



Hanse-Parlament e.V. - Blankeneser Landstr. 7 - 22587 Hamburg



HANSE-PARLAMENT

To all partners of the project 3LoE

Hamburg, 21.12.2021

Agenda and registration form for the Train-the-Trainer “Personnel and CoVE Management” on January 12-14th 2022, 09:00-13:00 CET via Zoom

Dear Partners,

as communicated in the previous E-Mail, the Train-the-Trainer workshop "Personnel and CoVE Management" will take place online on January 12th, 13th and 14th between 09:00 and 13:00 CET.

The training will be held via Zoom with the following login data:

<https://us06web.zoom.us/j/89872274443?pwd=WjNjWm9Fa1lzQzZPU3dzTUowRS9uQT09>

Meeting-ID: 898 7227 4443

Kenncode: 012022

According to the bindingly agreed activity plan, all partners are asked to attend the Train-the Trainer workshop with minimum two people each. For better planning of the workshop sessions, **we ask each participant to register through the following form by January 7th, 2022:**

https://docs.google.com/forms/d/e/1FAIpQLScgZ-4EhAkq-xWvFPZ2Is-VaUrvs0qSeUAq5fjZ536ifRW0S7Q/viewform?usp=sf_link

The Train-the-Trainer workshop will be facilitated by PP13 IAGF – Institut für angewandte Gewerbeforschung der Wirtschaftskammer Österreich. Please find the agenda of the Train-the-Trainer workshop below.

We look forward to seeing you via Zoom for the conference on January 11th and for the Train the Trainer on January 12-14th and wishing you a merry Christmas and a happy New Year meanwhile!

Best regards from the Hanse Parliament Team



Co-funded by the
Erasmus+ Programme
of the European Union

Train the Trainer “Personnel and CoVE Management”

AGENDA

Date and Time

Wednesday, 12.01.2022, 09:00 – 13:00 CET

Thursday, 13.01.2022, 09:00 – 13:00 CET

Friday, 14.01.2022, 09:00 – 13:00 CET

Host

Partner 13 IAGF – Institut für angewandte Gewerbeforschung der Wirtschaftskammer Österreich

Wednesday, January 12th 2022		
09:00 – 09:30	Welcome and introduction	PP13 IAGF All
09:30 – 10:30	Good Practice presentation CoVE Graz, Austria	PP14 WIFI
30 Minute Coffee break together via Zoom		
11:00 – 12:00	Good Practice presentation CoVE Hamburg, Germany	PP1 HP
12:00 – 13:00	<p>Group work per CoVE in Breakout Rooms</p> <ol style="list-style-type: none"> 1. What is the current state of the CoVE? 2. What can we learn from the best practices and use for our CoVE? 3. What other ideas and goals do we have for our CoVE? 4. What help and trainings do we need for our CoVE? <p>Short summary of the discussion by each CoVE coordinator</p>	<p>All</p> <p>Moderation by PP13 IAGF</p> <p>CoVE coordinators</p>
Conclusion of day 1		

Thursday, January 13th 2022		
09:00 – 09:10	Welcome and summary of day 1 Clarification of open questions	PP13 IAGF All
09:10 – 09:45	CoVE management tasks a) Management level b) Teaching staff c) Administration and supervision	PP13 IAGF
09:45 – 10:05	CoVE management methods and tools	PP1 HP
10:05 – 11:15	Work in 4 groups in Breakout Rooms (English, German, Polish, Latvian) a) Assessment of management methods and tools b) What other tools do you use and can you recommend? What tools and platforms for international collaboration can be used? c) What kind of tools are missing? How can existing tools be improved? How can international collaboration be enhanced? Presentation of the group discussions	All All
15 Minute Coffee break together via Zoom		
11:30 – 12:00	Deepening of CoVE Management tasks a) Network with stakeholders / contacts in the field of green economy	PP13 IAGF
12:00 – 12:20	b) Identifying the issues and challenges in the green economy sector and developing coordinated educational and training goals	
12:20 – 13:00	c) Creating and managing teams and project groups	
Conclusion of day 2		

Friday, January 14th 2022		
09:00 – 09:20	Welcome and summary of day 2 Clarification of open questions	PP13 IAGF All
09:20 – 09:50	Deepening of CoVE Management tasks d) Establishment and further development of cooperations for subject-specific projects in VET and further education	PP13 IAGF
09:50 – 10:30	e) Constant review, reflection and further development of soft skills, methods and competencies	
10:30 – 11:15	f) Advertising CoVEs through suitable PR and implementing target group-specific marketing	
15 Minute Coffee break together via Zoom		
11:30 – 12:45	World Café in two rounds 1. Each COVE works with the digital posters created during the first day and collects and discusses questions that have arisen during the Train-the-Trainer 2. The coordinators of each CoVE remain in the Breakout Room each while all other participants join other CoVEs to get updated about the other COVEs, to ask questions and to bring in their suggestions	Moderation PP13 IAGF All
12:45 – 12:45	Feedback and evaluation of Train-the-Trainer	PP13 IAGF PP1 HP
Conclusion of Train-the-Trainer		