COURSE BROCHURE | ERASMUS+ TRAINING

# Digital Competences, Innovation and Lifelong Learning for Educational Staff

Strengthen digital workflows, collaboration, mobility coordination and quality improvement while building a sustainable lifelong learning plan for educational work.

| LOCATION | LANGUAGE | FORMAT | DURATION | COURSE FEE | OID |
|---|---|---|---|---|---|
| Porto | English | On-site | 6 days | €480 | E10201112 |

€480 per participant for 6 days in Porto, Portugal. Check current editions, fee and inclusions before booking.

## Course description

Educational institutions increasingly rely on digital tools to coordinate projects, manage information, communicate with colleagues and support participants in international activities. Making these processes work effectively requires more than technical skills. Clear responsibilities, organised documentation, effective teamwork and continuous professional development are equally important.

This practical course strengthens the digital, organisational and collaborative skills of teachers, administrators, project staff and mobility coordinators. Participants will explore how to organise shared documents, manage tasks and deadlines, improve communication, support international participants and use feedback to strengthen institutional practices. They will also examine how small digital improvements can make everyday educational and administrative work more efficient.

Through hands-on workshops, realistic coordination scenarios and exchange with European colleagues, participants will develop a practical digital workflow and a personal professional development plan. The emphasis is on creating useful solutions that can be adapted to participants' own institutions, supporting continuous learning, effective collaboration and sustainable organisational improvement.

## Who the course is for

### For educators

Teachers, trainers, school administrators, educational support staff, project managers and Erasmus+ mobility coordinators who want to improve digital organisation and teamwork. The course is particularly relevant for professionals managing shared documentation, international communication, participant support, project coordination and institutional improvement.

### At a glance

**Course level:** Basic to Intermediate Digital & Organisational Skills

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

**CURRICULUM FOCUS**

Digital Workflows & Collaboration / Mobility Coordination & Support / Quality Improvement & Lifelong Learning

**View the course, current editions and fees**

02 / LEARNING OBJECTIVES

# Learning outcomes

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

01 **Digital Professional Practice & Needs Analysis** - Analyse recurring educational or administrative processes, identify workflow bottlenecks and prioritise realistic opportunities for digital improvement.

02 **Collaborative Communication & Teamwork** - Use shared digital environments to coordinate communication, responsibilities, deadlines and decision-making across educational teams.

03 **Digital Documentation & Information Management** - Create, organise, version, share and protect digital documents and resources using clear structures, permissions and accessibility principles.

04 **Project & Mobility Workflow Coordination** - Design a digital workflow for an educational project or mobility activity, covering tasks, timelines, responsibilities and documentation.

05 **Participant Support & Intercultural Communication** - Plan clear, inclusive and culturally aware digital communication that supports participants before, during and after an international activity.

06 **Monitoring, Feedback & Quality Improvement** - Select practical indicators, collect feedback and use digital evidence to identify improvements in coordination, participant experience and institutional processes.

07 **Lifelong Learning & Professional Development** - Identify professional development needs and create a realistic plan for continuous digital and organisational learning.

08 **European Peer Exchange & Institutional Transfer** - Compare organisational practices with European peers and identify digital workflows or professional-development approaches that can be adapted locally.

## 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

## Digital Professional Practice & Workflow Mapping

- Map everyday administrative tasks, information flows and coordination challenges in educational institutions.
- Assess current digital competences and identify professional development needs.
- Distinguish digital tool limitations from unclear responsibilities, duplicated tasks and inefficient processes.
- Select a workflow for improvement and define its objectives, users and expected benefits.

DAY 3

## Collaborative Platforms & Digital Documentation

- Organise shared digital workspaces with clear folders, permissions and document naming.
- Use collaborative tools to manage documents, tasks, deadlines and responsibilities.
- Create reusable templates, checklists and information packs for educational projects.
- Design a shared documentation workflow, considering accessibility, data protection and version control.

04 / COURSE PROGRAMME | DAYS 4-6

# Learning Activities & Training Schedule

DAY 4

## International Mobility Coordination & Participant Support

- Explore the preparation, implementation and follow-up stages of international mobility projects.
- Coordinate responsibilities, deadlines, communication and information sharing between stakeholders.
- Organise mobility documentation and participant information using digital tools.
- Design clear, accessible and inclusive communication and support for international participants.
- Practise responding to common mobility challenges through realistic coordination scenarios.

DAY 5

## Monitoring, Feedback & Quality Improvement

- Define practical indicators to monitor coordination, participation and service quality.
- Use digital forms and feedback tools to collect relevant information.
- Analyse feedback and monitoring results to identify gaps and improvement opportunities.
- Review the redesigned workflow and develop practical improvements with clear follow-up actions.

DAY 6

## Learning Portfolio, Professional Development & Transfer

- Review individual digital competences, professional progress and development needs.
- Complete a learning portfolio documenting the improved workflow and supporting resources.
- Present the workflow, gather structured feedback, create a personal lifelong learning plan and an institutional transfer action.
- Complete course reflection, 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

### Digital Workflow Mapping & Guided Tool Exploration

Participants analyse real processes and test digital tools for coordination, documentation, shared work and information management, always linking tool choice to organisational need.

### Mobility & Project Scenario Simulation

Realistic scenarios support decision-making around participant communication, documentation, responsibilities, deadlines, unexpected issues and international collaboration.

### Portfolio-Based Reflection & Action Planning

Participants consolidate practical outputs in a learning portfolio, review evidence of competence growth and prepare professional and institutional development actions.

### 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: Designing a Digital Workflow for International Mobility Coordination**
>
> Imagine an institution preparing an international mobility involving participants, coordinators and partner organisations. Participants map the process, organise a shared digital workspace, define responsibilities and communication routines, and create a simple feedback and monitoring approach. The resulting workflow supports clearer coordination, participant information and institutional learning.

### 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

A clear overview of your course resources, included services, documentation and next steps.

## 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.

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 ↗

Contact: learningtogether.eu@sinerconsult.pt | +351 229 418 490