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REPUBLIKA E ALBANIJE
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National Erasmus+ Office in Albania

Training on “How to draft a good application on ‘Capacity Building in the field of Higher Education’ projects”

Date: 9 January, 2020

Venue: Tirana International, Salla “Metropol”

Time	Content of the sessions	Training Method	Training Materials
09.00 – 09.30	Registration of the participants		
09.30 - 09.40	<ul style="list-style-type: none"> ▪ Introduction <i>Introduction topics:</i> - Introduction of trainers - Introduction of participants - Introduction of the Training objective, Programme, timing, logistics 	Plenary presentation	Power Point Presentation
9.40. – 10.00	<ul style="list-style-type: none"> ▪ Erasmus Plus Call for Proposal - Call for Proposal 2010 Erasmus+ Key Action 2 Capacity Building in the field of Higher Education - <i>Guideline for Applicants</i> - <i>Grant Application Form</i> 	Lecture combined by interactive discussions during the session	Power Point Presentation
10:00 –10.30	<ul style="list-style-type: none"> ▪ PCM Approach ▪ Generation of a project proposal - where to start? - Initial steps for project application ▪ Project idea; Key elements of the application proposal - Preparation of project idea 	Lecture combined by interactive discussions during the session	Power Point Presentation
10.30 - 11.00	Definition of a project cycle <ul style="list-style-type: none"> ▪ Stakeholder analysis; ▪ Problem analysis ▪ Problem tree 	Joint Case study Group exercise	Power Point Presentation
11.00 – 11.15	Coffee break		
11.15 - 11.45	<ul style="list-style-type: none"> ▪ Problem analysis / problem tree - Case study / group exercise 	Case study / Group exercise	
11.45 – 12.15	<ul style="list-style-type: none"> ▪ Objective analysis - development and analysis of objectives - objectives tree 	Case study / Group exercise	Power Point Presentation

12.15 - 13.00	<ul style="list-style-type: none"> ▪ Results analysis - development of results Strategy analysis <i>Identification and Option`s analysis</i> <i>Selection of strategy of project`s interventions</i> ▪ Project indicators; Impact and sustainability 		Power Point Presentation
13.00 – 14.00	Lunch break		
14.00 - 15.15	LogFrame Preparation of the LogFrame, Project overall objective, specific objectives, Results, Indicator, Activities, Risks assessments matrix and contingency planning Assumptions	Case study Group exercise	Power Point Presentation
15.15 – 15.30	Coffee break		
15.30 – 16.00	Preparation of the LogFrame <i>Continuation</i>	Presentation of the LF drafted Group exercise	Log Frame template
16.00 – 16.30	Discussing about the result of each working group work – trainees <i>self-recapitulation of PCM approach.</i>		
16.30- 16.45	Evaluation and Closure of the Training		