Organiser

Coordinator

Competence Coach
Leonardo Transfer of Innovation

Programme

Competence Coach **Kick-off meeting:**	Steering group meeting: 4th – 7th December 2008 in Tübingen/Germany Meeting of project managers of all partners. One focus will be team building activities (presentation of partners, institutions and persons, getting to know each other, clearly defining roles and responsibilities, agreeing how to handle conflict situations, recognising and sharing individual expertise, agreeing on basic rules for the team work). The aim of the steering group meetings is - to solve management and financial problems, - to review work packages and planning of working plan until next meeting, - to monitor project process, - to exchange ideas with decision-makers. The aim of the website in this WP is to exchange data between project partners. The aim of the status reports is to monitor the progress of project and to assure project quality. To organise and manage the project in a way that upon its completion all project objectives are achieved within the given time and cost constraints and the results fulfil defined quality criteria. Important management tools are the steering group meetings (SGM), website and status reports. The project coordinator invites to every SGM the national project managers (NPM). The SGM is the forum for the members of the project to discuss ongoing and finished project activities, to plan in detail the next workpackages and monitor project progress and quality assuarance. In each country where the SGM takes place the host will also invite a group of guidance practitioners and representatives of groups at risk of social exclusion to consult them about the their needs and how they can be included in the curriculum and training material. They will also invite policy-makers in the field to discuss with them political aspects of Lifelong guidance as to develop guidance service provision that is in tune with the paradigm shift required by the learning society. Experts who have conducted the needs analysis and the overview about other activities in the field and have developed the modules for the curriculum and the training material will be invited to SGM 2 and 3 to present their work to the project consortium. The advisory committee will be invited to the SGM to consult the project consortium about aspects of Lifelong guidance. The project partners intend to produce training modules and materials who answer the real demand for further training of guidance practitioners. Therefore the partners wish the active and continuous exchange with the target group and invite them to SGM. Since the project partners want to achieve sustainalbe impact of the project COMPETENCE COACH, they need to work with policy-makers. They intent to jointly take stock of the strengths and weakness of the overall guidance provision (SWOT-analysis) and discuss reforms that are required by the new guidance paradigm as it has ben announced by CEDEFOP. Study "Skills for competence coaching" The project follows a competence-based approach to training based on functional analysis of the tasks of guidance workers. A mapping of guidance activities, tasks and roles of guidance workers in the setting at adult education institutions guiding older persons is therefore necessary. Researchers agree that a mapping like this should be repeated frequently. The area of skills, training and qualifications for guidance workers is very much underresearched. Therefore surveys in all partner countries with clients and social organisations lobbying for the interest of people at risk of social exclusion, practitioners and employers are needed in order to identify skills and competences of practitioners of guidance services. Study "Best practices of training for guidance practitioners across Europe" The partners want to learn from experience of others, so that they can rely on field tested best practices. They will identify best practices in their countries and on European level and document them by a list of review questions.
Date	4th – 7th December 2008
Organiser	ttg team training GmbH Holzmarkt 7 72070 Tübingen Tel. 07071 – 5 13 96 Fax 07071 – 25 29 76 team-training@team-training.de www.team-training.de

Contact person	Friederike Schröder Mobile: 01520 - 1797525 projektassistenz@team-training.de
Seminar room	ttg team training GmbH Holzmarkt 7 72070 Tübingen
Recommended accommodation	http://www.hotel-hospiz.de/ (nice, not too expensive and almost in the heart of the old city) http://www.tuebingen-info.de/hotels/privat-st.htm (private rooms, some of the guesthouses are very hospitable and friendly - maybe not all of them speak English, but give it a try) http://www.tuebingen-info.de/hotels/hotel_en.htm (for further information about Hotels please see also this webpage, where you also find Hotel Hospiz (which we recommend) but also many other places)

Thursday, December 4th, 2008		Arrival of participants at Tübingen
	20.00	Dinner at Weinstube Forelle Kronenstraße 8, 72070 Tübingen, Tel.: 07071 24094
Friday, December 5th, 2008	09.00 – 13.00	**Annerose Walter / Friederike Schröder: Welcome** **Presentation of partners: organisations and persons** Work on content, aims and objectives of **Competence Coach** **COME TOGETHER:** Ideas concerning the project activities: how to make objectives and proposal concrete with all partners
	13.00 - 14.00	Lunch at Ludwigs Uhlandstrasse 1, 72070 Tübingen, Tel.: 07071 - 133121
	14.00 – 17.00	Work on content, aims and objectives of **Competence Coach** Needs analysis The lead partner IEKEP will develop a standardised questionnaire in English, discuss it with the partners via email and may revise it. All partners will translate and distribute the questionnaire to clients of guidance services (focus on persons with risk of social exclusion), guidance workers, employers and trainers of guidance workers. As result there should be at least 50 completed questionnaires per participating country. Each partner summarises the results of the survey and provides its translation into English in month 3. The lead partner monitors the observance of the deadline and the compliance of the benchmark (50 completed questionnaires per country). In addition he/she analyses the results and puts all results together into the study "Skills for competence coaching" and publishes it in pdf-format on the project website. The process and product are subject to external evaluation. Learning from experience The partners want to learn and transfer other projects' experiences. For this purpose the lead partner Associazione Idea Lavoro will analyse previous (e.g. RIPERIJO project - only focused on vocational guidance trainers' situation and of existing train-the-trainer courses, Community Based Guidance Assistance project, Adult Guidance - Training of Trainers, Training Youthreach Staff in Front-Line Guidance Skills) and ongoing projects "training of LL guidance practitioners" and existing development programmes for LL guidance practitioners focusing on particular target groups. This workpackage will be realised by the lead partner together with the coordinator supported by the other partners who provide information about national projects in the field. Associazione Idea Lavoro will develop a list of review questions to be discussed with the partners (website). This list will be used by all partners for the

		presentation of national best practice in the field. Moreover the coordinator will establish communication with most promising projects and training course providers and invite them to collaborate in the project in form of a symposium. The symposium will serve as forum for peer learning and will be held in Italy. Approximately 10 representatives of other projects in the field or training course providers for LL guidance will participate in the symposium. For practical and cost saving reasons the second SGM will follow the symposium. The results of the workpackage will be an overview of projects in the field (study "Best practices of training for guidance practitioners across Europe") and the symposium "Coaching and competence assessment in guidance services".
	15.30 - 16.00	Coffee break
	16.00 – 18.00	Work on content, aims and objectives of **Competence Coach**
	18.00 – 20.00	Sightseeing and Visit to the Chocolate Festival
	20.00	Dinner at Neckarmüller Gartenstraße 4, 72074 Tübingen, Tel.: 07071 27848
Saturday **December 6th, 2008**	09.00 - 13.00	discussing the tasks and responsibilities stemming from the grant contracts, discussing management and financial questions; reviewing work programme as presented in project application Meeting with NA to learn about administrative requirements, - to solve administrative and financial questions
	13.00 – 14.00	Lunch at Ludwigs ? Uhlandstrasse 1, 72070 Tübingen, Tel.: 07071 - 133121
	14.00 – 15.30	Planning of Project Work
	15.30 - 16.00	Coffee break
	16.00 – 18.00	Further detailed planning of work until next meeting Evaluation
	18.00 – 20.00	Sightseeing and Visit to the Chocolate Festival
	20.00	Dinner at ...
Sunday, **December 7th, 2008**		Departure