



## **Transnational Workshops Equal Seminar, Virtual Sauna Keuruu Finland October 9th and 10th**

### **Aims and Objectives**

- To learn about each others projects, target groups, aims and objectives
- To identify best practice
- To identify transferable best practice
- To identify the learning within the themes:
  - End user requirements
  - Learning Environment
  - Motivation and Engagement
  - Learning ambassadors and complimentary roles

### **Workshop 1 (12.45 - 15.15) What do our projects do, what are the target groups/people and what are our aims and objectives?**

12.45 Introductions and getting to know about each other

Jenny to explain the format of the workshops including flip charts where people can put up their worries, gaps in the process and things that should be addressed at a later stage

Circles exercise. 2 sets of two circles

Expectations of the Workshops

Facilitator to group and go through

13.30 Describing our projects

14.00 Details of the project In groups use the post-its to answer the questions on the flipchart (each country colour coded)

Name of project

Main contact details

Aims and objectives

Who are the beneficiaries?

What is the innovative part of the activity

Which theme the innovative part of the activity /project relate to

14.15 Everyone to read the flipcharts and identify any questions they want to ask. Put the questions on to a flipchart

14.30 Check out questions and see if they will be answered in the next group or need answering first

14.40 Into 3 mixed groups

Each person representing a project or activity to explain their project in more detail and to identify any links to other projects that are on the flip chart. Do this using arrow stickies with any explanation needed written on the post-it. Everyone in the group to help with this.

15.30 Allow time for people to look at what has been done and if it is needed pull together and discuss what is missing. Work out how people would like to split in the next session. What themes they would like to discuss

### **15.45 Coffee break**

### **Workshop 2**

16.0 In 4 mixed groups each group take one of the themes:

- ❖ Engagement and motivation
- ❖ Learning environment
- ❖ Learning Ambassadors
- ❖ User needs and research
- ❖ ?evaluation

Each project to answer the following questions:

- ❖ Who are the target groups
- ❖ Why were these groups chosen
- ❖ Approximately how many beneficiaries will the activity be engaging in the length of the project
- ❖ What methods of engagement will you be using
- ❖ What type of learning activity will you be using and from what sort of premises
- ❖ Is your learning activity new or developed from an earlier one
- ❖ What are your expected outputs or results
- ❖ How will you evaluate your project
- ❖ Do you have more than one partner involved in the activity
- ❖ How will basic skills (including ICT) teaching be included in your project

17.00 Check where people have reached. Put up the flip charts up for everyone to read

17.10 Identify any gaps together in the big group and what we should taking forward to the next day.

17.30 Close of the day

### **Workshop 3 Friday (14.30 - 16.45) The learning and transference**

14.30 In to the same mixed groups as the previous day and using the flip charts with the details of the projects on start to:

- ❖ Identifying the commonalities between projects

- ❖ Identify things that went well and analyse why
- ❖ Identify things that went wrong and why
- ❖ Identify any learning that could be transferred transnationally
- ❖ What can be fed into the Themes

Some of the questions that the groups could be answering are:

- How did we motivate people - was it successful and why and if it wasn't why wasn't it. Are there any points that could be used by others.
- How did we identify users needs - was it successful and why and if it wasn't why wasn't it. Are there any points that could be used by others
- How successful has the learning environment been how did we choose it - was it successful and why and if it wasn't why wasn't it. Are there any points that could be used by others.
- How are we using learning ambassadors is it being successful, how, why and in what circumstances, what is the learning
- Evaluation - how are you developing baseline information for evaluation with emphasise on the impact on users rather than just number crunching or what do you think should be identified in evaluation.

15.30 The theme chairs to lead the theme groups and identify how the information can inform their programme of work

- ❖ What links should be made between projects and how should they communicate
- ❖ What information do they want from the projects on a regular basis and how will this be collected.
- ❖ How will they disseminate the good practice.

16.30 Feedback from theme groups

16.45 Next meeting where and when

16.50 Closing of the conference