SERN

TRAINING ACTIVITIES
2022

The SERN Strategy 21-27 has identified capacity building in the network as one of the key elements upon which constructing and developing further cooperation among the members. Following the approval of the strategy, the SERN Secretariat has developed a set of training activities based on previous learning activities implemented over the years and the know-how acquired in the field through the 100+ projects that have been developed in the context of the network.

The proposed training activities are therefore reflecting, and building on, the needs identified and expressed by and among the members over the years in relation to different aspects of the project-based activities. In particular, the courses planned for the year 2022 will address three main areas: project design and planning, project management and activities that will enhance the capacity of the member to become active actors in the context of SERN and therefore enhance the capacity to take advantage of the membership of our organisation.

All training activities will be characterised by a strong hands-on approach based on learning by doing. The vast majority of the proposed courses are aimed at equipping civils servants and staff of the member organisations with practical knowledge that can be a valuable asset in the process of creation of capacity building at organisational level in the field of European/International activities. Although the skills and knowledge acquired in the framework of the SERN training activities pertain EU funded projects the know-how and the key methods acquired will be applicable to most of project-based activities developed in the context of your organisation.

Each course illustrated below includes a set of key information pertaining the description of the course contents, the main learning objectives, the level of difficulty and the practical information about dates and registration fees (if applicable). For any additional information about the activities feel free to contact the SERN Secretariat at any time.

HOW TO PARTICIPATE

Please follow these steps in order to register to the training activities.
If interested in taking a course, please follow this link which redirects to the website.
On the SERN website, you will be able to see all the courses and the online form to register.
- STEP 1: FILL IN THE ONLINE FORM
Fill in the form below to choose the course(s) you are interested in and the date;
- STEP 2: PROCEED WITH PAYMENT
After completing the form, you will receive an email with the bank detail to proceed with the payment by bank transfer.
- STEP 3: CONTACT THE SECRETARIAT
After completing the payment by bank transfer, send a copy of the receipt to the SERN Secretariat at secretariat@sern.eu.

Registrations for "Face to Face courses" close 2 weeks before.
Registrations for "Online Webinar" close 1 week before".

Scan the QR code with your phone to visit our Training Activities webpage

Training Activities 2022

HOW TO USE THE SERN MEMBERS' AREA	**PLANNING** HOW TO READ A CALL FOR PROPOSAL	**PLANNING** PROJECT CYCLE MANAGEMENT - INDICATIVE PROGRAMMING (INTRO) PROJECT CYCLE MANAGEMENT - INDICATIVE PROGRAMMING
PLANNING PROJECT CYCLE MANAGEMENT - IDENTIFICATION AND LOGICAL FRAMEWORK	**PLANNING** PROJECT CYCLE MANAGEMENT - FORMULATION ERASMUS+ KA1	**PLANNING** PROJECT CYCLE MANAGEMENT - FORMULATION ERASMUS+ KA2 SMALL SCALE PROJECT
PLANNING PROJECT CYCLE MANAGEMENT - FORMULATION ERASMUS+ KA2 COOPERATION PROJECT	**PLANNING** PROJECT CYCLE MANAGEMENT - FORMULATION CERV PROJECTS	**MANAGEMENT** MANAGEMENT - PREPARATION: FROM THE NOTIFICATION OF THE RESULTS TO THE KICK-OFF
MANAGEMENT MANAGEMENT- DISSEMINATION AND STAKEHOLDERS' MANAGEMENT	**MANAGEMENT** MANAGEMENT - ERASMUS+ KA1 PROJECTS: FROM THEORY TO PRACTICE	**MANAGEMENT** MANAGEMENT- ADMINISTRATIVE AND FINANCIAL MANAGEMENT

HOW TO USE THE SERN MEMBERS' AREA

Online webinar

BASIC INFORMATION

Trainer
Alessia Mereu
alessia.mereu@sern.eu

Length
1 hours

Level
Easy

Participation Fees
The course is free of charge

GENERAL INFORMATION

Course description
The course provides an overview of Microsoft Teams and will show you how to use the SERN Members' Area on Teams, the online main tool through which information is shared and circulated within the Network.

Learning goals
At the end of the course, you will be able to configure your Microsoft Teams, find teams/channels you belong to, access and explore the SERN Members' Area and the different channels, consult folders, edit files and download uploaded material. You will also be able to contact members of the Secretariat through the Members' Area, to catch up on all your unread messages, mentions, replies and use the team chat to make announcements.

COURSE MATERIALS

Materials provided
Guide on how to use Microsoft Teams.

Requirements
In order to participate in the course it is necessary to download Microsoft Teams.

Length and language
The course will be offered in Italian and Swedish.

COURSE SCHEDULE

28-02-22	**MEMB-AR 01**	IT	Online
28-03-22	**MEMB-AR 02**	SV	Online
29-04-22	**MEMB-AR 03**	IT	Online

HOW TO READ A CALL FOR PROPOSAL

Online webinar

BASIC INFORMATION

Trainer

Nicola Catellani
nicola.catellani@sern.eu

Length
2 hours

Level
Easy

Participation Fees
The course is free of charge

GENERAL INFORMATION

Course description
The course provides an introduction to how to identify and interpret the different elements present in a (EU) Call For Proposals from some of the most relevant Programs for SERN members. The course will also guide the participants through the use of the Tenders and Funding portal of the European Union.

Learning goals
At the end of the course you will be able "read" and understand the main elements an EU call for proposal and you will know how to navigate the Funding and Tenders Portal of the European Union.

COURSE MATERIALS

Materials provided
Examples of different calls for proposals will be provided from EU programmes such as Erasmus+, CERV and COSME.

Requirements
In order to participate in the course it is necessary to activate an EU login account. Click on the link to create one or contact the SERN Secretariat (secretariat@sern.eu) if you need support.

Length and language
The course will be offered in English.

COURSE SCHEDULE

18-02-22	**CFP 01**	Online
14-03-22	**CFP 02**	Online
13-05-22	**CFP 03**	During General Assembly

PROJECT CYCLE MANAGEMENT - INDICATIVE PROGRAMMING - INTRO

Online webinar

BASIC INFORMATION

Trainer
Nicola Catellani
nicola.catellani@sern.eu

Length
2 hours

Level
Easy

Participation Fees
The course is free of charge

GENERAL INFORMATION

Course description
The course provides an introduction to the concept of Project and the main elements pertaining the Project cycle Management methodology. PCM is the approach that the EU Commission expects the beneficiaries of its grants to adopt. The main phases of the project cycle will be presented and linked to the project development process of SERN. A specific focus will be made on the first phase of the project cycle: the Indicative Programming.

Learning goals
At the end of the course, you will have a better understanding of what a transnational project is about and of the importance of having a common methodology such a PCM when approaching EU funded projects. You will learn also how to develop a step-by-step proposal in the framework of SERN.

COURSE MATERIALS

Materials provided
Learning materials (slides)

Requirements
Access to the SERN Members' Area.

Length and language
The course will be offered in English.

COURSE SCHEDULE

15-02-22	**PCM-INTRO 01**	Online
07-04-22	**PCM-INTRO 02**	Online
30-09-22	**PCM-INTRO 03**	Online

PROJECT CYCLE MANAGEMENT - INDICATIVE PROGRAMMING

Face to face

BASIC INFORMATION

Trainer

Nicola Catellani
nicola.catellani@sern.eu

Length
6 hours

Level
Easy

Participation Fees

Course code	Fee per participant
PCM-IN 01	130,00 €
PCM-IN 02	130,00 €
PCM-IN 03	130,00 €

Participants
Minimum 6 participants
Maximum 15 participants

GENERAL INFORMATION

Course description
The course provides an introduction to the concept of Project and the main elements pertaining the Project cycle Management methodology. PCM is the approach on which the EU Commission expects the beneficiaries of its grants . The main phases of the project cycle will be presented and linked to the project development process of SERN. A specific focus will be made on the first phase of the project cycle: the Indicative Programming. This includes the main elements of this phase such as the development of a common background description and the definition of the role of stakeholders The course will be based on a mix of groupwork and presentations in session with a strong practical dimension.

Learning goals
At the end of the course, you will have a substantial understanding of what a transnational project is about and of the importance of having a common methodology such a PCM when approaching EU funded projects. You will learn how to effectively start a project planning process through a clear set of steps easily applicable to your local context.
You will learn also how to develop the contents and fill in a step-by-step proposal in the framework of SERN.

COURSE MATERIALS

Materials provided
Learning materials (slides) and Indicative Programming forms.

Requirements
Participation in the course on indicative programming (PCM-INTRO) is highly recommended

Length and language
The course will last for one day and it will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

12-04-22	**PCM-IN 01**	Face-to-face	Parma
06-06-22	**PCM-IN 02**	Face-to-face	Sweden*
15-11-22	**PCM-IN 03**	Face-to-face	Italy*

*Venue to be announced later

PROJECT CYCLE MANAGEMENT - IDENTIFICATION AND LOGICAL FRAMEWORK

Face to Face

BASIC INFORMATION

Trainer

Nicola Catellani
nicola.catellani@sern.eu

Length
6 hours

Level
Easy - Intermediate

Participation Fees

Course code	Fee per participant
PCM-IP 01	130,00 €
PCM-IP 02	130,00 €
PCM-IP 03	130,00 €

Participants
Minimum 10 participants
Maximum 15 participants

GENERAL INFORMATION

Course description
The course provides an introduction to the concept of Project and the main elements pertaining the Project cycle Management methodology. PCM is the approach on which the EU Commission expects the beneficiaries of its grants. The course will address the Identification Phase and in particular it will illustrate through a step-by-step approach how to develop the core elements of a projects such as main problem, objectives, expected results as well as core activities. The course will show how to use the Logical Framework Methodology in an easy way through a learning by doing process.

Learning goals
At the end of the course, you will learn how to develop the main element of a coherent project proposal based on needs. The course will offer the opportunity to learn a method that can be applied not only to EU funded projects but to all types of project-based work.

COURSE MATERIALS

Materials provided
Learning materials (slides) and Indicative Programming forms.

Requirements
In order to get the maximum benefit from the course, it is strongly recommended the participation in the course PCM Indicative Programming or Indicative Programming Intro.

Length and language
The course will last for one day and it will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

13-04-22	**PCM-IP 01**	Face to Face	Parma
07-06-22	**PCM-IP 02**	Face to Face	Sweden
16-11-22	**PCM-IP 03**	Face to Face	Italy

*Venue to be announced later

PROJECT CYCLE MANAGEMENT - FORMULATION ERASMUS+ KA1

Face to Face

BASIC INFORMATION

Trainer
Laura Avanzi
laura.avanzi@sern.eu

Federica Gravina
federica.gravia@sern.eu

Length
6 hours
Level
Easy

Participation Fees

Course code	Fee per participant
PCM-EKA1- 01	150,00 €
PCM-EKA2- 02	150,00 €

Participants
Minimum 6 participants
Maximum 15 participants

GENERAL INFORMATION

Course description
The Erasmus+ action for mobility for individuals (KA1) provides the possibility for learners and staff to undertake a learning or professional experience in another country. Particular attention will be paid to the four different stages composing a mobility project and requested in its formulation: planning, preparation, implementation and follow-up.
Two pathways to participate in the mobility action will be introduced: the accreditation process and the individual mobility project.
The course will be a mix of plenary sessions and workgroups with an active involvement and engagement of participants.

Learning goals
At the end of the course you will gain knowledge on Erasmus+ KA1 and how to formulate projects under this action.

COURSE MATERIALS

Materials provided
Official documents on Erasmus+ programme and application samples.

Requirements
In order to get the maximum benefit from the course, participation to "How to read a call for proposals" is recommended.

Length and language
The course will last for one day and it will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

| 20-06-22 | **PCM-EKA1** | Face to Face | Italy* |
| 25-08-22 | **PCM-EKA2** | Face to Face | Sweden* |

*Venue to be announced later

PROJECT CYCLE MANAGEMENT - FORMULATION ERASMUS+ KA2 SMALL SCALE PROJECTS

Face to Face

BASIC INFORMATION

Trainer

federica.gravina@sern.eu

Length
12 hours
Level
Easy

Participation Fees

Course code	Fee per participant
PCM-SMALL 01	200,00 €
PCM-SMALL 02	200,00 €
PCM-SMALL 03	200,00 €

Participants

Minimum 5 participants
Maximum 15 participants

Course description
PCM is the method through which the EU Commission expects the beneficiaries of its grants to deliver quality proposals. The course will address the Formulation Phase (which focuses on the definition of the of a proposal's contents and details to include in the application form) and in particular it will illustrate, through a step-by-step approach, how to address the main sections of the application form of the Erasmus programme KA2 Small scall projects – i.e. those projects aimed at newcomers to the programme and therefore entailing a lower level of complexity. Particular attention will be dedicated to cooperation projects in order to adequately address the key evaluation criteria pertaining the relevance of the proposal, the quality of the project design and implementation, quality of the project team and the cooperation arrangements as well as the impact of the project. The course will also illustrate how to plan a project budget and insert the data in the application form.

Learning goals
At the end of the course, you will learn how to fill in the application form of Small Scale Projects under Key Action 2 of the Erasmus Programme and addressing the main evaluation criteria in the formulation of the proposal.

COURSE MATERIALS

Materials provided
Learning materials (slides) and pdf copy of the application form (and annexes).

Requirements
In order to get the maximum benefit from the course, participation to "How to read a call for proposals" and "PCM- Identification and Logical Framework" is recommended.

Length and language
The course will last for two days and it will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

14/15-04-22	**PCM-SMALL 01**	Face to Face Parma*
1/2-09-22	**PCM-SMALL 02**	Face to Face*
21/22-11-22	**PCM-SMALL 03**	Face to Face*

*Venue to be announced later

PROJECT CYCLE MANAGEMENT - FORMULATION ERASMUS+ KA2 COOPERATION PROJECTS

Face to Face

BASIC INFORMATION

Trainer

Nicola Catellani
nicola.catellani@sern.eu

Length
12 hours
Level
Easy- Intermediate

Participation Fees

Course code	Fee per participant
PCM-COOP 01	200,00 €
PCM-COOP 02	200,00 €

Participants

Minimum 5 participants
Maximum 15 participants

GENERAL INFORMATION

Course description
PCM is the method through which the EU Commission expects the beneficiaries of its grants to deliver quality proposals. The course will address the Formulation Phase (which focuses on the definition of the of a proposal's contents and details to include in the application form) and in particular it will illustrate, through a step-by-step approach, how to address the main sections of the application form of the Erasmus programme. Particular attention will be dedicated to cooperation projects in order to adequately address the key evaluation criteria pertaining the relevance of the proposal, the quality of the project design and implementation, quality of the project team and the cooperation arrangements as well as the impact of the project and the dissemination of the project results. The course will also illustrate how to plan a project budget and insert the data in the application form.

Learning goals
At the end of the course, you will learn how to fill in the application form of Cooperation projects under Key Action 2 of the Erasmus Programme and addressing the main evaluation criteria in the formulation process.

COURSE MATERIALS

Materials provided
Learning materials (slides) and pdf copy of the application form (and annexes).

Requirements
In order to get the maximum benefit from the course, participation to "How to read a call for proposals" and "PCM- Identification and Logical framework" is recommended.

Length and language
The course will last for two days and it will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

16/17-06-22	**PCM-COOP 01**	Face to Face Sweden*
01/02-12-22	**PCM-COOP 02**	Face to Face Italy*

*Venue to be announced later

PROJECT CYCLE MANAGEMENT - FORMULATION CERV

Face to Face

BASIC INFORMATION

Trainer
Laura Avanzi
laura.avanzi@sern.eu

Length
12 hours

Level
Intermediate

Participation Fees

Course code	Fee per participant
PCM-CERV 01	200,00 €
PCM-CERV 02	200,00 €

Participants

Minimum 5 participants
Maximum 15 participants

GENERAL INFORMATION

Course description
The course provides an introduction to the most used methodology in the European project formulation called Project Cycle Management (PCM) and its phases. The course will be divided into 4 modules:
Module 1: introduction to the concept of "project" and its constraints and the Identification Phase (3 hours)
Module 2: Programming and Formulation phases (3 hours)
Module 3: Introduction to the CERV (Citizenship, Equality, Rights and Values) programme (2 hours)
Module 4: How to formulate a CERV project through the PCM methodology (4 hours).
The course will be a mix of plenary sessions and workgroups with an active involvement and engagement of participants.

Learning goals
At the end of the course you will know the basic knowledge of the PCM and how to use it to write a CERV project.

COURSE MATERIALS

Materials provided
Presentation on PCM, official documents of the EC on the CERV programme and example of CERV calls.

Requirements
In order to get the maximum benefit from the course, participation to "How to read a call for proposals" is recommended.

Length and language
The course will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

14/15-06-22	**PCM-CERV 01**	Face to Face Parma*
10/11-10-22	**PCM-CERV 02**	Face to Face Parma*

*Venue to be announced later

MANAGEMENT - PREPARATION: FROM THE NOTIFICATION OF THE RESULTS TO THE KICK-OFF

Online webinar

BASIC INFORMATION

Trainer
Ginevra Roli
ginevra.roli@sern.eu

Length
2 hours

Level
Intermediate

Participation Fees
The course is free of charge

GENERAL INFORMATION

Course description
The course aims to provide adequate preparation to those who coordinate a project, in the first phase of implementation, the one that follows the notification of its approval.

Learning goals
At the end of the course you will be able to take the first steps to start the project, collect partnership agreements, read the GANTT chart, plan the kick-off meeting and all related activities.

COURSE MATERIALS

Materials provided
Templates of Partnership agreements

Requirements
 No requirements.

Length and language
The course will be offered in English.

COURSE SCHEDULE

| 04-04-22 | **MAN-NOT 01** | Online |
| 29-08-22 | **MAN-NOT 02** | Online |

MANAGEMENT - ADMINISTRATIVE AND FINANCIAL MANAGEMENT

Face to Face

BASIC INFORMATION

Trainer

Nicola Catellani
nicola.catellani@sern.eu

Length

6 hours

Level

Intermediate

Participation Fees

Course code	Fee per participant
MAN-ADM 01	130,00 €
MAN-ADM 02	130,00 €
MAN-ADM 03	130,00 €
MAN-ADM 03	130,00 €

Participants

Minimum 5 participants
Maximum 15 participants

GENERAL INFORMATION

Course description

The course provides an in-depth view on the administrative and financial requirements of EU projects in the framework of Erasmus and CERV. The main topics addressed will be: the project cycle from an administrative perspective of an EU funded project from the award of the grant to the final reporting. Aspects addressed during the course will be the contracting process, the unit costs and lump sums system, the management of the grant internally and towards the partners, the reporting system, the required supporting documents, checks and audits from the funding agencies.

Learning goals

At the end of the course you will have a broad overview about EU funded projects from an administrative and financial management point of view. You will know what as an administrative and financial officer you are expected to plan for and do in order to manage successfully the project cycle.

COURSE MATERIALS

Materials provided

Learning materials (slides)

Requirements

Access to the SERN Members' Area.

Length and language

The course will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

07/08-04-22	**MAN-ADM 01**	Online
06-09-22	**MAN-ADM 02**	Face to Face*

*Venue to be announced later

MANAGEMENT - ERASMUS+ KA1 PROJECTS: FROM THEORY TO PRACTICE

Face to Face

BASIC INFORMATION

Trainer
Federica Gravina
federica.gravina@sern.eu

Length
6 hours

Level
Easy

Participation Fees

Course code	Fee per participant
MAN-KA1 01	130,00 €
MAN-KA1 02	130,00 €

Participants

Minimum 5 participants
Maximum 15 participants

GENERAL INFORMATION

Course description
The course provides the basic technical skills needed to address an Erasmus+KA1 Mobility Project according to the learn by doing approach. The aim of the course will be to provide a general overview of the activities envisaged in the Erasmus KA1 Project (Job Shadowing and Training Courses, Group Visits) and acquire a specific working methodology to guarantee the correct implementation and reporting of the Erasmus+ KA1 Projects. In particular, the student will learn its roles and tasks when involved in an Erasmus KA1 Project as Project partner, hosting partner and the Project Coordinator. The course will be also focused on how to correctly use the Mobility Tool for reporting project mobilities and other management and financial tools elaborated by SERN.

Learning goals
At the end of the course, you will be able to effectively coordinate and implement the activities under an Erasmus+ KA1 project by learning how to organize your work without getting lost in bureaucracy. You will learn how to take advantage of the several management tools and templates delivered by SERN and how to forecast and solve the main issues may arise during the implementation of an Erasmus+ KA1 project.

COURSE MATERIALS

Materials provided
Management Templates and tools.

Requirements
Before starting, the student must fill in an online questionnaire that will be sent a week before the course starts to assess his entry-skills and knowledge.

Length and language
The course will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

23-05-22	**MAN-KA1 01**	Face to Face Italy*
08-09-22	**MAN-KA1 01**	Face to Face

*Venue to be announced later

MANAGEMENT-DISSEMINATION AND STAKEHOLDERS' MANAGEMENT

Online webinar

BASIC INFORMATION

Trainer
Ginevra Roli
ginevra.roli@sern.eu

Alessia Mereu
alessia.mereu@sern.eu

Length
4 hours

Level
Easy

Participation Fees

Course code	Fee per participant
PCM-DISS 01	100,00 €
PCM-DISS 02	100,00 €

Participants

Minimum 5 participants
Maximum 15 participants

GENERAL INFORMATION

Course description
The course provides knowledge on different levels of stakeholders' engagement in project, how to build a Stakeholder Engagement plan. Beside, the course provide strategies for effective dissemination of project activities and materials, focusing on different methods of dissemination to reach different target groups.

Learning goals
At the end of the course you will be able to develop a Stakeholder Engagement Plan, a formal strategy to communicate and collaborate with project stakeholder to achieve their support for projects. For what is concerning the dissemination, you will be able, at the end of the course to develop a Dissemination Plan, to better understand the process of communicating information and to present program results to local community groups and other local stakeholders through defined channels (conferences, social media, newsletters, press releases, websites).

COURSE MATERIALS

Materials provided
Templates and examples of stakeholder Engagement plan and Dissemination Plan.

Requirements
Basic knowledge on social media, use of Facebook and LinkedIn.

Length and language
The course will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

07-10-22	**PCM-DISS 01**	Online
28-11-22	**PCM-DISS 02**	Online

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www.sern.eu/training-courses