

«Re.M.I.D.A.» project

Erasmus+ KA2 Strategic Partnership
(2019-1-IT02-KA204-063171)

Renewed **M**odels for the **I**nclusion of **D**isadvantaged **A**dults

Technical Project Management Guidelines

Key Elements

Adult Education methodologies



Lego Serious Play™



Best Practices on Adults guidance and counselling



Valorization of informal skills



Re.M.I.D.A.

Innovative model for the empowerment and career counseling of disadvantaged adults



Operators/trainers training + Pilot(s)

What are we going to do?

1 - **Define** a training course for Adult Education operators (IO1) for the personal empowerment and employability of disadvantaged adults involving:

- Adult Education consolidated methodologies
- Lego Serious Play™
- Best practices on career guidance
- Valorization of non formal personal skills

2 - **Pilot**, at a local level, the training course for AE operators (IO1) through 8 pilots.

OUR PROCESS

In the framework of a **consolidated AE methodology** to be used as a constant reference, we will:

1. **Adapt** the Lego Serious Play approach to:
 - our specific target group (disadvantaged adults)
 - work as an empowerment and employability tool
2. **Include** the adapted LSP approach to our already existing assessment, guidance and career counselling practices
3. **Complement** the process with non formal skills valorisation activities
4. **Develop** a train-the-trainers course on the use of our Model
5. **Train** the operators
6. **Pilot** the training and the Model at a local level
7. **Develop** case studies as practical examples of how we did it.

OUR OBJECTIVES

General:

- to tackle the problem of the socio-occupational exclusion of 45+ disadvantaged adults

Specific:

1. Define an innovative model of intervention for the personal empowerment of adults over 45 at risk of exclusion;
2. Enhance the processes of recognition of informal and non-formal skills/abilities of this target group;
3. Up-skill the operators of adult education centers engaged in support activities for adults over 45 at risk.

Our main target groups

Adult Education **operators**:

- Trainers
- Counsellors
- Coaches
- Adult Education agencies Managers
- Experts/researchers
- Institutions representatives

Our main target groups

Disadvantaged 45+ adults at risk of social exclusion, such as:

Long term unemployed, low qualification or skills, migrant background, minority member, mild disabilities, ex-convict, addiction...

FOCUS ON: 40+ unemployed women

The partnership

Applicant Organisation

PIC	Legal name	Country
935586729	Consorzio Ro.Ma.	Italy

Partner Organisations

No	PIC	Legal name	Country
1	925590394	AGENFAP Società cooperativa	Italy
2	958754403	BALGARSKA AGENTSIYA ZA RAZVITIE	Bulgaria
3	953952030	INERCIA DIGITAL SL	Spain
4	950088714	RAZVOJNO IZOBRAZEVALNI CENTER NOVOMESTO	Slovenia
5	917589446	Centrum Kształcenia Ustawicznego nr 2 w Lublinie	Poland
6	949605460	Asociatia Central European pentru Integrare Socioprofesionala ACTA	Romania
7	950601068	EPRALIMA - ESCOLA PROFISSIONAL DOALTO LIMA - COOPERATIVA DE INTERESSE PUBLICO E RESPONSABILIDADE LIMITADA	Portugal
8	999895110	HELLENIC OPEN UNIVERSITY	Greece



INTELLECTUAL OUTPUT



INTELLECTUAL OUTPUT

INTELLECTUAL OUTPUT 1

New model of intervention for employability and social inclusion of 45+ adults at risk of exclusion

IO1 RESULTS: A MANUAL

Section	N	Chapter	Pag
A. Introduction: “REMIDA” training course learning objectives and outcomes	A.1	The “REMIDA” project presentation	1
	A.2	“REMIDA” self-instructed training course learning objectives and learning outcomes	2

IO1 RESULTS: A MANUAL

Section	N	Chapter	Pag
B. “REMIDA” training course methodological foundations	B.1	Lego Serious Play™ key principles	3
	B.2	The Adult Education reference principles	3
	B.3	“REMIDA” unique approach for the empowerment and guidance of disadvantaged adults: LSP™ principles application	4

IO1 RESULTS: A MANUAL

Section	N	Chapter	Pag
C. "REMIDA" training course for trainers	C.1	REMIDA training course Lessons/Sessions Plan	8
	C.2	REMIDA training assessment and self- assessment and evaluation: methodologies and tools.	8
	C.3	REMIDA teaching/learning resources.	60
	C.4	Guidelines for trainers	6

IO1 RESULTS: A MANUAL

Section	N	Chapter	Pag
D. “REMIDA” training additional resources	D.1	REMIDA training into practice: case studies	15
	D.2	REMIDA additional teaching/learning resources.	20

O1 New model of intervention for employability and social inclusion of 45+ adults at risk of exclusion

O1/A1	Adaptation of LSP to the context and the target group
O1/A2	Guidelines
O1/A3	Train-the-trainers course design (macro)
O1/A4	Identification and development of training contents (micro)
O1/A5	Design and development of e-learning platform
C1	Joint Staff Training Event
O1/A6	Local Pilots
O1/A7	Pilots' evaluation
O1/A8	Training course modelization

O1 - Activities in details

O1/A1: Adaptation of LSP to the context and the target group
Agenfap (IT) – HOU (GR)

1. LSP MODEL ADAPTATION to the target group through:

- definition of a set of survey tools,
- data collection and analysis,
- alignment of the new model to effective methodologies and standards of AE programs, guidance courses and assessment of non-formal skills.

HOU will guarantee a sound pedagogical approach of AE, RIC the methodologies for guidance and assessment.

R1: Model draft

2. MODEL VALIDATION through sharing with AE providers. The model will be presented in an event involving at least 10 operators to:

- collect feedback on functionality and sustainability of the Model
- identify the operators skill gap on the use of the model (conducted by CKU)

Following the events the model will be implemented through:

- definition of the pedagogical framework;
- application of the LSP model to the target;
- identification of the potential uses of the LSP model for assessing the competencies and orientation of the target group towards training and/or work paths.

R2: 8 local events

R3: Report on operators skill gap

R4: Model final version

O1/A2 Guidelines
HOU (GR)

Implementation of guidelines on how to introduce the model within the organizations that deal with education, assessment and orientation of the disadvantaged adults over 45. Target group:

- AE organizations managers
- PA representatives who are in charge of managing local policies for disadvantaged adults over 45.

R5: Guidelines

O1/A3 Train-the-trainers
course design
RIC (SI)

Macro-planning of the training path for operators, identifying key-elements such as: methodological approach used for training; how to deliver it; planned activities; learning resources; learning assessment areas.

The training (46 h) will include:

- 30% e-learning
- 50% face-to-face (corresponding to C1 - JSTE)
- 20% practical application (corresponding to O1/A6)

R6: Training course macro-design

O1/A4 Identification
and development of
training contents
Consorzio Ro.Ma (IT)

Definition of learning objectives and outcomes: the knowledge, skills and competences that the operators must acquire. For the micro-design of the training course (both for e-learning and face-to-face) each partner will contribute to the development of the training contents and of the teaching/learning resources (slides, videos, text, etc.), according to its own expertise.

R7: Report on learning objectives and outcomes

R8: training micro-design (teaching/learning resources)



O1/A5 Design and development of e-learning platform
HOU (GR)

Design and implementation of an online learning environment that will be hosted by the HOU already existing platform. Linked to the platform there will be an online mentoring space. This space will be developed through MOODLE and managed by Inercia Digital.
R9: e-learning platform + MOODLE

C1 – Joint Staff Training Event
Inercia Digital


To train the partners operators on the use of the Model

O1/A6 Local Pilots
Consorzio Ro.Ma (IT)

All partners (except AGENFAP) will pilot the model proposed during their inclusion, education, training, assessment and guidance activities aimed targeting disadvantaged adults. The pilots will be delivered by:

- 16 operators (2 per partner)
- 89 adults (12 per partner, with the exception of HOU with 5).


Each adult participates in 2 group sessions (12h tot) and 2 personalized meetings (12h tot). During the pilot, mentoring is provided for the operators: through the MOODLE space they can get in contact with partnership experts (about LSP, guidance, etc.) and with other teachers. HOU will tutor the teachers on the recognition of adults non-formal competences.
R10: 8 local pilots




<p>O1/A7 Pilots' evaluation EPRALIMA (PT)</p>	<p>The impact on 3 dimensions will be considered: organizations, operators and adults. Through questionnaires, focus groups and interviews feedback will be collected on the following topics:</p> <ul style="list-style-type: none">• Adults engagement• usability/sustainability• impact on adults• model effectiveness• improvement areas. <p>At the end of the activity, 8 case studies (1 per country) will be produced as video interviews with operators, managers and adults.</p> <p>R11: Evaluation and monitoring plan R12: Monitoring and evaluation tools R13: Evaluation report R14: Improvement plan R15: 8 case studies</p>
<p>O1/A8 Training course modelization Consorzio Ro.Ma</p>	<p>Modelization of the training course ensuring the standards for training for trainers, with reference to the QAVET, in a perspective of transferability</p> <p>R16: Train-the-trainers course final version</p>

Target groups direct involvement

<p>Adult Education operators</p>	<ul style="list-style-type: none"> • O1 / A1: 80 operators, (10 operators per partner with the exception of AGENFAP); • JSTE in number of organization 2 with the exception of AGENFAP which will participate with a single trainer (total: 17 participants); • O1 / A6 (LOCAL PILOTS) in the number of 16 (2 for each organization except AGENFAP); • O1 / A7 (ASSESSMENT OF PILOTS) in the number of 16 (2 for each organization except AGENFAP).
<p>45+ disadvantaged adults</p>	<ul style="list-style-type: none"> • O1 / A6 (LOCAL PILOTS) 89 total participants (12 CONSORZIO ROMA; 5 HOU; 12 RIC; 12 ACTA; 12CKU; 12 EPRALIMA; 12 INERCIA DIGITAL; 12 BDA); • O1 / A7 (ASSESSMENT OF PILOTS) 89 total participants (12 CONSORZIO ROMA; 5 HOU; 12 RIC; 12 ACTA; 12 CKU; 12 EPRALIMA; 12 INERCIA DIGITAL; 12 BDA);
<p>AE organizations managers</p>	<ul style="list-style-type: none"> • O1 / A1 (ADAPTATION OF THE LSP MODEL TO THE TARGET GROUP AND THE CONTEXT): 40 representatives and / or managers of the organizations will be involved (5 per partner, with the exception of AGENFAP); • O1 / A7 (ASSESSMENT OF PILOTS) 8 representatives / managers, (one per partner, with the exception of AGENFAP).
<p>Experts/researchers</p>	<ul style="list-style-type: none"> • O1 / A1 (ADAPTATION OF THE ATSC AL TARGET GROUP AND CONTEXT MODEL): 40 experts will be involved, 5 per country.
<p>Institutions representatives</p>	<ul style="list-style-type: none"> • O1 / A1 (ADAPTATION OF THE LSP MODEL TO THE TARGET GROUP AND THE CONTEXT).




A1 – A3: Project management and implementation



A1	Project Management
A2	Communication and Dissemination
A3	Quality Assurance and Evaluation

PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES

		Lead	Consorzio Ro.Ma.
Activity 1	Project management	Performing procedures necessary to assure that the project addresses the goals in the specified milestones. Manage and coordinate relationship activities with the National Agency. Regular and timely collection, scrutiny, recording, compilation and collation of internal and external reports, including the monitoring and collection of cost statements from partners. To keep the project on course for achieving its objectives.	
STEERING COMMITTEE		Participated by: CONSORZIO RO.MA., HOU, CKU, ANGEFAP, RIC	



RESULT	Description	Notes
A1-R1	Project work plan and financial guidelines	
A1-R2	Intermediate technical and financial report	Approx. September 2020
A1-R3	6 Technical and financial reports	made every 4 months by the partners
A1-R4	Final project management report	October 2021
A1-R5	6 Reports on transnational meetings	7 days after each meeting
A1-R6	Report on online meetings	6 meetings between the TPM

FOCUS ON: MONITORING

Monitoring model: 3Ps model: Process/Project management, Partnerships and Products.

The objectives:

- identify the progress of the work with respect to the resources involved and the established deadlines,
- identify any deviations,
- identify critical issues and problems in time.

Information will be collected through semi-structured questionnaires (every 4 months).

The monitoring areas: management model, internal communication, risk management and contingency plan, activities and results

Quantitative indicators:

- progress in terms of expenditure and budget commitment
- % of implementation of individual activities and resources committed
- type number and description of the dissemination activities carried out

Qualitative indicators:

- degree of achievement of objectives;
- degree of utility for the project of the activities carried out;
- criticalities found

FOCUS ON: RISK MANAGEMENT

In the event that the monitoring activities identify critical issues and problems such as to represent a danger for the correct execution of the project, Epralima will activate a specific **risk management procedure**:

- ▶ organization of an online meeting with the partner (s) that highlighted the criticality to acquire more details;
- ▶ sharing the findings with the Applicant;
- ▶ planning and timely implementation of the necessary corrective actions.



FOCUS ON: COMMUNICATION

To ensure project management and effective communication, Consorzio Ro.ma will activate a Google account. All documentation and communications will be made using the following services:

- Gmail for exchanging and archiving emails.
- Google drive for file storage and sharing
- Google docs for file creation and modification
- Google calendar for better deadline management.
- Google Hangouts for online communications between partners.
- Youtube for the dissemination of short videos.


PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES

		Lead	Inercia Digital
Activity 2	Dissemination		<p>The plans made for the dissemination and exploitation of the project results as well as the activities of valorisation itself.</p> <p>Facilitating dissemination of the project results and identify potentially important exploitation opportunities</p>

RESULT	Description	Notes
A2 / R1	Communication and dissemination plan	To be provided before TPM2
A2 / R2	Stakeholder map general	Each partner has to provide a list of qualified and relevant stakeholders. Pay attention to GDPR.
A2 / R3	Website	Translated in 9 languages
A2 / R4	Project logo	
A2 / R5	Social media account	Facebook, Youtube, LinkedIn
A2 / R6	Web articles	2 by each partner: 1 at the beginning and 1 at the end of the project
A2 / R7	Newsletter	6: 1 every 4 months, linked to the TPMs and drafted by the hosting partner
A2 / R8	Leaflets	Translated in 9 languages
A2 / R9	Brochure	Translated in 9 languages
A2 / R10	Final communication and dissemination report	For the final report, October 2021
A2 / R11	8 Agendas of multiplier events	
A2 / R12	8 Report of multiplier events	
A2 / R13	Exploitation and marketing plan	On the future use of the project products.

PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES

		Lead	EPRALIMA
Activity 3	Quality Assurance and Evaluation		<p>Evaluation will be fundamental in identifying the relevance, effectiveness, efficiency and impact of project products. Each partner will appoint a person responsible for monitoring the quality of the project activities to be carried out in their own country. The evaluation will focus on key-elements of the project:</p> <ul style="list-style-type: none">• Project Management and implementation• Transnational Project Meetings• Intellectual Outputs• Multiplier Events• Joint Staff Training Event• Dissemination
QUALITY ASSURANCE COMMITTEE			Participated by: CONSORZIO RO.MA., CKU, ANGEFAP.



RESULT	Description	Notes
A3/R1	Quality assurance and evaluation plan	Containing strategies and guidelines to follow
A3/R2	Data collection tools	(i.e. questionnaires)
A3/R3	Interim evaluation report	Containing an intermediate analysis of the progress of the project, the actions implemented and the results achieved
A3/R4	Final evaluation report	necessary to identify the relevance and efficiency of the activities, it will contain the final analysis of the progress of the project, the actions implemented, the results achieved, as well as the impact of the activities and the products produced.



M1 – M6: Transnational Project Meetings

M1-M6 Transnational Project Meetings

Meeting 1	Kick off Meeting in Monte Compatri	Consorzio Ro.Ma. 7-8 November 2019
Meeting 2	Oradea (RO)	ACTA Approx February 2020
Meeting 3	Novo Mesto (SI)	RIC Approx July 2020
Meeting 4	Arcos de Valdevez (PT)	Epralima Approx November 2020
Meeting 5	Sofia (BG)	BDA Approx April 2021
Meeting 6	Athens (GR)	HOU Approx July 2021

M1-M6 Transnational Project Meetings

Meeting 1	<p>Addressing management, financial and contractual issues and work planning of the implementation.</p> <p>Aim: project kick-off, discussion on project activities, timeframe, development of basic documents essential for project implementation. Division of tasks and responsibilities.</p> <p>The meeting will be critical to:</p> <ul style="list-style-type: none">• understand and plan the ways in which the LSP model will be adapted to the target in order to obtain the project outputs and aligned with existing methodologies for assessment and guidance;• plan how the model will be validated (O1/A1).
Meeting 2	<p>The meeting will be functional to discuss feedback on the validation of the model (O1/A1).</p> <p>Validation of Dissemination and QA&E Plans.</p>
Meeting 3	<p>It will be functional to plan the detailed implementation of the Guidelines (O1/A2). In addition, the meeting will be used to discuss the first feedback on the training needs of the operators (O1/A1) and to plan the identification of the training contents (O1/A4) and a first design of the online learning environment (O1/A5). Focus on: interim report</p>

M1-M6 Transnational Project Meetings

Meeting 4

It will be functional to the discussion of the training needs identified by the operators following the analysis concluded (O1/A1). The macro-design activities of the training course (O1/A3) and those of micro-planning of it (O1/A4) will also be presented. We will proceed to the further definition of the development of the online learning environment (O1/A5). **Focus on: JSTE organization**

Meeting 5

The meeting will be fundamental for the evaluation of the completed JSTE activities (C1) and for the ongoing evaluation of local pilot activities (O1/ A6). Also the planning of Multiplier events will be addressed.

Meeting 6

It will be functional to the evaluation of the local pilot activities (O1/A7). It will be used to program the final systematization activities (O1 / A8) of the training course. At the end of this meeting all the instructions for the **Final Report** will be provided.

PARTNER	M1	M2	M3	M4	M5	M6	TOTAL
Consorzio Ro.Ma.	-	2	2	2	1	2	9
Agenfap	-	1	1	2	1	2	7
Bulgarian Development Agency	2	2	2	2	-	2	10
Inercia Digital	2	1	1	2	1	2	9
RIC Novo Mesto	2	2	-	2	1	2	9
CKU 2 Lublin	2	2	2	1	1	2	10
ACTA	2	-	1	2	1	2	8
EPRALIMA	2	2	2	-	1	2	9
Hellenic Open University	2	2	1	1	2	-	8
Total per meeting	16	14	12	14	9	16	79

General rules:

1. Attendance to the meetings is mandatory (exception: force majeure)
2. Each partner has to reach, by the end of the project, at least the total number of scheduled mobility
3. Participants have to be directly involved in the project and be able to take decisions
4. The hosting partner will be responsible for the drafting of the meeting minutes (taking notes of decisions, deadlines, etc.)



C1 - Joint Staff Training Event

February 2021 – Spain
Lead: Inercia Digital



Joint Staff Training Event

TRAINING OBJECTIVES AND PROVISIONAL PROGRAM:

Operators and experts will share and acquire skills related to the following areas:

- use of the LSP model for understanding the well-being and discomfort of disadvantaged over 45s;
- integrated assessment methods and tools;
- implementation of guidance paths in a systemic perspective of inclusion.

Joint Staff Training Event

1. CONSOLIDATED EDUCATION METHODS OF ADULTS:

sustainable times and delivery methods, non-formal education, etc.

2. ASSESSMENT: Methodologies and tools for the assessment of informal / non-formal skills in an integrated perspective. How to use the LSP to identify and recognize non-formal skills.

Practise

3. GUIDANCE: Training and work guidance paths: methods and techniques with a view to socio-work inclusion. How to use the LSP in orientation paths

At the end of each day there will be a 1-hour session for the **assessment** (leader: Consorzio Ro.Ma.) of the training by the participants and the structured feedback collection through the use of questionnaires and discussions.

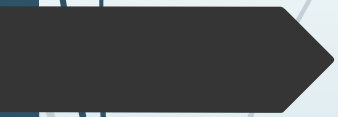
JSTE

The JSTE will be realized in **5 days, 6 hours each day** + 2 days for traveling.

Each organization will involve **2 operators/trainers** dealing with the inclusion of disadvantaged adults (except AGENFAP who will participate with a single trainer and Consorzio Ro.ma. with only one trainer/operator and an expert in monitoring and evaluating training activities).

Important:

- participants have to be the operators/trainers who will actually deliver the pilot (Activity O1/A6)
- each partner has to provide an Europass Mobility certificate to participants. Start the process in due time...



ME1 – ME8

Multiplier Events

E1-E8 Multiplier Events

The REMIDA project will schedule a set of 8 **Multiplier events** (1 in each partner Country), in order to disseminate and exploit activities and results (Intellectual Outputs). The Events will have the shape of **conferences/seminars/workshops** according to local contexts and last **1 full day**, divided in 2 session: 1 on the project, the other for practical workshops.

Main objectives: presenting, disseminating and enhancing the 2 main outputs of the project:

- The Model for the socio-economic inclusion of adults over 45 at a disadvantage
- The training course for the operators of adult education centers

Speeches are expected from representatives of at least 2 Partners who carried out the pilot locally through a call conference.

E1 - E8 Multiplier Events

E1	Multiplier Event in Italy July 2021	60 people	<ul style="list-style-type: none">• Consorzio Ro.Ma.• Agenfap
E2	Multiplier Event in Bulgaria July 2021	30 People	Bulgarian Development Agency
E3	Multiplier Event in Spain July 2021	30 people	Inercia Digital
E4	Multiplier Event in Poland July 2021	30 People	CKU 2 Lublin
E5	Multiplier Event in Slovenia July 2021	30 People	RIC Novo Mesto
E6	Multiplier Event in Romania July 2021	30 People	ACTA
E7	Multiplier Event in Portugal July 2021	30 People	EPRALIMA
E8	Multiplier Event in Greece July 2021	35 People	Hellenic Open University

THANK YOU FOR YOUR ATTENTION

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