

## Training Course

<b>Title</b>	<b>New Teachers for New Competencies: Personal competencies, teamworking and time management</b>
<b>Scope</b>	The course addresses professionals of training, in order to be able to cultivate to their students personal competencies and skills of teamworking and time management.
<b>ECVET points</b>	3.5
<b>Target groups</b>	Teachers and trainers at secondary and post secondary education and training organizations:
<b>Learning Outcomes</b>	<p>Upon completion of the training course, the participants are expected to be able to issue to their students:</p> <ul style="list-style-type: none"><li>• the acquisition, improvement and transfer of the main values required by the companies to their workers, giving them the pedagogic-emotional tools, methods and instruments allowing their students to develop these values systematically, methodically and in a structured manner,</li><li>• the acquisition, improvement and transfer of the main values required by the companies to their workers, regarding the team work and collaboration. Provide the pedagogic-emotional tools, methods and instruments allowing their students to develop systematically, methodically and in a structured manner the values of cooperation, motivation, reliability and acceptance of opinions, rules and roles,</li><li>• the importance of time in the organization to achieve success, giving them the pedagogical tools, methods and instruments to understand the fundamentals of time management with the hope to reach the success, both from a collective perspective involving a group of people in order to achieve common goals in the current labor market and from an individual perspective allowing their students to control their own life over time versus tasks.</li></ul>
<b>Methodology</b>	The training course consists of three thematic units and each one is split into learning units. For each learning unit, there is a short presentation and a series of activities (4-5 activities). The type of activities includes individual activities, role play games, case studies, discussions, debates, brainstorming sessions, projects, teamworking exercises. The aim of the activities is to be used in a classroom with students. During the training course, the trainers will present all the activities to the teachers, while some of the activities, at least one for each unit will be performed in the classroom, to allow reflection and discussion in the group
<b>Thematic units</b>	<ul style="list-style-type: none"><li>• Personal competencies</li><li>• Teamworking</li><li>• Time management</li></ul>
<b>Learning material</b>	The learning material consists of presentations and support material. The learning material will be available on-line in English language.
<b>Trainers</b>	Betty Aggeletaki, psychologist counselor, special education specialist
<b>Cost</b>	Tuition fee: 350 euro per person

The cost includes the learning material and the certificates: Certificate of completion, Europass Certificate Supplement, Europass Mobility

Organisation fee and cultural activities: 80 euro per person

The cost includes the coffee breaks, a walking tour of Piraeus and welcome dinner and a cultural tour of Athens, visit to Archaeological sites and common dinner in Athens. The entrance fees to sites and museums are not included.

The cost can be funded by Erasmus+ programme KA1 mobility of staff.

**Further information**

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## Indicative training programme

### Day 1

**Monday**

**09:15 – 10:30** Meeting at hotel reception – arrival in IDEC training centre  
Welcome – registrations  
Ice breaking session: Presentation of participants, expectations from the training course  
Introduction to the training course, syllabus, methodology, learning outcomes

**10:30 – 10:45** Coffee break

**10:45 – 12:15** Personal competencies linked to the organisational values  
Focus on achievement  
Establish challenges  
Persistence and Perseverance  
Self-motivation for achievement

**12:15 – 12:30** Coffee break

**12:30 – 14:00** Self-awareness and self-esteem  
The power of emotions  
Emotional self-awareness  
Self-esteem  
Review of the day

### Day 2

**Tuesday**

**09:00-10:30** Self-control  
Emotional regulation  
Coping techniques

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	Acquire the ability to Solve Problems
<b>10:30 – 10:45</b>	Coffee break
<b>10:45 – 12:15</b>	Resilience The pillars of resilience Proactivity and resilience Constructive thinking
<b>12:15 – 12:30</b>	Coffee break
<b>12:30 – 14:00</b>	Team work and collaborative spirit Cooperation and team working Teamwork – How it makes a difference in business? What are the characteristics of a good teamwork? Team roles in team work Review of the day

### Day 3

#### Wednesday

<b>09:00-10:30</b>	Motivating oneself and others to develop How to make your team meeting effective Motivation theories
<b>10:30 – 10:45</b>	Coffee break
<b>10:45 – 12:15</b>	Conflict management strategies Accept a variety of opinions, rules and roles
<b>12:15 – 12:30</b>	Coffee break
<b>12:30 – 14:00</b>	Techniques how to bond your team Heterogeneous groups function Human relations at work Review of the day

### Day 4

#### Thursday

<b>09:00-10:30</b>	Word keeping – reliability on colleagues Ethics in business Professional attitude in the workplace Active building of relationships with all stakeholders
<b>10:30 – 10:45</b>	Coffee break
<b>10:45 – 12:15</b>	Time Management – Being more efficient and getting better results. Managing time and respecting deadlines.
<b>12:15 – 12:30</b>	Coffee break
<b>12:30 – 14:00</b>	Giving priorities to tasks

Review of the day

## Day 5

### Friday

**09:00-10:30**

Acting proactively.  
Delegating tasks and controlling results

**10:30 – 10:45**

Coffee break

**10:45 – 12:15**

Quick Review of models and techniques  
Reflexion - evaluation of the training course  
Certificates – Europass Mobility  
Closure and farewell