

First training week: March 2017

Each host organisation will receive the visit of 4 Jordan staff units, i.e.:

1. University of Deusto (Spain) will host 4 staff units
2. Paulo & Beatriz Consultores Associados, Lda (Portugal) will host 4 staff units
3. Consorzio ARCA, Palermo (Italy) will host 4 staff units
4. University of Cyprus, Nicosia (Cyprus) will host 4 staff units

The training to be delivered to them during the first week will be a combination of:

- a) **traditional training** (with host organisation staff and/or external experts): collective training sessions in the form of seminars on the above mentioned topics, also through innovative tools helping to support formal and informal cooperation at intra and inter-organizational levels, including knowledge management systems and collaborative work environments.
- b) **mentoring** (with host organisation staff): assisting on individual and group work aspects of their work if CTI staff units have the need to discuss problems, questions, etc.
- c) **interrelations with local ecosystem**: CTI staff units will visit incubators, research labs, infrastructures, local stakeholders, in order to interact with a sort of microsystem and start to learn how to do networking. They will participate, if the case, to events, conferences, etc.

Indicative programme for the first week:

Topic	First Training week	Duration in hours
<i>Day 1 – Monday</i>		
	Welcome at HOST ORGANISATION Presentation by the host organisation legal representative Visiting host organisation spaces	1
	Presentation of the participants: knowledge, experience, expectations (15 minutes each)	1
	Seminar on Topic 1: Level 1. Seminar will be held by an expert on the topic.	2
	Cultural visit of the town (to be organised by the host organisation)	3
<i>Day 2 – Tuesday</i>		
	Seminar on Topic 2: Level 1. Seminar will be held by an expert on the topic.	2
	Seminar on Topic 3: Level 1. Seminar will be held by an expert on the topic.	2

	Individual work/study on a repository of training material on topic 1 provided by the host organization (documents, links to talks, videos, etc.)	2
	Group work to draw up a joint report on the training week contents and get new ideas for initiating change and organise their future institutions (CTIs).	2
Day 3 – Wednesday		
	Seminar on Topic 4: Level 1. Seminar will be held by an expert on the topic.	2
	Seminar on Topic 1: Level 2. Seminar will be held by an expert on the topic.	3
	Individual work/study on a repository of training material on topic 2 provided by the host organization (documents, links to talks, videos, etc.)	2
	Group work to draw up a joint report on the training week contents and get new ideas for initiating change and organise their future institutions (CTIs).	1
Day 4 – Thursday		
	Technical visits to incubators, research labs, infrastructures, local stakeholders (to be organised by the host organisation)	4
	Individual work/study on a repository of training material on topic 3 provided by the host organization (documents, links to talks, videos, etc.)	2
	Group work to draw up a joint report on the training week contents and get new ideas for initiating change and organise their future institutions (CTIs).	2
Day 5 – Friday		
	Technical visits to incubators, research labs, infrastructures, local stakeholders (to be organised by the host organisation)	4
	Individual work/study on a repository of training material on topic 4 provided by the host organization (documents, links to talks, videos, etc.)	2
	Plenary presentation by the 4 staff units to the host organisation of the joint report. Discussion and identification of follow-up activities and field for future collaboration.	2
Day 6 – Saturday		
	Departure of participants	

IV.2 From March 2017 to September 2017

From the first week to the second week of training abroad (therefore between March and September 2017), the 16 staff units will be grouped in 4 groups according to the 4 topics. Each group will have to be made of 4 people coming from the abroad experience made in a different Country and will concentrate their study/work on one of the topics. In synthesis, staff units will form the following groups:

GROUP 1 working on BUSINESS DEVELOPMENT, INCUBATION SERVICES AND TECHNOLOGIES TRANSFER SKILLS
1 person who spent the first week in Portugal 1 person who spent the first week in Spain 1 person who spent the first week in Italy 1 person who spent the first week in Cyprus
GROUP 2 working on FUNDRAISING, PROJECT PLANNING AND PROJECT MANAGEMENT SKILLS
1 person who spent the first week in Portugal 1 person who spent the first week in Spain 1 person who spent the first week in Italy 1 person who spent the first week in Cyprus
GROUP 3 working on INNOVATION
1 person who spent the first week in Portugal 1 person who spent the first week in Spain 1 person who spent the first week in Italy 1 person who spent the first week in Cyprus
GROUP 4 working on CTI TRANSVERSAL MANAGEMENT SKILLS
1 person who spent the first week in Portugal 1 person who spent the first week in Spain 1 person who spent the first week in Italy 1 person who spent the first week in Cyprus

In this way the staff units can exchange the experience and telling the others what they learnt in the EU countries, keep working and discuss on interesting matters being followed at distance in order to multiply the effectiveness of the delivered training. Social networks (groups on facebook) and distance tools (skype, dropbox, etc.) will help in this phase.

Each group will have one tutor following them, coordinating them in a **forum for discussion** and continuous learning on themes of common interest, for exchanging innovative ideas and practices and enhancing key competences, and suggesting them material to read, themes to discuss or work to do, in a EU country. In particular:

- Consorzio ARCA, Palermo (Italy) will tutor Group 1
- University of Deusto (Spain) will tutor Group 2
- University of Cyprus, Nicosia (Cyprus) will tutor Group 3
- Paulo & Beatriz Consultores Associados, Lda (Portugal) will tutor Group 4

Tutors will organize one skype conference with the members of the group each month in order to better define the work to be developed at distance.