

Agenda Kick-Off Meeting (V1)

February 2016

Stowarzyszenie Fenix (PL)
EURICON (NL)
EfVET (BE)
Scoală Gimnazială Nr5 Piatra Neamț (RO)
C.E.C.E. (ES)
Anespo (PT)
Intercollege (CY)
FSZK (HU)
CESIE (IT)

Lodz Poland

Agenda Meeting Lodz

1st Evening: Arrival of participants

19.00 Welcome Dinner

Day 1

Morning

9.00-9.10 **Welcome & Introductions**

FENIX/EURICON

9.10-9.20 **Ice-Breakers**

EURICON

9.20-11.50 **Partner presentations**

Each partner presents:

- Its organisation
- Its CAPE staff members
- Its role & interest in the project

(15 minutes per partner)

10.35-10.50 Coffee/Tea break

11.50-12.20 **Overview of CAPE Project** (Aims, objectives, activities, outputs) EURICON

12.20-12.30 **Questions**

12.30-13.30 **Lunch**

Afternoon

13.30-14.30 **Work Package 3 Workshop: Needs Analysis**

CESIE

01 Literature Review

Method: *Presentation & discussion*

Aim: *to present methods & share results*

Outcome: *initial analysis & agree next steps*

14.30-14.45 Coffee Break

14.45-15.45 **Work Package 3 Workshop :Needs Analysis**

CESIE

02 Training Needs Analysis

Method: *Presentation & discussion*

Aim: *to present methods & share results*

Outcome: *initial analysis & agree next steps*

15.45-16.45 **Work Package 4 Workshop: Training the Trainers**

CECE

04 Training the Trainer Programme

Method: *Discussion/brainstorming*

Aim: *identify stakeholders, methods, roles & responsibilities*

Outcome: *plan for development of training programme*

16.45-17.15 **Work Package 8 :Dissemination & Exploitation**

EFVET

Method: *Presentation*

Aim: *to propose Dissemination Strategy & Plan*

Outcome: *share methods to record activity.*

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17.15-17.30 **Plenary** EURICON

Evening

19.00 **Dinner** FENIX

Day 2

Morning

9.00- 10.00 **Work Package 5 Workshop : Careers Advice & Guidance
 06 Curriculum Framework** INTERCOLLEGE

Method: *Discussion/brainstorming*

Aim: *identify stakeholders, methods, roles & responsibilities*

Outcome: *plan for development of curriculum framework*

10.00-10.45 **Work Package 5 Workshop: Working with Employers** ANESPO

Method: *Discussion/brainstorming*

Aim: *identify stakeholders, methods, roles & responsibilities*

Outcome: *plan for setting up employer links/forums*

10.45-11.00 Coffee/Tea Break

11.00-11.30 **Quality Assurance Plan** EURICON

11.30-12.00 **Work Package 7:E-Learning** FENIX

Method: *Presentation*

Aim: *to propose structure for website & “front office” of project*

Outcome: *proposals for logo, structure/content of website*

12.00-12.30 **Plan/prepare for public event** All partners

12.30-13.00 **Lunch**

Afternoon

13.00-15.00 **Multiplier Event**

15.00-15.30 Coffee/networking

15.30-17.00 **Internal management & Organisation** EURICON

- Finances/payments
- Reporting/Justification
- Planning of meetings

17.00-17.30 **Plenary: Planning next steps** EURICON

Evening

19.00 **Dinner** FENIX