

AGENDA



Strengthening further training and qualifications – practical opportunities open to company representatives (employees + employers) to take action and exert influence

Date: 22.04. – 26.04.2013

Seminar venue: Dedeman Princess Hotel, Sofia (Bulgaria)

Day 1 Monday 22.04.	13:00 – 14:00	Joint lunch for all participants
	14:00 – 14:30	Welcome and introduction to the seminar, objectives, contents, working procedures, organisational matters
	14:30 – 15:30	Project presentation
	15:30 – 16:00	Coffee break
	16:00 – 17:00	Participants and speakers introduce themselves: occupation, duties, company, participant expectations of the seminar
	17:00 – 17:30	Why must further training become established within a company?
	17:30 – 17:45	Break
	17:45 – 19:00	Exchange of experiences regarding the state of company-based further training and qualifications
	19:30	Joint evening meal for all participants - continue exchange of experiences
Day 2 Tuesday 23.04.	09:00 – 10:30	Fundamental information about sectors: <ul style="list-style-type: none">• Company objectives, employee interests, changes within the company• Role and tasks of qualification training officers in small to medium-size companies
	10:30 – 11:00	Coffee break
	11:00 – 12:30	Fundamental information about sectors: <ul style="list-style-type: none">• Motivation and support as precondition for a culture of company-based further training• Preconditions for successful further training and qualifications
	12:30 – 14:00	Lunch

<i>(Day 2 Tuesday 23.04)</i>	14:00 – 15:30	Fundamental information about sectors: <ul style="list-style-type: none"> • Putting together the qualification team • Key issues of topics, target groups • Qualification requirement analysis with employee participation
	15:30 – 16:00	Coffee break
	16:00 – 17:30	Fundamental information about sectors: <ul style="list-style-type: none"> • Drawing up a qualification training plan • Qualification training plan, budget and release from work • Specializing qualification training measures • Guaranteeing the implementation of individual measures • Putting the results into practice • Verifying quality and efficiency
	17:30 – 17:45	Break
	17:45 – 19:00	Working group phase and report in a plenary session based on an example (wooden hut)
	19:30	Evening meal and exchange of experiences
<i>Day 3 Wednesday 24.04.</i>	09:00 – 09:30	Introduction to working group phase working through a characteristic example
	09:30 – 11:00	Working groups tackle a task (supported)
	11:00 – 11:30	Coffee break
	11:30 – 12:30	Working groups present intermediate reports
	12:30 – 14:00	Lunch
	14:00 – 15:30	Working groups continue their work
	15:30 – 16:00	Coffee break
	16:00 – 17:30	Working groups present results and reasons for outcomes – comments and additions
	17:30 – 17:45	Break
	17:45 – 18:15	Planning implementation in company, agreements
	18:15 – 19:00	Choice of suitable further training opportunities
	20:00	Evening meal at outside venue and exchange of experiences

Day 4 Thursday 25.04.	09:00 – 12:00	Visit to an external further training centre. Examine training on offer, develop criteria to examine offers and the providers (internal and external)
	12:00 – 13:30	Lunch
	13:30 – 15:00	How company/sector framework agreements can influence qualification training for employees
	15:00 – 15:30	Coffee break
	15:30 – 17:00	Putting insights gained into company practice <ul style="list-style-type: none"> • The next steps in the company • The role of coordinators • Where help is available when problems arise
	18:00	Evening meal
Day 5 Friday 26.04.		Breakfast and departure