learning together
siner advanced skills institute

ERASMUS+ STRUCTURED COURSE | SCHOOL APPROVAL SUMMARY

Collaborative ICT Tools – Project Management in Schools

A concise, shareable overview for teachers, school leaders and Erasmus+ mobility coordinators.

Course code	LTCICTT57	**Language**	English
Destination	Multiple locations available	**Subject level**	Basic to Intermediate Digital Skills
Format	On-site · 6-day programme	**Audience**	Teachers, Erasmus+ coordinators, school leaders & project staff

Educational purpose

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

Learning objectives & outcomes

- Collaborative Project Planning
- Shared Documents & Knowledge Organisation
- Digital Brainstorming, Surveys & Feedback
- Collaborative Project Workspace & Implementation
- Task, Role & Timeline Management
- Online Meetings & Distributed Teamwork
- Responsible Tool Selection & Access Management
- European Peer Exchange & Institutional Transfer

Learning activities and methodologies

Programme format: **6-days (30h)**. Participants learn through guided digital-workflow exploration, collaborative project tasks, cloud-based co-creation, meeting simulations and project-based workspace development. Tool comparison, peer feedback and reflection support responsible selection and transfer to real school, Erasmus+ and community projects.

Documentation, materials and practical arrangements

Certificate of Attendance: issued for participants meeting the 80% minimum attendance requirement. **Learning Agreement** and **Europass Mobility support** are provided where agreed and relevant; if you need support for additional documents contact our team. Participants have access to a dedicated folder with digital course materials, resources and evidences. **Materials to bring: Laptop.**

Locations, fees and booking

Course locations: Madeira and Porto. **Fees per participant:** 6-day: €480. Current edition dates, confirmation status, fee and inclusions must be verified before making non-refundable travel commitments. Pre-enrolment is non-binding and is not a booking confirmation.

Course details · **Live course calendar** · **Mobility documents**

Portugal OID E10201112 / Spain OID E10417947 / Poland OID E10419682

learningtogether.eu@sinerconsult.pt