**TRAINING PROGRAMME FOR CTI STAFF**

**PORTO / PORTUGAL – 13TH TO 17TH MARCH 2017**

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| **Topic** | **AGENDA** | **Duration in hours** |
| ***Day 1 – Monday- 13th March 2017*** | | |
| 9:00 | Welcome by the Paulo & Beatriz, Lda (P&B)  Presentation by the host organisation legal representative | 1 |
| 10:00 | Presentation of the participants: knowledge, experience, expectations (10 minutes each) | 1 |
| 11:00 | Seminar on Topic 1 – Business Development, Incubation Services and Technology Transfer Skills (Level 1). | 2 |
| 13:00 | Lunch Break |  |
| 14:00 | Seminar on Topic 2 – Fundraising, project planning and Project Management Skills (Level 1). | 2 |
| 16:00 | Seminar on Topic 3 – Innovation (Level 1).  Seminar will be held by an expert on the topic. | 2 |
| ***Day 2 – Tuesday- 14th March 2017*** | | |
| 09:00 | Cultural visit of the town (to be organised by the host organisation) | 4 |
| 13:00 | Lunch Break |  |
| 14:00 | Technical visits to incubators, research labs, infrastructures, local stakeholders (to be organised by the host organisation) | 4 |
| ***Day 3 – Wednesday – 15th March 2017*** | | |
| 09:00 | Individual work/study on a repository of training material on topic 1 provided by the host organization (documents, links to talks, videos, etc.) | 2 |
| 11:00 | Individual work/study on a repository of training material on topic 2 provided by the host organization (documents, links to talks, videos) | 2 |
| 13:00 | Lunch Break |  |
| 14:00 | Individual work/study on a repository of training material on topic 3 provided by the host organization (documents, links to talks, videos) | 2 |
| 16:00 | Group workto 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 4 – Thursday – 16th March 2017*** | | |
| 09:00 | Seminar on Topic 4 - CTI Transversal Management Skills (Level 1). | 2 |
| 11:00 | Seminar on Topic 1 - Business Development, Incubation Services and Technology Transfer Skills (Level 2). | 2 |
| 13:00 | Lunch Break |  |
| 14:00 | Individual work/study on a repository of training material on topic 4 provided by the host organization (documents, links to talks, videos, etc.) | 2 |
| 16:00 | Individual work/study on a repository of training material on topic 1 – Level 2 - provided by the host organization (documents, links to talks, videos, etc.) | 2 |
| ***Day 5 – Friday – 17th March 2017*** | | |
| 09:00 | Technical visits to incubators, research labs, infrastructures, local stakeholders (to be organised by the host organisation) | 4 |
| 13:00 | Lunch Break |  |
| 14:00 | Group workto draw up a joint report on the training week contents and get new ideas for initiating change and organise their future institutions (CTIs). | 2 |
| 16:00 | 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 – 18th March 2017*** | | |
|  | Departure of participants |  |