_2013.pdf

Contact details of host:

George Dafoulas

Email	:	g.dafoulas@mdx.ac.uk
WhatsApp	:	00447810432670
Skype	:	George.Dafoulas
Facebook/Messenger	:	https://www.facebook.com/george.dafoulas.9
LinkedIn	:	https://www.linkedin.com/in/george-dafoulas-5aa78a8/
Twitter	:	https://twitter.com/dafoulas
Website	:	https://dafoulas.org/

Catering

Please note there is no catering for any of the sessions due to the lack of dedicated budget in CBHE projects. Participants will receive guidelines for catering options in and near the campus.