

Template for Transnational Cooperation Activities**Type of event:**

Transnational training, support and contact seminars of potential programme participants

For which sector(s): School Education Vocational Education and Training Higher Education Adult Education Youth**Key action(s) targeted:** KA1 KA2 KA3**Budgetary year:** 2016**Hosting country:** PL**Coordinating National Agency** (use full name and abbreviation from E+Link e.g. PL01):
Polish National Agency (PL01) - Foundation for the Development of the Education System**Partner National Agency(s)** (if applicable, use full name and abbreviation): not applicable**Title of event:****Building project management competences among workers of early childhood education and care institutions**

Event organiser			
name:	address:	phone number:	email address:
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Starting date of the event: 01/06/2016**Ending date of the event:** 05/06/2016**Event venue (city, country):** Konstancin-Jeziorna near Warsaw, Poland**Working language:** English**Number of places in total:** 40**Profile of participants:** headmasters, teachers, and workers of kindergartens interested in realization of projects in the framework of Erasmus+ programme, key action 2, being able working in English during workshops**Themes and goals of the event:**

To support preschool education institutions in the frame of sectoral priority for school education sector - enhancing the quality of **early childhood education and care (ECEC)** we offer teachers, headmasters and workers of preschool institutions attendance in a training, which will be opportunity to professionalize their knowledge and skills within planning and realization of educational international cooperation projects.

Training will be supported by trainers, which are experts in planning and realizing international projects. Participants will work in teams on the draft of projects concerning their interest, so groups will have possibility to choose themes of projects concerning ECEC, important from the point of view of their institutions and local communities.

General goal of the event is to increase number of good quality projects concerning early childhood education and care.

Specific goals are:

- to broaden knowledge and skills of participants concerning project planning and management,
- to create projects, which can be submitted by groups to Erasmus+.

Expected results:

Participants will broaden their knowledge and skills concerning project planning and management. Participants will find partners for projects and will create drafts of projects.

Programme of event:

1.06.2016	2.06.2016	3.06.2016	4.06.2016	5.06.2016
<ul style="list-style-type: none"> • Afternoon arrivals of participants • Getting to know each other, European market 	<ul style="list-style-type: none"> • Exchange of expectations and experience - formulation of project groups • Needs analysis and formulating of projects goals 	<ul style="list-style-type: none"> • Goals, priorities and rules of Erasmus+ programme • Planning of project's activities • Cross culture cooperation 	<ul style="list-style-type: none"> • Evaluation and monitoring of the project • Project as a learning process 	<ul style="list-style-type: none"> • departures of participants

Event's webpage (if applicable): not applicable

Travel information: You can reach Warsaw at: Central Railway Station - Warszawa Centralna (city center), Chopin Airport, Warsaw (close to city center), Modlin Airport (40 km from city center). Distance between Warsaw and Konstancin Jeziorna is 25 km and can be reached by public transport.

Event fee (amount in EUR, if applicable): no event fee

Event fee (what covers the fee): not applicable

Travel costs (who covers the travel costs): sending National Agency covers the travel costs

Number of participants per country: max 4 participants per country

Deadline to which NAs inform organizer about number of participants, they will send:

11/02/2016

Deadline to which organizer confirms number of places reserved: 15/02/2016

Deadline for sending details of participants to hosting NA: 15/04/2016

Types of participant's data sending to the organizer:

- name and sure name, name of institution, contact phone number, contact email, profile of institution,
- motivation to take part in event,
- expectations towards knowledge and skills participant would like to gain during event,
- ideas for the project.

Registration for participants (if applicable): not applicable

Is National Agencies staff welcome? yes

If yes, what is role and rules of participation of NA staff in event (eg. limit of number of persons in general, from one country, financial rules, deadline for registration etc.): we invite representatives of National Agencies. We can host up to three representatives due to capacity of training centre. NA representatives will cover travel costs and hotel fee by themselves (to be paid in cash at the hotel). Hotel fee covers accommodation and meals and is about 800 PLN (about 200 euro) for hole stay.

Additional information (if applicable): not applicable