

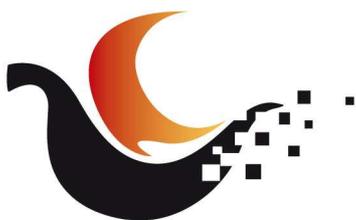
**PROMETEUS**

**PRO**moting **MO**bility **EX**pertise  
of **TE**achers of **EU** students

**PROMETEUS: PROmoting Mobility Expertise of Teachers of EU Students**

**REFERENCE DOCUMENT FOR THE ORGANISATION AND  
ANIMATION OF LOCAL AWARENESS SEMINARS  
(PROTOCOL)**

**WP4: LOCAL AWARENESS SEMINARS**



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## INTRODUCTION AND AIMS

Our project "**PROMETEUS: PROmoting Mobility Expertise of Teachers of EU Students**", initiative co-funded within the Life Long Learning European Programme (LLP) – Leonardo da Vinci – promotes the diffusion and transfer of methods and competences necessary to draft qualitative mobility actions and projects, by a self-instruction courseware preliminary to Project Work Labs and tutoring actions for the development of at least 20 proposals of Mobility projects to submit by LLP 2013 Call for Proposals.

Objective of the working phase (WP4) "LOCAL AWARENESS SEMINARS" of "**PROMETEUS: PROmoting Mobility Expertise of Teachers of EU Students**" is to launch and to encourage the direct exchange among the beneficiaries, and to set up their involvement in the project activities, by guiding them to enter in the project themes in a deeper way. It is about creating the assumptions to create "an alliance" and a confidence relation, in terms of cooperation, among both project actors and recipients. Therefore, expected interventions answer to the necessity of setting up the building of a working and cooperation atmosphere by the exchange and the deepening of information and interests, and the sharing of both analysis and evaluation processes.

The organisation and animation of the Local Awareness Seminars, from the side of partners staff, will be developed according to this protocol shared by the partners during the IInd meeting of CTDI, held on 27<sup>th</sup> September 2012, in Madrid.



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## WHAT DOES THE ACTIVITY CONSIST ON?

### STRUCTURE OF THE WP 4

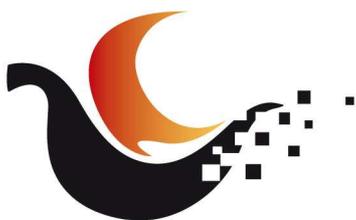
In order to favour the direct involvement of the project beneficiaries, by guiding them to enter in the project themes in a deeper way, the working package 4 is structured in 2 different step.

A preliminary step consists in identifying both credited training organizations and educational Institutes in each area for initial training as well as ongoing training, creating, for each of the 5 territories involved, a dedicated mailing list to whom address targeted information about the project and about the training activities it intends to carry on. This information will be addressed first by a general e-mail sending and then it will be followed by phone recalls. Purpose of mailing lists, in fact, is not about creating a mere list of potential subjects interested on following the development of the intervention, but about setting up a selection of subjects actually interested on participating into the seminars as well as on cooperating in the direct actions of transfer.

Therefore, an organisational Secretary in Sassari, Ragusa, Messina, Madrid and Lorraine will be appointed and will be in charge of contacting the subjects identified and of collecting their interest to play an active role in the project and to participate to the Local Awareness Seminars. The organisation of the 5 Local Awareness Seminars represents the core activity of this WP.

The **objective** of the Seminar is to identify the project actors and recipients of the training and of the Laboratories of Project Work, creating from the very beginning a confidence relation and a cooperation atmosphere by the exchange and the deepening of information and interests and the sharing of knowledge and point of views. Each meeting day (about 6 hours) is structured as an out-and-out Workshop about Mobility, where from 5 to 10 representatives of as many target organisations participate.

**Beneficiaries: Representatives of Training Agencies, Training Organisations, Project managers, Schools. From 5 to 10 representatives for each of the 5-10 target organisations involved.**



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**Partners Responsible: Province of Sassari, Province of Messina, Province of Ragusa, AFANIAS, GRETA LORRAINE**

### **STRUCTURE OF THE LOCAL AWARENESS SEMINAR:**

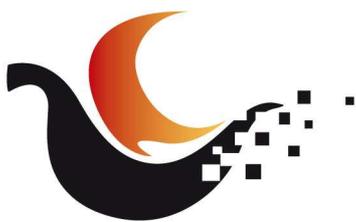
The Seminar will be structured in two main parts. The first part, during the morning, is dedicated to the introduction of the project, the training course and the on line platform. Afterwards, participants are requested to introduce themselves (about 10 minutes each one) by indicating: interest fields, experiences, reference target groups.

At this point, participants are entered into the Mobility (European politic context of reference, purposes, sponsor organs and programmes, Measures expected, procedures, activities and process involved, human and financial resources involved and available).

The second part of the Seminar, in the afternoon, is aimed to encourage, to launch the direct exchange among participants and to set up the involvement in the project activities.

According to the shared information in the first part of the day, in fact, participants are invited to participate in a guided, structured and lead discussion group, with the support of some participatory methods and techniques, first of all the Fishbowl method.

The purpose is to encourage participants to deep the knowledge of their reciprocal interests, experiences and ideas, and to launch a shared consideration about possible types of Mobility interventions that they could be interested in developing.



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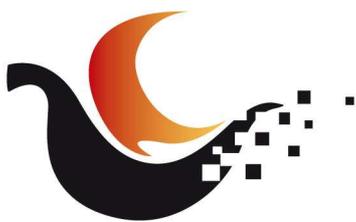
## WORKING METHODS

The Local Awareness Seminars have a twofold aim:

- To encourage participants to share interests, ideas, experiences to build up common working paths for mobility intervention to project;
- To create “an alliance” and a confidence relation between among beneficiaries and between beneficiaries and project partners.

To reach such a goal, the Local Awareness Seminars will be led according to participatory approaches and techniques, aimed to animate the discussion about specific themes within large groups.

The technique of reference will be the Fishbowl. As described in Prometeus Application Form. The method calculates the presence of a moderator, whose role is to introduce the discussion topic that the participants have to develop. Participants are divided at least into two groups, placed by designing two circles: one internal and another one external. An empty chair is placed in the internal circle. Group belonging to the internal circle, representing just the Fishbowl, has the task of developing the discussion proposed by the moderator (for key questions); the external group observes and listens to the debate – without taking part – among the members of internal group. When the moderator asks for, members belonging to the external group can take part to suggest, to ask or to indicate something specific that have identified by listening to the debate of the internal group. These interventions can happen only in individual way: the person who intends to take part sits down on the empty chair placed into the internal group and puts the question to the members of the internal group. Once the question has been made, the person goes back to his “listen” place and the internal group set up the discussion in relation with the question. Afterwards, the process is repeated in reversed way (the external group goes to the internal place and vice versa). Moderator task is to observe the progress of the discussion, analyse it and promote the progressive development from the outside, in order to guide the group into the reasoning and to lead him to achieve a shared agreement. At the end of the session, the moderator summarizes the results of the discussion.



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However, apart from the Fishbowl, and according to the number and characteristics of the participants, some other participatory methods can be used to lead the Seminars as for instance:

**Open Space Technology (OST)** used extensively in the public and private sector, throughout Europe and other parts of the world, to manage meetings and participative planning with groups from 5 to 2000 people. It is especially useful when tackling complex problems when a simple solution is not immediately available.

**World Café** – methodology inspired by the atmosphere of the old café, creating a warm working space able to ease the participants and to stimulate a free discussion among them.

**Creative Problem Solving** focuses on innovative and unconventional solutions to problems. In a four-step process, participants avoid jumping directly from problem to solution so that new ways of looking at their problems become available. They explore ways of "breaking out of the mould" to discover creative ways of tackling the issues they face.

**Technology of Participation (ToP)** is a series of related methods and techniques used in participative planning and for awareness creation and training. It offers a rich set of tools to facilitators for managing workshops and reflective sessions. The ToP Strategic Planning workshop follows five-steps to guide groups in: future vision -> current contradictions -> strategic directions -> concrete plans -> immediate actions.

The organization of the Seminar is a responsibility of each territorial partner (Province of Sassari, Messina e Ragusa in Italy, AFANIAS in Spain, GRETA LORRAINE in France).

The animation of the Seminar is a responsibility of MCG for Messina e Ragusa and of TECLA for Sassari. AFANIAS and GRETA LORRAINE will be responsible for the animation of the seminars in their territories.