

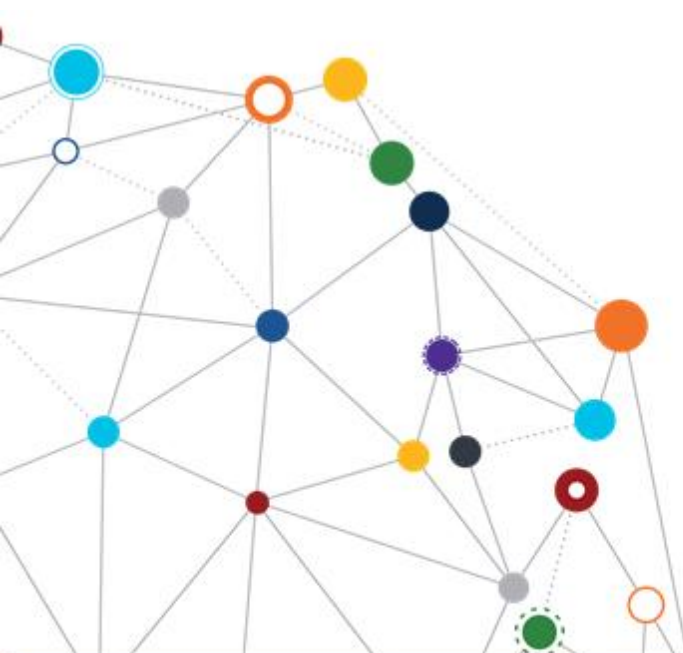


WP4 – Organisation of training and re-training

D4.1 – Training key staff members

INTERnationalization at Home: Embedding Approaches and Structures to Foster Internationalization at Western **BAlkans**

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INTERBA



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Version	Revision	Date	Author	Modification
1	0	05/02/2021	Georgios Dafoulas	





1. Establishing a Train the Trainers (TtT) workshop

MUHEC will provide a Train the Trainers (TtT) workshop scheduled in March 2021. A selection of key staff will attend from each partner institution. A 'refresher' TtT workshop to be held in London when travel is possible, aimed for Autumn 2021 or Winter 2022. The trainee profiles will be determined in collaboration with the WP2 leader and PCIs. The consortium needs to agree when to hold the refresher' TtT workshop to be held in London when travel is possible. This will be a two-day event based on the same structure but emphasis on application of re-training on topics from previous PCI projects. Preliminary schedule for mid-October 2021.

Key points to be agreed with the INTERBA consortium include:

- The number of PCI members to attend the TtT workshop.
- How to classify trainees to those who are able to deliver TtT at a later stage and those who are Subject Matter Experts (SMEs).
- We need to agree the schedules of conducting local training pilots, evaluate sessions and make necessary adjustments.
- MUHEC proposes the initial TtT workshop to last 2 days.
- The consortium need to agree whether two full days or half days are best for the TtT delivery.
- Trainees will receive MUHEC certificates.
- EU partners will contribute where possible to the TtT programme.
- The structure is based on the previously accredited TtT programme from MUHEC.
- All TtT presentation slides are developed, and will be finalised following consensus on the TtT units.
- MUHEC will liaise with WP2 and PCIs to prepare trainee profiles from each PCI.
- The consortium must agree the use of the WP2 templates for profiling.
- The consortium must agree list of trainees in February 2021.

The following list includes the INTERBA partner inputs from the workshop held on 5th of February:

- Try to have it as half days spread across multiple weeks
- Mostar suggested 2-5

The following is the list of the TtT units as validated at MUHEC:

- *Unit T³1* – *Training Needs Analysis*
- *Unit T³2* – *Training Strategy & Planning*
- *Unit T³3* – *Learning Styles Analysis*
- *Unit T³4* – *Communication Styles Analysis*
- *Unit T³5* – *Training Session Design*
- *Unit T³6* – *Training Content Development*
- *Unit T³7* – *Training Methods/Techniques/Tools*
- *Unit T³8* – *Training Styles & Delivery*
- *Unit T³9* – *Training Assessment & Feedback*
- *Unit T³10* – *Training Evaluation & Feedforward*



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The following list includes the INTERBA partner inputs from the workshop held on 5th of February:

- N/A





2. Selecting trainee profiles from Partner Country institutions

The following figure illustrates the profiling template to be used for trainees. The consortium should agree the structure and components of the profiling template.

Trainee profile	
<u>Profile</u>	
Create your participant profile by providing the following information.	
1. Photo:	Add image here...
2. Name:	Add text here...
3. Role / Job title:	Add text here...
4. Department / Service:	Add text here...
5. University:	Add text here...

6. Why is this training relevant to you?	Add text here...
7. What is your responsibility for the sharing this training across your institution?	Add text here...
8. What do you expect to gain from this training workshop?	Add text here...
9. How important is knowledge transfer (Internationalisation at Home) for your institution?	Add text here...
10. What are your institution's aims for knowledge transfer (Internationalisation at Home)?	Add text here...

Figure 1: Trainee profiling template

The following list includes the INTERBA partner inputs from the workshop held on 5th of February:

- N/A



3. Training key staff members

The training programme will be based on training sessions that will include ‘train-storming’ activities; a term coined at MUHEC as part of the PAWER project. The following figure provides an example of such an activity. MUHEC proposes a ‘train-storming’ activity for each of the three topics covered in every training session.

Tuesday		Day 2	
09:30 – 10:30	Session 1: Bologna Qualifications Framework International transparency of curricula quality, recognition and alignment		
<u>Train-storming 1</u>			
1. List a number of ways the Bologna Qualifications Framework helps towards achieving international transparency of curricula quality. <i>Add text here...</i>			
2. Describe how you would use the Bologna Qualifications Framework for recognising the appropriate level of courses offered by other Universities. <i>Add text here...</i>			
3. Explain how the Bologna Qualifications Framework would help you to align your institution’s courses to those of other Universities. <i>Add text here...</i>			

Figure 2: ‘Train-storming’ activity

Training templates will be provided for:

- Training Structure
- Training Content
- Training Portfolio
- Training Evaluation

The following list includes the INTERBA partner inputs from the workshop held on 5th of February:

- N/A

MUHEC also proposes the following evaluation survey components as illustrated below.



Monday	Day 1
09:30 – 10:30	Session 1: Overview of the training programme Description of training structure, content, materials and use of portfolio
Specific session evaluation: <ul style="list-style-type: none"> The session was relevant to the training aims and objectives: SD – D – N – A – SA The session provided useful information: SD – D – N – A – SA The session was delivered successfully with professionalism: SD – D – N – A – SA Positive remarks for the specific session: _____ Negative remarks for the specific session: _____ 	

Figure 3: Session evaluation

Day 1 overall evaluation: <ul style="list-style-type: none"> How would you rate the first day’s training experience? (-) 0 – 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (+) Positive remarks for the first day: _____ Negative remarks for the first day: _____
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Figure 4: Day evaluation

Training Workshop general evaluation: <ul style="list-style-type: none"> How would you rate the training venue? (-) 0 – 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (+) How would you rate the training agenda? (-) 0 – 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (+) How would you rate the training content? (-) 0 – 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (+) How would you rate the use of train-storming sessions? (-) 0 – 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (+) How would you rate the use of the portfolio? (-) 0 – 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (+) Positive remarks for the entire workshop: _____ Negative remarks for the entire workshop: _____
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Figure 5: Workshop evaluation

The following list includes the INTERBA partner inputs from the workshop held on 5th of February:

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