Leonardo da Vinci Innovation Transfer Project
2012-1-HU1-LE005-05847
ADAPTYKES - ADAPtation of trainings based up on the Finnish Workplace Development Programme (TYKES)

TRAIN THE TRAINERS - BUDAPEST

MINUTES

Date: 27/28 January 2014
Venue: Budapest Business School
10-12 Buzogány Street, H-1149 Budapest, Hungary

Agenda
DAY 1 (27 January 2014, Monday)

Morning session – from 09:30 – Rector's Office – Room 307:

09:30	Welcome by Budapest Business School	Mr. Balázs HEIDRICH (BBS)
09:45	Training of trainers session	Mrs. Marja-Leena SAVONEN (LUAS) Mr. Miika KUUSISTO (LUAS)
11:00	Coffee Break	
11:15	Training of trainers session	Mrs. Marja-Leena SAVONEN (LUAS) Mr. Miika KUUSISTO (LUAS)
12:30	Lunch Break	

Afternoon session – from 13:30 – Rector's Office – Room 307:

13:30	Training of trainers session	Mrs. Marja-Leena SAVONEN (LUAS) Mr. Miika KUUSISTO (LUAS)
15:00	Coffee Break	
15:15	Training of trainers session	Mrs. Marja-Leena SAVONEN (LUAS) Mr. Miika KUUSISTO (LUAS)
16:45	End of the day	
19:00	Dinner (near the hotel)	

This project has been funded with support from the European Commission.
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DAY 2 (28 January 2014, Tuesday)

Morning session – from 09:30 – Rector's Office – Room 307:

09:30	Training of trainers session	Mrs. Marja-Leena SAVONEN (LUAS) Mr. Miika KUUSISTO (LUAS)
11:00	Coffee Break	
11:15	Training of trainers session	Mrs. Marja-Leena SAVONEN (LUAS) Mr. Miika KUUSISTO (LUAS)
12:30	Lunch Break	

Afternoon session – from 13:30 – Rector's Office – Room 307:

13:30	Other professional issues of the project – Coach guide, Training materials (Module 1, 2 and 3)	Mr. Péter CSIZMADIA (BBS)
15:00	Coffee Break	
15:15	Other professional issues of the project – Interim Reporting	Mr. László VARGA (BBS)
16:45	End of the day	

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Participants

Lahti University of Applied Sciences (P2) – LUAS

- Marja-Leena SAVONEN,
- Miika KUUSISTO,

Budapest Business School (P0) – BBS

- Balázs HEIDRICH,
- Sára CSILLAG,
- Richárd KÁSA,
- Zsolt KIRÁLY
- János NÉMETH
- Tamás NÉMETH
- Száva ZSIGMOND
- Péter TASI
- Antti Matias VUENTO
- Péter CSIZMADIA

Budapest Chamber of Commerce and Industry (P3) – BKIK

- Gabriella BOZSÁR
- Viktória ORDÓDY

Minutes:

Day 1:

The training was devoted to the issue of transferring cooperative problem solving techniques that should serve as a basis for the company trainings. After a short mutual introduction the Finnish colleagues presented the theoretical and methodological background of the selected issues. The following topics were presented:

- Competence requirements for developers
- Facilitator's competences
- On-line tutoring
- EFQM model
- Process modelling techniques
- Competence management
- Strategy making
- Implementation and evaluation processes
- Ball head theory

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The training material was transferred via traditional, frontal teaching methods, but the Hungarian participants asked the Finnish trainers to make some concrete exercises, as well.

Day 2

The second day of the training was devoted to the transfer of more concrete problem solving techniques and tools. The trainees were guided to learn about collaborative and participation-based problems solving methods and in order to become able to teach to the pilot companies how to use these methods in identifying, analyzing and forecasting the firm's change requirements and using that information while setting up objectives for changing processes and implementing the designed solutions.

During the practical work Hungarian participants were divided into two groups. The task of the working groups was to identify the problems of cooperation between the Budapest Business School and the business community. The following techniques and tools have been used during the process:

- Affinity diagram – in order to get a holistic picture about the situation
- Fishbone diagram – in order to get an insight into the causes and consequences of the problems identified
- Interrelationship diagram – in order to identify root cause and bottlenecks

Unfortunately because of the limited time the participants had the possibility to gather concrete experiences only concerning the analytical phase of the problems solving process. Action planning and implementation as ulterior steps of the problem solving process have not been discussed within the framework of the training session.

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Education and Culture DG

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