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ADULTS' PROBLEM-SOLVING SKILLS ENHANCEMENT STRATEGIES ENABLING TO IMPROVE PERSONAL RESILIENCE

## ADULTS' PROBLEM-SOLVING SKILLS ENHANCEMENT STRATEGIES ENABLING TO IMPROVE PERSONAL RESILIENCE

ERAMUS+ Strategic partnership project No. 2017-1-LV01-KA204-035487

September, 2017 – May, 2019

CONFORM S.C.A.R.L (Italy)  
EVROBALKANI, NGO (Bulgaria)  
CAMPUS LIDKÖPING(Sweden)  
NGO Education innovations transfer centre (Latvia)



# Project management group

Institution	Coordinator responsible for administrative issues	Asistant responsible for project content	Responsible for (E., p 20)
Izglītības inovāciju pārneses centrs (Latvia)	<b>Anna Vintere</b> <a href="mailto:anna.vintere@tl.lv">anna.vintere@tl.lv</a> <a href="mailto:iipc@tl.lv">iipc@tl.lv</a> <a href="mailto:Anna.Vintere@llu.lv">Anna.Vintere@llu.lv</a>	Santa Krumina <a href="mailto:krumsa2@inbox.lv">krumsa2@inbox.lv</a>	*Development project monitoring and evaluation system *Website development and maintenance
CONFORM S.C.A.R.L (Italy)	<b>Brunella Maio</b> <a href="mailto:internazionale@conform.it">internazionale@conform.it</a>		Organization of transnational training for curriculum piloting
EVROBALKANI, NGO (Bulgaria)	<b>Denitza Bojinova</b> <a href="mailto:info@evrobalkani.com">info@evrobalkani.com</a>	Teodora Berner	Development of Dissemination plans and report
CAMPUS LIDKÖPING (Sweden)	<b>Lennart Frändén</b> <a href="mailto:Lennart.Franden@lidkoping.se">Lennart.Franden@lidkoping.se</a>		Development of curriculum and methodological materials



# Expected general and main outcome

- is developed and piloted **unique, systematic, well thought-out** and **easy adaptable** adult **training curriculum to promote problem-solving skills** for individuals to improve personal resilience which helps to adults increase self-dependency and develop skills and competences which are necessary for adult people in management and planning their life, education and career.
- **(E., p 21)**



# Expected project results (I)

## Intellectual outputs (E, p 21)

- **Website** with all project information and results
  - **Toolkit** of different tools and instruments to train problem-solving skills and promote analytical competence : good practice examples, video lessons, tests, description of the methodologies, etc.
- **Training curriculum** to improve problem-solving skills for individuals to promote personal resilience
- **Methodological material** for adult education institutions how to implement created training curriculum

System and instruments for monitoring and evaluation project implementation (G., page 26):

*Partnership evaluation*

*Evaluation of efficiency of the communication among partners*

*Evaluation of transnational meetings*

*Short-time transnational training*

*Local: training trainers*

*Dissemination Plan and a Media Coverage Plan (H.2., p 34)*



# Expected project results (II)

## *The planned and carried activities(E, p 21)*

- **Short-time transnational training** for mentors/ mentees who will be able to train new trainers - 3 persons from each partner organization (in total 12)
- **Training of new trainers** - 3 groups /10 trainers in each partner country
- Dissemination activities
- Research
- Meetings/ workshops/ round table discussions with stakeholders
- ...



# EXPENCES



# Expenses

- Project management and implementation

*is not allowed to increase*

- Transnational project meetings

- Intellectual outputs

- Short time joint staff training (travel + Individual support

Allowed to change  
up to 20% of  
assigned financing



**3 transnational project meetings**

**+**

**3 International seminars -  
meetings with local community  
and stakeholders**





# Transnational project meetings (I)

Education innovations transfer centre	Jelgava, Latvia, November, 2017	1
CAMPUS LIDKÖPING	Lidköping, Sweden, June, 2018	2
EVROBALKANI, NGO (Bulgaria)	Sofia, Bulgaria, July, 2019	3
	November, 2018	

## Proof of mobility:

**Certificates** - three original certificates:

- 1) for person
- 2) for organization
- 3) me - for the report (copies)

**Travel documents** (to determine the distance) – *boarding passes, etc. (copies)*

**Expenses** (575 EUR person):

- 1) pay the full amount foreseen for mobility
- 2) in accordance with national legislation

Documents:

*Agenda*  
*Lists of participants (a formal link)*  
*Seminars presentations/ materials*  
*Meeting evaluation results*  
*Minutes/ report/ review*

+

Financial documents copies:

March 5, 2018

September 5, 2018

September 5, 2019



# Transnational project meetings (II)

1	LV 11/17	<ol style="list-style-type: none"> <li>1) Lecture regarding Latvian adult education system</li> <li>2) Meeting with stakeholders of adult education system of Latvia (November 17)</li> <li>3) Agreement of work plan, development of implementation plan</li> <li><b>4) Development and agreement on dissemination strategy</b></li> <li><b>5) Monitoring and evaluation strategy</b></li> <li><b>6) Agreement on guidance for creation curriculum</b></li> <li>7) Established structure for project website</li> <li><b>8) <u>Partners will give presentations</u> about methods/ tools/ strategies used in their countries to improve adults problem-solving skills (November 17)</b></li> </ol>
2	SE 06/18	<ol style="list-style-type: none"> <li>1) Lecture regarding adult education in Sweden</li> <li>2) Introduction with Campus Västra Skaraborg, meeting with stakeholders of adult education system of Sweden</li> <li><b>3) Presentations of created curriculum</b></li> <li>4) Updating of Work plan</li> <li>5) Development of the plan <b>how to held training for trainers</b></li> <li>6) Development of the leaflet of the project for the dissemination activities</li> <li><b>7) All partners report</b> about dissemination activities and local activities</li> <li>8) Evaluation of the meeting and results of previous project period.</li> </ol>
3	BG 06/19	<ol style="list-style-type: none"> <li>1) Lecture regarding adult education in Bulgaria</li> <li>2) Meeting with the adult education stakeholders</li> <li><b>3) Evaluation</b> training in partner countries Development of the leaflet and results disseminations strategy</li> <li><b>4) Benefits</b> from the project at individual ..... etc. level</li> <li>5) Preparation of project reports, etc. organizational issues</li> <li><b>6) Further cooperation</b> directions and strategies, new ideas for innovations in adult education.</li> </ol>
	IT 11/18	<ol style="list-style-type: none"> <li>1) <i>After training will be made correction in created curriculum</i></li> <li>2) <i>Developed strategy to organize training in partner countries in order to train new trainers</i></li> </ol>



**Short time joint staff training**

**+**

**Transnational meeting**



# Short-time joint staff training (I)

- Transnational training course in order to prepare mentors who will be able to train people
- Have to be held in **Italy, November, 2018**
- At least 3 people from each country will be prepared as mentors
- *Any person can participate in project if you are able to prove / provide a **formal intermedium with the person** concerned - your staff, employment contract, voluntary agreement (mainly for NGO), etc.*



# Short-time joint staff training (II)

## Proof of mobility:

**Certificate** – (Specifies the start and end dates, signed by host organization)  
three original certificates:

- 1) for person
- 2) for organization
- 3) *me - for the report (copies)*

**Travel documents** (to determine the distance) – *boarding passes, etc.*

**Expenses** (*travel 275 EUR+ individual support 700 EUR*):

- 1) pay the full amount foreseen for mobility
- 2) in accordance with national legislation

## Documents:

- Agenda – training curriculum*
- Lists of participants (Signatures)*
- Seminars presentations/ materials*
- Meeting evaluation results*
- Minutes/ report/ review*



# Intellectual outputs



# Intellectual outputs (I)

- There may be only institution's staff (staff employed on a permanent employment contract or NGO - voluntary work contract)
  - *Any person can participate in project if you are able to prove / provide a formal intermedium with the person concerned - your staff, employment contract, voluntary agreement (mainly for NGO), etc.*
- To involve employee in the project: should be changed the employment contract or supplement or recruit only for the duration of the project
- **Time sheets** – show, how many hours a person works in the institution and how many in the project

## Documents:

- 1) Changes to the employment contract or supplement or new contract
- 2) Time sheets

**+** RESULTS



# Intellectual outputs (II)

LV	Teachers/Trainers/Researchers	<b>18</b>
IIP CENTRS	Technicians	11
IT	Teachers/Trainers/Researchers	18
CONFORM S.C.A.R.L	Technicians	6
BG	Teachers/Trainers/Researchers	12
EVROBALKANI	Technicians	6
SE	Teachers/Trainers/Researchers	12
CAMPUS LIDKÖPING	Technicians	6

CURRICULUM (+methodological materials)	Teachers/Trainers/Researchers	01-11-2017 09-04-2019
PROJECT WEBSITE	Technicians	02-10-2017 31-08-2019





# Intellectual outputs (II)

1 <sup>st</sup> meeting November, 17	<b>Guidance for creation curriculum</b>
November, 17- June, 18	Work on Curriculum
2 <sup>nd</sup> meeting June, 18	<b>1) Presentation of created curriculum</b> 2) Plan - how to held training for trainers
November, 18, Italy	<b>Short time joint staff training</b> <i>(3 persons from each country)</i>
November, 18 – June, 19	<b>Training of new trainers</b> <i>3 groups /10 trainers in each partner country</i>
June, 19	Evaluation / preparing materials for publishing
June, 19 – August, 19	Publishing
August, 19	Dissemination



# Project management and implementation



# Project management and implementation

- ~ 225 EUR per month (**G.**, p 24):

	<i>Total sum</i>
Publicity, producing promotional materials	
Office supplies	
Local training / meetings / seminars organization <i>(coffee breaks, printing materials, lecturers etc.)</i>	
Transnational meetings <i>(tradicional dinner, coffee breaks, cultural activites, etc.)</i>	
Translations, publishing	
Manager salary	
<i>etc.</i>	

**Will be approved, if the objectives of the project will be achieved!**

*\*In accordance with the sections G. of the project application 20% of the Project management and implementation budget (at project level) will be used to ensure project publicity: database maintenance; producing project promotional materials, as well as the compilation of results and publication, etc.*



# System and instruments for monitoring and evaluation



# System and instruments for monitoring and evaluation (G., page 26)

<b>Partnerships evaluation</b>	to get to know partners' views on participation in project activities, cooperation, the environment and opportunities	LV
<b>Evaluation of efficiency of the communication among partners</b>	to assess the partner's views on communication methods and their effectiveness in order to implement the project objectives successfully, plan activities and promote cooperation	LV
<b>Transnational meetings evaluation</b>	to assess the meetings' organizations and their contribution to implement the project activities successfully and promote cooperation	LV
<i>Short-time transnational training</i>	<i>training organization (schedule, announcement, hosting organization etc.), materials quality and conformity, teaching quality, teachers/trainers professional competence, possibilities for inter-cultural communication, etc.</i>	SWEDEN
<i>Local: training trainers</i>	<i>training organization (teaching/ learning environment), materials quality and conformity, teaching quality, teachers/trainers professional competence, access to learning materials, etc.</i>	SWEDEN / ITALY



**Internal and external communication**  
**+**  
**project publicity**



# Internal and external communication

- A common project-room on the Internet (Dropbox, SkyData etc.) in order to put the information and to be accessible to everybody and will be able to add or check documents or information
- Internal communication:
  - between project team members, teachers, learners (*organizational level*)
- External communication:
  - with target groups + other beneficiaries
  - *Communication with **local community** and **local institutions** will be implemented via following means: (media coverage) hosting of public authorities in the city (website, newspaper), cooperation with local companies, support and participation of other social actors. (G., p 25)*



# Project publicity (I) (G., p 34)

## Dissemination Plan and a Media Coverage Plan

- Very active use of all possible **dissemination activities on internet** during all stages of the project.
  - use of international social networks, like, Facebook.com, YouTube.com, LinkedIn.com, Twitter;
  - use of national social networks of partner countries, like draugiem.lv (Latvia), etc.
  - use of other countries' national networks, like, <http://www.studivz.net/> (Germany) etc.;
  - publishing of advertisements on the Internet about training, dissemination seminars/ workshops/ round table discussions, possibilities to participate in the project;
  - e-mailing information to all possible stakeholders on national and international levels, for example, emailing of project newsletter;
  - to place information regarding project activities in all partners' hompages;
  - publications on educational e-newspapers;
  - development of the project homepage Website will provide information about the project and any on-going activities, feedbacks from project participants and target groups, results of activities, demonstrations of outputs
- **Printed dissemination materials:**
  - posters;
  - leaflets;
  - methodological materials;
  - other representative dissemination materials which can draw somebody's attention to project events;
  - publications on magazines and newspapers;
- **Face to face meetings** with adult education providers: teachers, adults, stakeholders and policy makers.
- **Use of social media:**
  - Internet (as described previously);
  - TV broadcasts (if it will be possible)
  - Radio (if it will be possible)





# Project publicity (II)

- [https://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity_en)



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# Project publicity (III) (G., p 35)

- Project will also have **its own visual identity**. Visual identity will include logo, color scheme, etc., which will be associated with the project and will be used in the website and all published materials.
- The proposals for visual identity will be prepared for the 1st partners' meeting and discussed by partners.

*The symbol of wisdom, sharp mind, curiosity and magic. This sign was used by wizards to connect with forces of nature.*



*Green is a sign of personal development.  
It symbolizes rebirth, rejuvenation, youthfulness and growth.*



# Financial report

- Proof of mobility – **CERTIFICATE + TRAVEL DOCUMENTS**
- Intellectual output:
  - Changes to the employment **CONTRACT** or supplement
  - **TIME SHEETS**
  - **+RESULTS**

+

Financial documents copies:

**March 5, 2018**

**September 5, 2018**

**September 5, 2019**

- 1) To receive last payment – **entire budget should be spent**
- 2) Two documents:
  - a) justifying payment (invoice, contract, order ...)
  - b) to justify that payment has been made