Deliverable 5.1 Organisation of courses

WP5 - TRAINING

DLEARN, November 2023,
Beatrice Del Nero, Viviana Mazzaggio

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1. Introduction

Digit Edu 2023 (Promoting cooperation and research to address the digital needs in the area of education and training in Europe–Year 1) is a project funded by the European Union under the Erasmus+ programme, Civil Society Cooperation in the fields of Youth, Education and Training.

The **European Digital Learning Network ETS (DLEARN)** participates in this project, which runs from January 2023 and December 2023, **as a single partner**.

DLEARN is a non-profit association aimed to embrace the challenges brought by the digital revolution in terms of digital skills mismatch, toward an inclusive digital society. DLEARN pursues the aim of contributing to the objectives defined in the "Digital Agenda" through the implementation of what is necessary for the creation of the so-called "Digital Skills in the economy and European society" pillar. In addition, DLEARN's activities are designed and implemented to be in line and to concretely and positively contributing to the Digital Education Plan 2021-2027 to generate new opportunities for the education and training organisations, policy makers, researchers at national, EU and international level.

In Digit Edu 2023 project, **DLEARN is committed to the following objectives**:

1. To raise awareness and contribute to the realisation of the European Education Area and the Digital Education Plan.
2. To contribute to the development of policies at European level on the topic of digital skills and digital transformation.
3. To promote cooperation between EU organisations for the promotion of digital education and digital needs.
4. To promote the participation of organisations in the Erasmus+ programme, the European Solidarity Corps and other EU programmes.
5. To facilitate exchange of good practices, results and experiences among stakeholders for an inclusive digital society.
6. To increase stakeholder commitment and cooperation with public authorities for the implementation of policies and reforms in line with the European Education Area objectives.

The **Digit Edu 2023 Work Plan includes in total 6 Work Packages (WPs)**, listed as follows.

Two are horizontal:

- **WP1 - Project Management and Coordination**, which will ensure smooth application of activities.

- **WP6 - Dissemination, Sustainability and Impact**, which will ensure DLEARN's outreach.

The other four WPs are for implementation:

- **WP2 - Organisation of Conferences**, which will organise 1 annual DLEARN conference in Brussels and 2 satellite conferences hosted by DLEARN members.
- **WP3 - Networking**, which will organise 2 networking events and participation of DLEARN in EU wide networks.
- **WP4 - Research**, which will launch 2 researches, one on "Digital Skills and Jobs", and one on "Digital Footprint".
- **WP5 - Training**, which will organise three training courses and four webinars.

This document represents the **Deliverable 5.1 - Organisation of training courses**, which contains the training courses aimed at EU organizations and individuals with the purpose of increase the skills and knowledge of those involved on different topics identified by Dlearn members.

In particular, 3 training were organized with 3 different topics:

1. "Maximising the impact of EU projects": held in Sofia on November 15, 16 and 17, 2023.

2. "EU project Management"

3. "Building capacity of newcoming organisations in EU projects"

2. Detailed description of the training “Maximizing the Impact of EU Projects”

2.1 Preparation of the event

The training on "Maximizing the Impact of EU Projects" had a specific preparatory phase in order to make the event effective and well organized.

In fact, it was decided to hold the training at the **Bulgarian Chamber of Commerce and Industry, in Sofia, Bulgaria**, which was interested in promoting and hosting this training with the aim of reaching an audience that had a real interest and usefulness for this type of training.

Beatrice Del Nero and Viviana Mazzaggio, Dlearn's project manager were in charge of the preparation phase and delivered the training.

With their experience in implementing European projects, they have created a training plan divided into three days (available in the attached agenda) with practical and theoretical parts. Instead, the Bulgarian Chamber of Commerce and Industry took care of preparing the room and inviting the participants.

2.2 Detailed description of the event

The training lasted 3 days (November 15th ,16th ,17th, 2023) and focused on dissemination and exploitation activities of European projects.

Figure 1– DLEARN’s team

The **first day (15th November)** Viviana Mazzaggio introduced the first day by introducing the training and presented the days agenda (See 2.4 Annexes - Annex 1 - The AGENDA).

Gianluca Coppola, President of Dlearn, presented the organization online and then Viviana Mazzaggio and Beatrice Del Nero outlined the contents of the first day, leaving a final space for questions and possible discussion. The main topics of the day were dissemination activities of European projects and creating strategic plans to maximize their effects.

The **second day (16th November)** The second day was held by continuing the presentations given by Dlearn representatives, whose main topics were the exploitation and sustainability of the project results and stakeholder engagement strategies. During this session, the various strategies required for stakeholder recruitment were explained in detail, through the presentation of 7 strategic key points, and basic skills were also provided for drafting a useful and strategic communication plan from the perspective of maximising impact and dissemination.

The **third day (17th November)** was dedicated mainly to practical activities and workshops in which participants had the opportunity to experience what they had learned during the first days.

The first session of the Workshop was dedicated to the creation of a strategic plan, taking into account the lectures held on Thursday 16th November. The participants, divided into small groups of 2 or 3 people, attempted to draw up an effective and strategic communication plan to promote their business or project.

During the second workshop session, we went even deeper and, following the information received the previous day, used various tools and programmes available free of charge on the web, to build one's own project-related website or a social page for the promotion of activities, taking into account the graphic factor and the timing of posting activities

A total of 17 participants participated who were interested in increasing their knowledge on maximizing the impacts of European projects. The participants came from different European backgrounds, and we can count among the attendees teachers and managers from the school Agrupamento de Escolas Jose Estevao in Aveiro (PT), teachers and trainers from the cluster of schools belonging to the LINK Group in Serbia, teachers and school managers from the Collegiu National Mihai Eminescu in Romania, members of the VET Emphasys Center in Cyprus, members of the Bulgarian National Association of Active Consumers in Bulgaria.

Figure 3 and Figure 4 – DLEARN's team and the audience

2.3 Follow-up

EVALUATION QUESTIONNAIRE

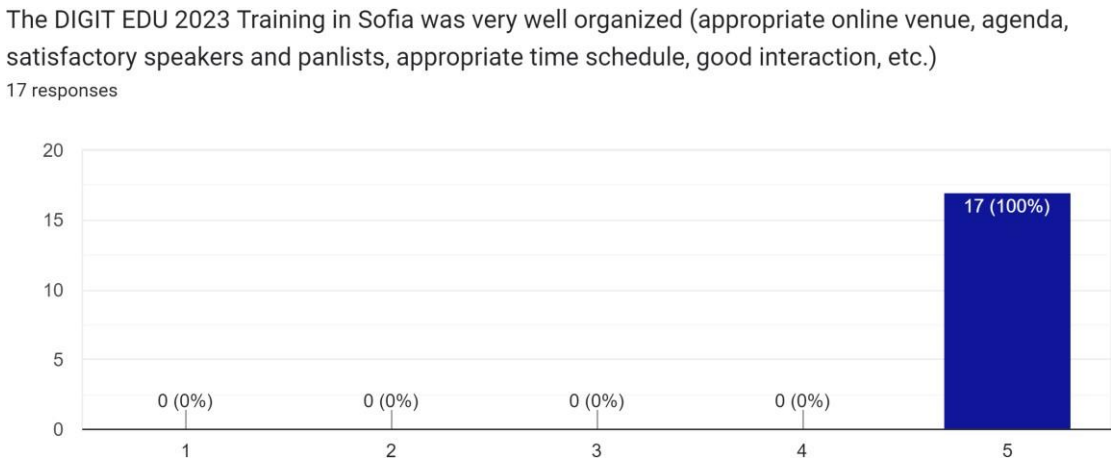
To monitor the quality of the training delivered, we created a Google Form satisfaction questionnaire that was shared with participants at the end of the last training day via a QRCode.

The evaluation questionnaire asked participants to answer questions about the general organization of the event, the preparation of the speakers, and the quality of the topics covered.

Questions were also asked about whether the training was useful in increasing their knowledge of the topics covered.

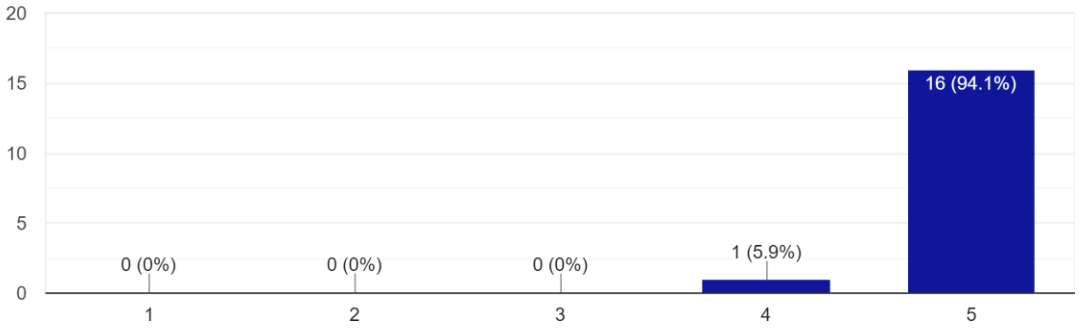
A total of 17 responses were collected, and thus all those who participated in the training responded to the evaluation questionnaire.

The following are the results of the survey:



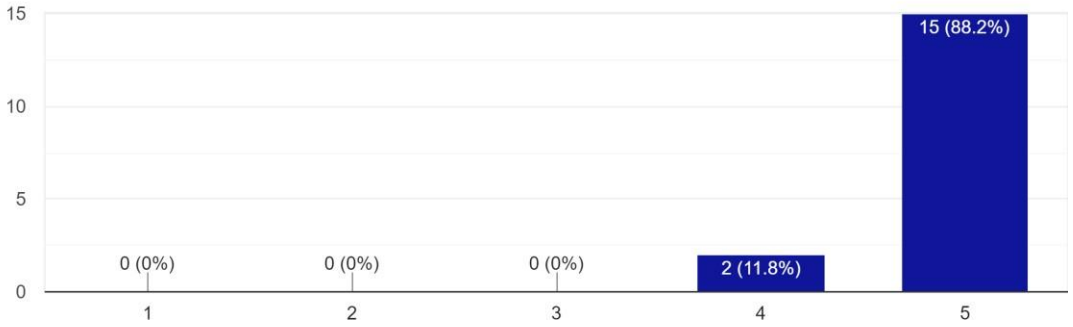
The Speakers were effective, skilled and helpful and the topics illustrated and discussed are clear:

17 responses



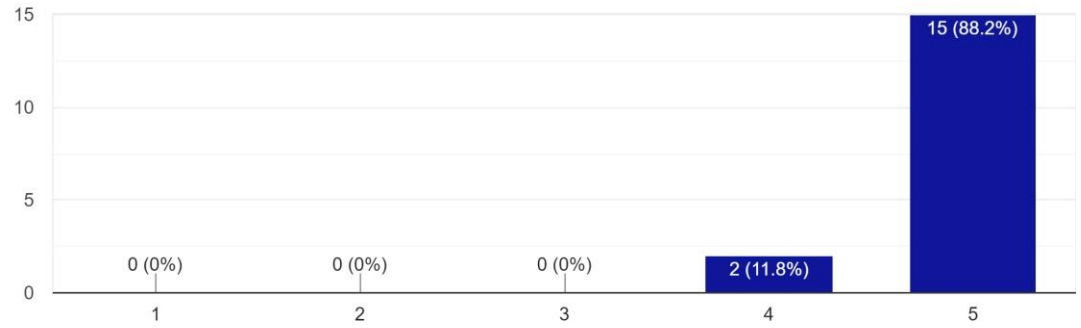
Generally, the training was of good quality and the topics covered interested you:

17 responses



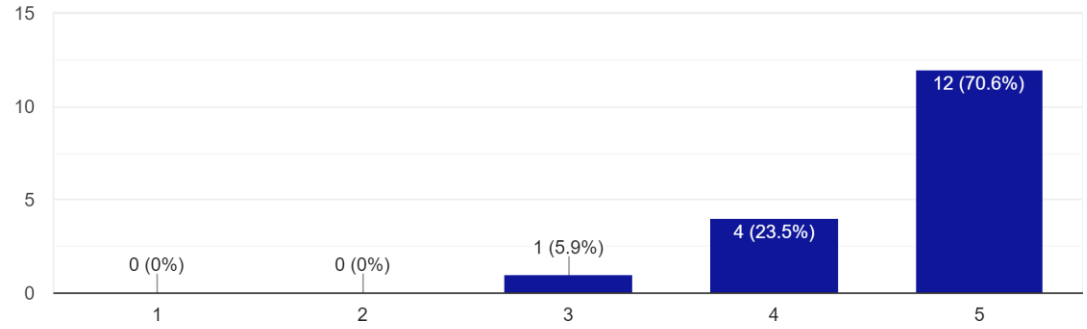
The topic covered helped me understand how to maximize the impacts of European projects

17 responses



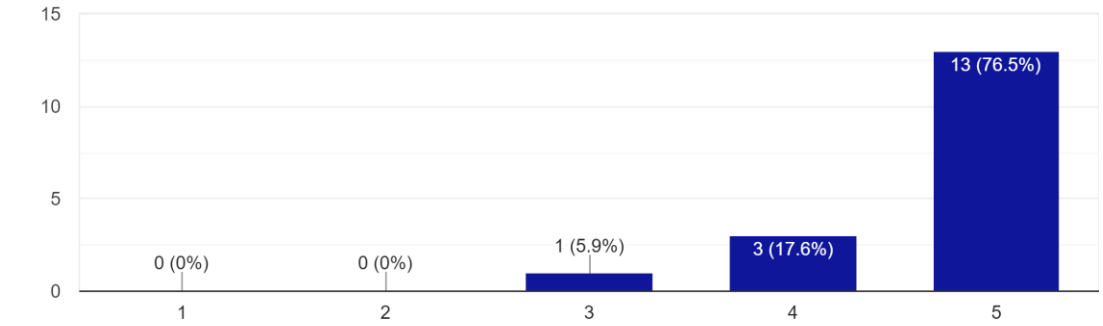
I increased my knowledge regarding how to engage stakeholders

17 responses



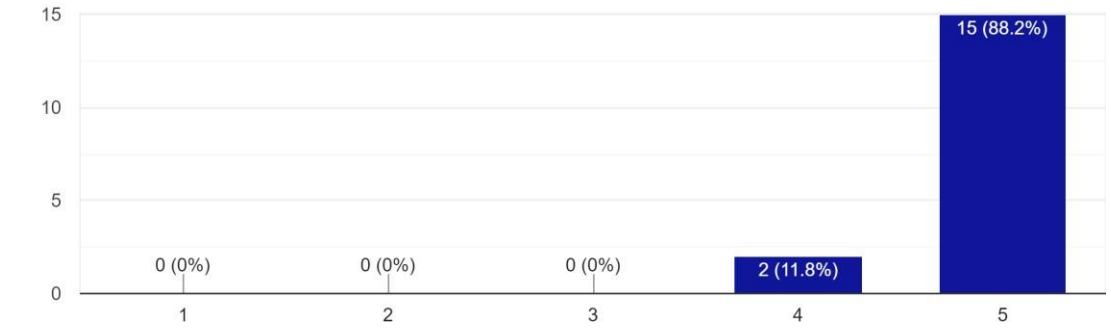
I have increased my knowledge regarding dissemination and exploitation

17 responses



Please rate the 2023 DIGIT EDU Training in Sofia with a final score where 1 is very low/poor and 5 is extremely high/very good:

17 responses



Analyzing the graphs of participants' responses, we can see that the training was appreciated and achieved its purpose. The organization, topics offered, and preparation of the speakers were considered excellent by almost all participants. The level of knowledge gained from the training was also very good, which makes us understand that the participants improved their skills related to maximizing impacts in European projects thanks to these three days together.

The event in general was rated with the highest degree of satisfaction by 15 out of 17 participants thus deeming the training a success.

2.4 Annexes

Annex 1 - The AGENDA

"Maximising the Impact of EU Projects"

Training course in the framework of DIGIT EDU 2023 project

Dates: 15th, 16th and 17th of November 2023
Venue: Bulgarian Chamber of Commerce and Industry, Sofia, Bulgaria

Agenda

DAY 1, Wednesday 15th November, 2023

16:00-16:20
Welcoming the participants - Viviana Mazzaggio

16:20- 16.40
Introduction to European Digital Learning Network ETS and DIGIT EDU 2023 project: scopes, target groups and results – Gianluca Coppola

16:40-17:10
Successful dissemination of EU results: Dissemination and exploitation as key factors in European projects – Beatrice Del Nero

17:10-17:20
Coffee Break

17:20-18:20
How to build up a valuable and useful Strategic Plan – Beatrice Del Nero and Viviana Mazzaggio

18:20-18:30
Q&A and open discussion about the topics of the day – Beatrice Del Nero and Viviana Mazzaggio

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DAY 2, Thursday 16th November, 2023

16:00-16:20
Welcoming the participants - Viviana Mazzaggio

16:20- 17:20
Sustainability, transferability and exploitation: Small tricks to make content more interesting to disseminate - Beatrice Del Nero

17:20-17:30
Coffee Break

17:30-18:20
How to engage stakeholders: Project Management and stakeholder engagement – Viviana Mazzaggio

18:20-18:50
7 strategies for Successful Stakeholders Engagement – Viviana Mazzaggio

18:50-19:00
Q&A and open discussion about the topics of the day: Viviana Mazzaggio and Beatrice Del Nero

DAY 3, Friday 17th November, 2023

10:30-10:40
Welcoming of participants – Beatrice Del Nero

10:40-11:30
Workshop Session: Creating a Social Media Campaign – Viviana Mazzaggio and Beatrice Del Nero

11:30-11:40
Coffee Break

11:45-12:45
Workshop Session: Build up a Social Media page and a Website - Viviana Mazzaggio and Beatrice Del Nero

12:45-13:00
Closing and goodbyes – Viviana Mazzaggio and Beatrice Del Nero

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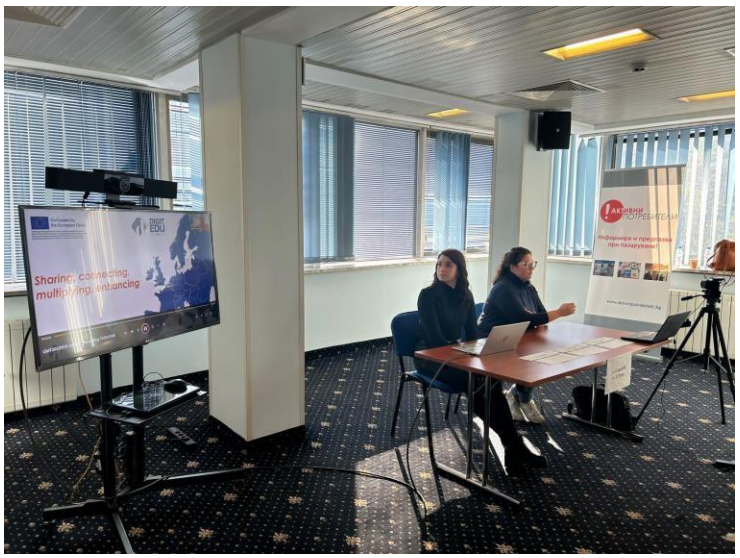
Annex 2 - The ATTENDANCE LIST (or the LIST OF PARTICIPANTS if the event was held online)

Annex 3 - PHOTOS



Annex 4 - QUESTIONNAIRES FILLED IN

Questions Responses 17 Settings

DIGIT EDU 2023 ***Maximising the impact of the EU Projects*** - Sofia_Evaluation form

Thank you for your participation to DIGIT EDU 2023 Training " ***Maximising the impact of the EU Projects***" **organised by European Digital Learning Network ETS.**
We kindly invite you to fill in the following form, your feedback is valuable.

Email: *

Short answer text

Name: *

Short answer text

Position and Organisation (if applicable):

Short answer text

The DIGIT EDU 2023 Training in Sofia was very well organized (appropriate online venue, agenda, satisfactory speakers and panlists, appropriate time schedule, good interaction, etc.) *

	1	2	3	4	5	
Totally disagree	○	○	○	○	○	Totally agree

The Speakers were effective, skilled and helpful and the topics illustrated and discussed are clear: *

	1	2	3	4	5	
Totally disagree	○	○	○	○	○	Totally agree

Generally, the training was of good quality and the topics covered interested you: *

	1	2	3	4	5	
Totally disagree	○	○	○	○	○	Totally agree

The topic covered helped me understand how to maximize the impacts of European projects *

	1	2	3	4	5	
Totally disagree	○	○	○	○	○	Totally agree

I have increased my knowledge regarding dissemination and exploitation *

	1	2	3	4	5	
Totally disagree	○	○	○	○	○	Totally agree

I increased my knowledge regarding how to engage stakeholders *

	1	2	3	4	5	
Totally disagree	○	○	○	○	○	Totally agree

Do you have any comments or input that could help us improve the experience during our trainings?

Long answer text

Please rate the 2023 DIGIT EDU Training in Sofia with a final score where 1 is very low/poor and 5 is extremely high/very good:

Linear scale

1 to 5

1 Very Low/ Bad

5 Extremely High/ Very Good

Required

Image title

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