

Teaching/Learning/Training activity

“DEVELOPING ADULT EDUCATORS’ COMPETENCES TO PROMOTE LEARNERS’ LIFESTYLE ENTREPRENEURSHIP”

No. 2015-1-LT01-KA204-013404

14th – 18th November 2016
Nicosia, CY

Participating partners:

- Kaunas Region Education Centre (LT1)
- Social Innovation Fund (LT2)
- Know and Can Association (BG)
- Danmar Computers (PL)
- Centre for Advancement (CARDET) (CY)
- Women’s organisation (UK)

Venue: CENTRUM Hotel (<http://www.centrumhotelcyprus.com/>) – Pasikratous, Nicosia.

Minute taker: Maria Solomou, Centre for Advancement (CARDET) (CY)

The aims:

- to train adult educators to work with the 5 Modules prepared under the IO2;
- to evaluate the quality and content of the training material (theory and practical exercises)

Target group: 24 adult educators from 6 partners’ countries



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1. Agenda

Date	Time	Activity	Leading partner
Monday, 14 November	10.00-10.30	Introduction of the training courses.	LT1
	10.30-11.00	Self -assessment of adult educator's competences on-line. Comments and suggestions for improvement of test.	PL
	11.00-11.15	Coffee break	CY
	11.15 – 12.15	Presentation of Module I "Basics of Lifestyle Entrepreneurship"	UK, LT2
	12.15-13.15	Lunch	CY
	13.15-14.30	Practical exercises on Module I	UK
	14.30-15.00	Coffee break	CY
	15.00- 16.00	Group work: Module I - Deepening knowledge	UK
	16.00-17.00	Evaluation (comments and feedback on theory and practical exercises of Module I). Reflection.	LT2
Tuesday, 15 November	9.00 -10.00	Presentation of Module II "The use of ICT and OER in LSE"	PL, LT2
	10.00-11.00	The use of success stories (video and written) in LSE learning.	PL, LT2
	11.00-11.15	Coffee break	CY
	11.15-12.00	The use of success stories (video and written) in LSE learning (Cont.).	PL, LT2
	12.00 - 13.00	Lunch	CY
	13.00-14.00	Practical exercises on Module II	PL, LT2
	14.00- 15.00	Practical exercises on Module II	LT2, PL
	15.00 – 15.15	Coffee break	CY
	15.15-16.00	Group work: Module II - deepening knowledge.	LT2, PL
16.00 – 17.00	Evaluation (comments and feedback on theory and practical exercises and success stories of Module II). Reflection.	LT2	
Wednesday, 16 November	9.00 – 10.00	Presentation of Module III "Marketing of LSE training for disadvantaged learners"	LT1,CY
	10.00-11.00	Practical exercises on Module III	LT1, CY
	11.00-11.30	Coffee break	CY
	11.30-12.30	Practical exercises on Module III	LT1, CY
	12.30-13.30	Lunch	CY
	13.30- 15.15	Group work: Module III - deepening knowledge.	CY, LT1
	15.15- 15.30	Coffee break	CY
	15.30 – 16.30	Evaluation (comments and feedback on theory and practical exercises of Module III). Reflection	LT2
Thursday, 17 November	9.00- 10.00	Presentation of Module IV "An Assessment tool of Learners' skills and competences in LSE"	LT1, BG
	10.00-10.45	Practical exercises on Module IV	LT1, BG
	10.45-11.00	Coffee break	CY
	11.00-12.00	Practical exercises on Module IV	LT1, BG
	12.00-13.00	Lunch	CY
	13.00-14.30	Group work: Module IV - deepening knowledge. Discussion: Self-assessment tool for disadvantaged learners.	LT1, BG
	14..30-15.00	Coffee break	CY
	15.00-16.30	Evaluation (comments and feedback on theory and practical exercises of Module IV). Reflection.	LT2



Friday, 18 November	9.00-9.45	Presentation of Module V „Creating Awareness on Validation of the Acquired Competences”	LT2, CY
	9.45 -10.45	Practical exercises on Module V	LT2, CY
	10.45-11.00	Coffee break	CY
	11.00-12.00	Practical exercises on Module V	LT2, CY
	12.00-13.00	Lunch	CY
	13.00-13.30	Group work: Module V- deepening knowledge.	LT2, CY
	13.30 -14.00	Evaluation (comments and feedback on theory and practical exercises and success stories of Module V).	LT2
	14:00-14:30	Coffee break	CY
	14.30-16.00	Work with Training plan (according to Curriculum IO1). Preparation for teaching of adult educators in partners countries. Development of IO3 „Guidelines..“ based on IO2.	LT1, BG
	16.00-17.00	Reflection and evaluation of the learning/teaching/ training activity. Certification (Europass mobility documents)	CY

2. Minutes

Day One (14th November)

Partners introduced themselves and approved the agenda of the 5-day meeting.

On the first day the participants worked on the Self-assessment Test and Module I (theoretical part and practical exercises).

General issues discussions:

Self assessment tool: Partners requested that there are some changes on the wording of the questions so that there are no confusions.

Module I

Bernie Cox (UK) presented the PPT of Module I. Bernie showed the materials in the Module and explained their structure and well as the content itself. The presentation showed that the Module is not completed yet and doesn't follow the Curriculum (IO1), although suggestions for improvement of Module I were provided by LT2 prior to the training event. The participants worked in groups and prepared suggestions for improvement of this Module and the PPT slides:

Changes on the PPT for M1.

- Slide 2 for the group discussion to be removed.
- Replace with a slide with all the submodules.
- In Submodule 1 the characteristics in the Cycle of the EntreComp framework should be clearly defined.
- In Submodule 2 all the information should be taken from the curriculum and developed widely.
- Submodule 3. A lot of theory is in the exercises. The business plan should be under this submodule.
- Submodule 4. The different styles of LSE case studies should be presented only as a summary.
- Submodules 5 and 6 should be rewritten.

Practical exercises for M1:

- To follow the format that Liudmila sent to partners.

UK partners to follow the guidelines and format that Liudmila has described to finalize the Modules and the final exercises till 20-12-2016.

We still don't have evaluation for Module I. The UK team needs to look at the other modules as samples and follow the structure to improve Module I. It is the main module of the Training Material and the most important one; therefore it needs to be improved.

Day Two (15th November)

Module II

Presentation of Module II by Liudmila (LT2). Presentation on online stores by Lukasz (PL).

Participants worked in groups and provided feedback according to the evaluation form for improvement of Module II. There was an agreement regarding the use of abbreviations. For the first time they should be mentioned in wording, e.g. Open Education Resources (OERs) and from that point on, they should be mentioned as OERs. For the title it is advisory to use full names and not abbreviations. Partners suggested defining the **flipped learning method** so that it is distinguished from reversed training methodology. Written stories need proofreading. Cyprus has also provided comments in printed form.

Day Three (16th November)

Module III

Presentation of Module III by Laimutė, Edita (LT1) and Maria (CY) and of the practical exercises. Partners read the module and provided feedback for improvement. Partners also went through the practical exercises and agreed on the time needed for each exercise, for the trainer and for the learner. No major improvements were observed and partners approved of the final version of this Module.

Day Four (17th November)

Module IV

Rumyana (BG) and Loreta (LT1) presented the theoretical part and practical exercises for the participants of the event. Liudmila (LT2) suggested transferring the part about the Knowledge portfolio from Module IV to Module V. Also, she suggested correcting the PPT presentations accordingly. Partners read the Module material in groups and provided feedback for improvement.

Day Five (18th November)

Module V

Presentation of the module was performed by Margarita (LT2) and Maria (CY). Further they accomplished the practical exercises. Partners also read theory and provided feedback on the final version of the Module V. As for improvement of the practical exercises, it was suggested to indicate duration (timing) for adult educator and for learners.

At the end of the Training event an evaluation of the organization and content was performed by all participants using the on-line tool – a questionnaire <https://www.surveymonkey.com/r/LFLHFNS> which was prepared by the host partner (CY). The results of the survey were summarized and the suggestions for improvement of the teaching/learning event will be used in organizing future events (testing of the training material for adult educators in each partner country).

At the end of the event all the participants received certificates and EUROPASS MOBILITY documents.



3. Decisions

No.	Decisions / Tasks	Deadline	Responsible person, institution
1.	Summarize the results of the Short-term joint staff training event and send to the Coordinator	28-11-2016	CY
2.	Dissemination of the joint staff training event and IO2 (at local, national, international levels)	28-11-2016	All partners
3.	Final evaluation of the Modules (theory, practical exercises, written stories)	28-11-2016	LT2
4.	Improvement of the Modules' (I-V) presentations in PPT	28-11-2016	All partners
5.	Translation of the presentations in all national languages. Please send the translations to the coordinator and PL	15-12-2016	All partners
6.	Improvement of the written stories according to the recommendations of the evaluation and a prepared template.	09-12-2016	All partners
7.	Translation of the self-assessment test for adult educator in all national languages. Please send the translations to the coordinator and PL	15-12-2016	All partners
8.	Improvement of the Modules (I-V) material (theory, practical exercises according to the recommendations of the evaluation and a prepared template Please send the improvements in English to the coordinator and PL	20-12-2016	All partners
9.	Translation of the written and video success stories in all national languages. Please send the translations to the coordinator and PL	23-12-2016	All partners
10.	Financial report Period 5 and Dissemination report (July-December 2016) by post.	15-01-2017	All partners
11.	Translation of the Modules (II-V) in all national languages Please send the translations to the coordinator and PL	20-01-2017	LT1, LT2, BG, CY, PL
12.	Translation of the Module I in all national languages Please send the translations to the coordinator and PL	30-01-2017	All partners
13.	Uploading of the IO2 material and assessment test on the e-platform	December 2016-February 2017	All partners
14.	Draft for Guidelines IO3	17-01-2017	BG and LT1



15.	Develop of the Guidelines IO3 for AE	01-03-2017	BG and LT1
16.	Prepare an evaluation questionnaire for the Testing of the Training material for adult educators practitioners	20-02-2017	LT2
17.	Organise the testing of the training material (IO2) for adult educators (15 people per each partner)	March-April, 2017	LT2/all partners
18.	Feedback on the activity 02/A8: reports about the evaluation of the competencies of adult educators and the use and application of IO1 and IO2 Please send the reports to the Coordinator	14 April, 2017	All partners
19.	Translate Guidelines IO3 into national languages and send to the Coordinator (LT1) and PL	30-03-2017	All partners
20.	Uploading the Guidelines IO3 on e-platform	15-04-2017	PL
21.	Develop the student's page	February – March 2017	PL
22.	Uploading the student's page (self-assessment test for disadvantaged learners, success stories, theory) on e-platform	14-04-2017	PL
23.	Meeting in Poland	20-21 April 2017	PL/LT1
24.	Quality assessment: testing of the Guidelines for disadvantaged learners in all countries	May-June 2017	LT2
25.	National workshops E1 for stakeholders	30-06-2017	All partners
26.	National workshops E2 for adult educators	30-06-2017	All partners
27.	Meeting in Lithuania	30-08-2017	LT1
28.	Final conference E3	31-08-2017	LT1

4. List of participants

No.	Name	Surname	Organisation	City, Country
1.	Laimute	Ruzgiene	Kaunas Region Education Centre (LT1)	Kaunas, Lithuania
2.	Edita	Zaromskiene	Kaunas Region Education Centre (LT1)	Kaunas, Lithuania
3.	Loreta	Montrimaitė	Kaunas Region Education Centre (LT1)	Kaunas, Lithuania
4.	Rasa	Marcinkevičienė	Kaunas Region Education Centre (LT1)	Kaunas, Lithuania
5.	Liudmila	Mecajeva	SIF (LT2)	Kaunas, Lithuania
6.	Audrone	Kisielienė	SIF (LT2)	Kaunas, Lithuania
7.	Deimantė	Unikaitė	SIF (LT2)	Kaunas, Lithuania
8.	Margarita	Teresevičienė	SIF (LT2)	Kaunas, Lithuania
9.	Rumyana	Shalamanova	Know and Can (BG)	Sofia, Bulgaria
10.	Ivo	Divitrov	Know and Can (BG)	Sofia, Bulgaria
11.	Rositsa	Stoeva	Know and Can (BG)	Sofia, Bulgaria
12.	Verjina	Traikova	Know and Can (BG)	Sofia, Bulgaria
13.	Malgorzata	Miklosz	Danmar Computers (PL)	Rzeszow, Poland
14.	Krzysztof	Ciapala	Danmar Computers (PL)	Rzeszow, Poland
15.	Lukaz	Klapa	Danmar Computers (PL)	Rzeszow, Poland
16.	Maciej	Markowicz	Danmar Computers (PL)	Rzeszow, Poland
17.	Christoforos	Aresti	Centre for Advancement (CARDET) (CY)	Cyprus, Lefkosa
18.	Maria	Solomou	Centre for Advancement (CARDET) (CY)	Cyprus, Lefkosa
19.	Vasiliki	Anastasi	Centre for Advancement (CARDET) (CY)	Cyprus, Lefkosa
20.	Theocharis	Michael	Centre for Advancement (CARDET) (CY)	Cyprus, Lefkosa
21.	Laura	Anderson	Women's organisation (UK)	Liverpool, United Kingdom
22.	Abi	Inglis	Women's organisation (UK)	Liverpool, United Kingdom



Erasmus+



23.	Bernie	Cox	Women's organisation (UK)	Liverpool, United Kingdom
24.	Pat	Shea-Halson	Women's organisation (UK)	Liverpool, United Kingdom



5. Pictures

