COURSE BROCHURE | ERASMUS+ TRAINING

Collaborative ICT Tools – Project Management in Schools

Plan and coordinate educational projects with digital tools for tasks, shared documents, meetings, communication, monitoring and feedback.

LOCATION	LANGUAGE	FORMAT	DURATION	COURSE FEE
Multiple Locations	English	On-site	6 days	€480

6-day programme in **Madeira and Porto**. See the course page for current fees, inclusions and dates.

Course description

Effective educational projects depend on clear roles, transparent workflows and reliable collaboration across departments, institutions and countries. Digital tools can support this work when they are selected around project needs rather than used as disconnected applications.

This course develops practical competence in planning and coordinating school, Erasmus+ and community projects through accessible collaborative platforms. Participants will structure tasks and timelines, assign responsibilities, organise shared documents, facilitate online meetings, collect feedback and monitor progress in a common digital workspace. They will consider permissions, versioning, digital communication norms, accessibility and responsible tool selection.

Through a practical project, participants will build a collaborative workflow and implementation plan that can be adapted to their own team and institutional context.

Who the course is for

For educators

Teachers, trainers, school leaders, Erasmus+ and project coordinators, administrative staff, social workers and other professionals involved in collaborative educational initiatives. The course is particularly relevant for participants who need to organise responsibilities, timelines, shared resources, online meetings and feedback across teams, departments, partner organisations or countries.

At a glance

Course level: Basic to Intermediate Digital Skills

Prerequisites: Basic digital literacy and familiarity with shared online documents are recommended. No project-management certification is required.

Working language: English. Please **contact the team** if you are unsure about the course level or working language.

CURRICULUM FOCUS

Collaborative Project Planning / Web Workflows & Shared Documents / Digital Team Communication & Feedback

View the course, current editions and fees

02 / INTENDED LEARNING OBJECTIVES

Learning outcomes

The following learning outcomes describe the course's intended direction and objectives. The trainer adapts activities, examples and participant work to the group's goals, experience and learning needs.

01 **Collaborative Project Planning** - Define project objectives, deliverables, stakeholders, phases and decision points for an educational or Erasmus+ initiative.

02 **Task, Role & Timeline Management** - Break work into tasks and milestones, assign responsibilities, establish priorities and dependencies, and monitor deadlines and status.

03 **Shared Documents & Knowledge Organisation** - Create an organised cloud workspace using appropriate folder structures, permissions, naming conventions, templates and versioning practices.

04 **Online Meetings & Distributed Teamwork** - Plan and facilitate inclusive online meetings using agendas, roles, collaborative notes, screen sharing and clear follow-up actions.

05 **Digital Brainstorming, Surveys & Feedback** - Use mind mapping, collaborative ideation, forms and surveys to generate ideas, collect feedback and inform project decisions.

06 **Responsible Tool Selection & Access Management** - Evaluate collaborative tools according to purpose, usability, accessibility, privacy, permissions, sustainability and institutional constraints.

07 **Collaborative Project Workspace & Implementation** - Build and present a coherent digital project workspace that connects tasks, documents, communication, meetings and review routines.

08 **European Peer Exchange & Institutional Transfer** - Compare digital collaboration practices with European peers, exchange project approaches and identify workflows that can be adapted to participants' own institutions.

Transfer to practice and intended impact

The programme supports participants in connecting the course learning with their own professional context. Participants consider how relevant approaches, activities or tools could be adapted to their learners, priorities and institutional settings.

1. **Identify a relevant professional need:**
   Consider which learner need, classroom challenge or institutional priority the course learning could help address.
2. **Adapt the approach to your setting:**
   Select the activities, tools or approaches that can realistically be incorporated into your own professional context.
3. **Decide what progress would look like:**
   Consider how changes in practice, learner engagement, learning outcomes or another relevant result could be recognised.

03 / COURSE PROGRAMME | DAYS 1-3

Learning Activities & Training Schedule

SUNDAY / DAY 1

Flexible self-preparation followed by an in person European exchange session, **at 18h30.**

MONDAY - FRIDAY / DAYS 2-6

08:30 - 13h30

5h of training per day · 30h total

This is a typical timetable, subject to the provider's discretion.

DAY 1

Cross-Cultural Exchange, European Educational Context & Course Orientation

- Pre-Session work: Self Preparation to reflect and share your institution's context, cultural background & completion of the Cultural Quiz.
- Welcome, networking and cultural exchange between participants and Erasmus+ team.
- Icebreaking activities and sharing of European core values.
- Open space for participants to share ideas and discuss current challenges in the Education sector; collaborative opportunity to exchange future goals.
- Course briefing and planning.

DAY 2

Collaborative Project Foundations & Workflow Design

- Define project purpose, expected outcomes, stakeholders and key deliverables.
- Break an educational initiative into phases, activities and decision points.
- Map roles, responsibilities and communication needs across the project team.
- Compare categories of collaborative tools using purpose, access and usability criteria.
- Create a project brief and initial digital-workspace plan (course project).

DAY 3

Task Management, Timelines & Progress Monitoring

- Translate project phases into tasks, milestones and review points.
- Use boards, lists or timelines to represent priorities and workflow status.
- Assign responsibilities, deadlines, dependencies and completion criteria.
- Explore dashboards and practical routines for monitoring progress.
- Build and test a digital project board for the selected initiative.

04 / COURSE PROGRAMME | DAYS 4-6

Learning Activities & Training Schedule

DAY 4

Cloud Documents, Knowledge & Version Control

- Design a shared folder structure and define appropriate access permissions.
- Co-author documents, spreadsheets and presentations in a cloud environment.
- Apply naming, versioning and template practices that reduce duplication and confusion.
- Create meeting notes, decision logs and action records linked to the project.
- Complete a collaborative document-production exercise.

DAY 5

Online Meetings & Distributed Collaboration

- Plan inclusive online meetings with clear purpose, agenda, roles and expected decisions.
- Practise video conferencing, screen sharing and collaborative note-taking.
- Choose between synchronous and asynchronous communication for different project needs.
- Apply digital etiquette, privacy, accessibility and notification-management principles.
- Simulate an online project meeting and produce concise follow-up actions.

DAY 6

Brainstorming, Feedback & Project Portfolio

- Use digital brainstorming and mind mapping to explore ideas and solve project challenges.
- Create a form to collect learner or stakeholder feedback, interpret and use it to refine priorities or project decisions.
- Present the collaborative project workspace and receive structured peer feedback.
- Complete course evaluation and Certification.

ADAPTABLE TRAINING

This programme is a planned framework. Specific activities, sequence, exercises and timings may be adapted by the trainer or provider to each group/edition.

COURSE RECORDS

Daily summary and attendance sheets record the schedule and a short account of each day's work, validated by the trainer and signed by the participants.

Edition-specific evidence: Learning Together maintains signed daily training and attendance records. This brochure describes the course framework; additional verification can be based on the records of the particular edition.

05 / LEARNING APPROACH & METHODOLOGY

Learning Together Methodology

Learning Together courses combine guided input supported by presentations and multimedia resources with practical experimentation, creative workshops, case-based learning and hands-on tools. Participants connect the learning to their own professional situations and progressively develop an applied outcome, which may take the form of a presentation, project, session plan, action idea, reflection or another relevant output.

Peer / trainer feedback supports refinement throughout the process, while European exchange encourages participants to compare practices, perspectives and approaches across different educational contexts.

Methods applied in this programme

Guided Digital Workflow Exploration

Participants compare tool categories and practise core functions through guided tasks linked to project planning, documents, communication and feedback.

Project-Based Workspace Development

A realistic educational project provides the basis for creating task boards, folder structures, meeting routines, forms and progress-monitoring practices.

Simulations & Peer Review

Online meetings, co-authoring activities and feedback cycles allow participants to test teamwork routines, observe coordination challenges and refine their workspace.

Collaborative learning, peer exchange and reflection

Participants work with European colleagues, compare professional contexts, exchange approaches and reflect on how the learning can be transferred to their own institutions.

> ### Illustrative example: Coordinating a School or Erasmus+ Project with Collaborative Digital Tools
>
> Imagine an education team coordinating a project across departments or partner institutions. Participants define objectives and responsibilities, create a shared task board and document structure, organise an online meeting routine and collect stakeholder feedback through a digital form. They then review whether the workflow is clear, accessible and manageable for the team. This illustrates one possible professional application; actual activities may vary.

An adaptable learning experience

Learning Together courses are delivered by trainers with relevant professional & pedagogical experience, **who are fluent English speakers**. The trainer may vary by edition, adapting the activities to the group's professional context and learning goals.

Meet our trainers and explore our approach

06 / PRACTICAL INFORMATION & SUPPORT

Everything you need for your training

Your course materials and participant work

Participants receive access to course materials, including slides, presentations, worksheets and exercises made available for the sessions, through a dedicated online folder.

Depending on the activities, groups may also develop action plans or presentations. The output varies with the programme, trainer and group.

Materials to bring: Laptop

Course package

Includes training sessions, digital materials, practical resources, administration and course-week support, welcome kit, coffee breaks and course documentation. Cultural activities and an orientation session **depend on the edition selected** (flights, accommodation & other personal arrangements are not covered).

Check fees and inclusions for your selected course.

Documents & certification

We issue Certificate of Attendance, invoice and support agreed Erasmus+ mobility documents, including Europass Mobility records. Certificate issuance follows the attendance conditions.

Send any additional school forms to our team in advance. Explore document guidance.

Provider & quality

Learning Together operates through registered organisations in every country where services are provided, each with its own Erasmus+ Organisation ID (OID). Our programmes combine clearly defined learning outcomes, participatory methodologies and practical activities, with participant evaluation & feedback at the end of the training.

Provider OIDs: Portugal E10201112 · **Spain** E10417947 · **Poland** E10419682

FROM INTEREST TO A CONFIRMED BOOKING

01
Pre-enrol

Share your course & preferred dates. Pre-enrolment is non-binding; wait for written confirmation before making non-refundable travel bookings.

02
Confirm your place

Our team will confirm availability by email. Complete final enrolment and billing details to secure your place.

03
Plan your travel

Once your booking is confirmed, you can plan your travel. Before travelling, check materials required, timetable and activities in your selected edition.

YOUR NEXT STEP

Ready to plan your course?

Check the current dates, duration, fee and edition status on the course page, then start your pre-enrolment or contact us!

View course & editions ↗ | Pre-enrol ↗

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