

Fundacja Rozwoju Systemu Edukacji  
Narodowa Agencja Programu „Uczenie się przez całe życie”

# Program Erasmus

Indywidualny Program Szkolenia

*Individual Training Programme*

Warszawa, 28.10.2011 r.



# ITP przykładowego szkolenia pracownika kwestury



Overall aim and objectives:

Improvement of competences in financial management of projects, in particular in preparation of financial part of project reports.

# ITP przykładowego szkolenia pracownika kvestury (2)



**Activities to be carried out** (if possible: the programme for the period):

- participation in lectures: overall introduction to the project management; EU financial regulations, reading and understanding of forms and its requirements
- participation in workshops: reading and understanding of rules and forms, progress and final report preparation
- practical exercise preparation of progress and final report of an hypothetical projects

# ITP przykładowego szkolenia pracownika kvestury (3)



## **Activities to be carried out** (if possible: the programme for the period):

### Day 1

09:00 – 13:00 – lectures

13:00 – 14:00 – lunch break

14:00 – 18:00 – lectures

### Day 2

09:00 – 13:00 – workshop 1

13:00 – 14:00 – lunch break

14:00 – 16:00 – self-study

16:00 – 18:00 – questions and answers related to  
workshop 1

# ITP przykładowego szkolenia pracownika kvestury (4)



## **Activities to be carried out** (if possible: the programme for the period):

### Day 3

09:00 – 13:00 – workshop 2

13:00 – 14:00 – lunch break

14:00 – 16:00 – self-study

16:00 – 18:00 – questions and answers related to  
workshop 2

### Day 4

09:00 – 10:00 – introduction to practical exercise

10:00 – 18:00 – individual work on the practical  
exercise with possibilities of consultations with  
mentor

# ITP przykładowego szkolenia pracownika kvestury (5)



## **Activities to be carried out** (if possible: the programme for the period):

### Day 5

- 09:00 – 11:00 – workshop 3 – analysis of results of the practical exercise
- 11:00 – 13:00 – discussion on the results between participants
- 13:00 – 14:00 – lunch break
- 14:00 – 16:00 – lecture – higher education system of the host country, its financing and role of international programmes
- 16:00 – 18:00 – closing of the training, certificates award, possibilities for individual consultations with group mentor.

# ITP przykładowego szkolenia pracownika kwestury (6)



## Expected results:

- For participant: improvement of knowledge on financial management of projects, gaining of knowledge on different international programmes and its regulations, enhancement of language and communication skills;
- For the home institution: staff member better prepared to deal with projects financial management
- Host institution/enterprise: improved knowledge on other countries/ institutions training needs.

## ITP - rzeczywistość



Aims and objectives, activities to be carried out, expected results:

- Exchange of experience
- Establishment of new contacts