



**Teacher Training Catalogue**  
**ERASMUS+ Mobility**

**2018-2020**

*European Training and Research Association  
for a Cooperation Key to Business*

*Viale Europa – 04019 Terracina (IT)  
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## INTRODUCTION

*EU-Track* is a Research and Development association composed by highly qualified experts with different backgrounds and more than 15 years of professional experience. The strength of our Scientific Committee stands in the multidisciplinary approach combining the academic-scientific expertise with business skills for a real development towards innovation.

Educational and training activities were designed and developed on the base of the European and National strategic priorities. Every course includes a theoretical part, aiming to improve knowledge on the topic selected, and practical exercises to favour learning and results achievement.

All the activities will be arranged at EU-Track - *European Training and Research Association for a Cooperation Key to business*, Viale Europa, 95 – 04019 – Terracina (LT).

Please, enclosed to this document, you have at your disposal the application form and the general terms of learning agreement.

### **Contacts for further information:**

#### ***Training Division***

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*Ph.:* +39 3450252935

#### ***Responsible:***

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## Brief notes on Terracina

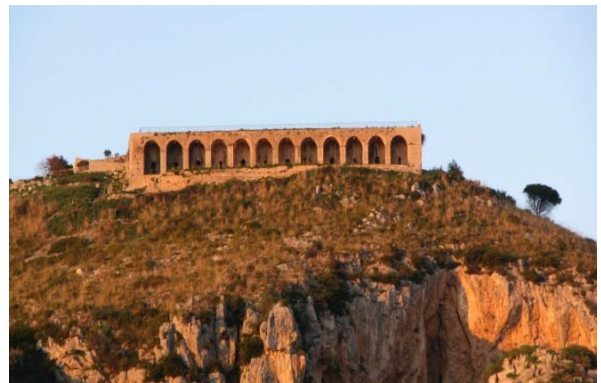


Situated in a halfway between the most important metropolitan areas of Centre-South, Rome and Naples. It enjoys the advantage of an important geographical position as it is wet by the Tyrrhenian Sea and, in the same time, sheltered by the Ausoni, Lepini and Aurunci mountains. This allows to have a mild climate throughout the year making it a beautiful touristic destination.

The coasts are different, but the Eastern beach is characterized by cliffs breaking the sea waves, distributing the flavor of saltwater in the air, while the west beach is characterized by a fine golden sand called the "Rene" possessing the characteristics of the dunes of the Savoy coast.

Looking at the sea, you can admire islands such as Ponza, Ventotene, Palmarola, Zanone, S. Stefano that by the nature of their rocks give the sea the colors ranging from white to red, from green to black.

You can still admire the remains of the Ancient Via Appia which departed from Rome and crossed the mountain since the Palude Pontina, whose draining was completed by Mussolini, prevented any connection with Rome.



Terracina, due to the variety of coasts, for the presence of the sea and for the place called "valle", is famous not only for wine *Moscato* but also for the cultivation of strawberries and the bluefish.

To visit these places, decanted by Homer as the destination of Aeneas and Ulysses, will immerse you in the magical atmosphere of the *Sorceress Circe*.



From "Goethe's Travels in Italy" by Goethe (p. 171): "*We congratulated ourselves at the sight of it (Terracina), than we caught a view of the sea beyond. Immediately afterwards the other side of the mountain city presented to our eye a vegetation quite new to us. ITie Indian figs were pushing their large fleshy leaves amidst the gray green of dwarf myrtles, the yellowish green of the pomegranate, and the pale green of the olive. As we passed along, we noticed both flowers and shrubs quite new to us*".

# **1 COURSE - *Project cycle management: from proposal design to the activities envisaged management***

**Course code: *PCM-IT (in Italian), PCM-EN (in English), PCM-RU (in Russian)***

## **Description**

The training course is addressed to headmasters, school teachers and professionals who intend to deepen and improve knowledge and skills related to the design and management of project activities by enhancing the European dimension of their organization through the exploitation of new perspectives offered by the European Commission.

In this context, the staff improvement and development will promote higher quality level of teaching and learning in school systems as well as a greater competitiveness for the organizations at both national and European level.

The expected training activity has been structured so that the participants can acquire know-how and develop needed skills to design, write and manage a competitive proposal through theoretical deepening, simulation and practical exercises.

## **Target group**

- School teachers
- Headmasters
- Professionals

**Participants:** n.20

## **Duration**

The duration of the course is 6 days (n. 5 hours/per day from Monday to Saturday).

## **Objectives**

- Understanding the strategic objectives and priorities of European Programs;
- Being able to choose the most suitable funding line for a proposal;
- Mastering the official documentations and coping with the application forms;
- Finding new partners and organizing a consortium;
- Making a good use of the resources and tools made available by the National Agency and the European Commission;
- Identifying real needs and defining the project idea;
- Determining and defining the proposal outcomes;
- Transforming your idea into a project;
- Monitoring and evaluating the project activities and outcomes;
- Defining the budget and learning the basics for a good accounting reporting.

## **Methodology**

The delivery method will be face-to-face to support better group discussion, simulations and working in group activities and the following methodological practices will be used:

1. Frontal lesson
2. Brainstorming
3. Learn by doing
4. Working in groups
5. Practical / Laboratory Tutorials
6. Simulations

At the end of the course, a final assessment will take place. It will last n.1 hour and consist of a multiple-choice test and a practical exercise on the topics addressed.

### **Learning Outcome**

The participants will be expected to design and draw up a first draft of a proposal including all key elements.

### **Competences to be acquired**

- Organizational and operational capacity
- Skill planning and time management
- Ability to work in teams
- Ability to analyze and synthesize
- Control capacity

### **Certification**

The course will provide the participants with an attendance certificate including the detailed information about course, e.g. title, programme and schedule.

In addition, a Europass Mobility Certificate will be able to be added on request.

### **Language**

The course will be available in English, Italian and Russian.

### **Teaching Staff**

Experts in European design and management of complex activities funded by the European Commission with more than 15 years of experience. Their experience in the evaluation process of new proposals submitted under Erasmus + and Horizon 2020 programs will ensure a wide vision of the project cycle management.

In addition, a tutor, experienced in classroom and online mentoring activities and in teaching methodologies and European design, will support the learning activities.

### **Accommodation**

These costs are not included in the course price. However, special offers are available on request.

**Price:** 420 euro per person (according to Erasmus+ rules).

## **2 COURSE - Multimedia learning environment: how to use new technologies to strengthen teaching and learning processes**

**Course code: ADM-IT (in Italian), ADM-EN (in English), ADM-RU (in Russian)**

### **Description**

The course is aimed at teaching staff working in school, who intend to deepen and enhance their knowledge on the use of new technology applied to teaching for providing students with a multimedia educational environment. The training aims to offer some easily applicable examples such as virtual labs, virtual reality, serious games, digital storytelling, and robotics to support and strengthen teaching and consequently learning processes in students.

Additionally, based on the discipline taught, participants will receive suggestions on the most appropriate technological tools and methods to be used in- and outside the classroom.

The expected training activity has been structured so that the participants can acquire know-how and develop the skills needed through theoretical deepening, simulation and practical exercises.

### **Target group**

- School Teachers

**Participants:** n. 20

### **Duration**

The duration of the course is 6 days (n. 5 hours/per day from Monday to Saturday).

### **Objectives**

- Learning about multimedia educational environments (features and examples);
- Extending the class concept beyond the borders (e.g. Flipped Classroom, interactive whiteboard, virtual class);
- Acquiring the knowledge on how to use the platforms and build an e-learning course;
- Acquiring the knowledge on how to use virtual reality in 3D and augmented reality (e.g. laboratories);
- Improving the study of serious games and gamification techniques;
- Using robotic elements to enhance the learning of scientific subjects;
- Learning how to integrate the latest web and mobile applications to reinforce student learning;
- Deepening pedagogical implications and recommendations on digital teaching by exploiting the potentialities of the technology use to favour social inclusion;
- Organizing and preparing on-line verification tools

### **Methodology**

The delivery method will be face-to-face to support better group discussion, simulations and working in group activities and the following methodological practices will be used:

1. Frontal lesson
2. Brainstorming
3. Learn by doing

4. Working in groups

5. Simulations

At the end of the course, a final assessment will take place. It will last n.1 hour and will consist of a multiple-choice test and a practical exercise on the topics addressed.

### **Learning Outcome**

The participants will be expected to design and product at least a digital tool to be used in their classroom.

### **Competences to be acquired**

- Organizational and operational capacity
- Skill planning and time management
- Ability to work in teams
- Methodological and didactic orientation

### **Certification**

The course will provide the participants with an attendance certificate including the detailed information about course, e.g. title, programme and schedule.

In addition, a Europass Mobility Certificate will be able to be added on request.

### **Language**

The course will be available in English, Italian and Russian.

### **Teaching staff**

Experts in multimedia didactic methodologies and pedagogical scenarios with more than 10 years of experience in technology applied to teaching and learning environments.

In addition, a tutor, experienced in classroom and online mentoring activities and in teaching methodologies will support the learning activities.

### **Accommodation**

These costs are not included in the course price. However, special offers are available on request.

**Price:** 420 euro per person (according to Erasmus+ rules).



## **3 COURSE - Theories and methods of school planning and evaluation**

**Course Code: TMPV-IT (in Italian) e TMPV-EN (in English)**

### **Description**

The course is addressed to teaching staff and school leaders who intend to deepen and enhance their knowledge on the main theories and methods of planning and evaluation systems in schools with reference to the quantitative and qualitative research approaches to be used in education and training contexts. The goal is to provide tools, methods and validation assessment practices and school planning.

The expected training activity has been structured so that the participants can transfer their know-how and develop the skills needed to set up a didactic planning and evaluation based on competences. The activities expected include both theoretical and practical sections.

### **Target group**

- Headmaster
- School Teacher

**Participants:** n. 20

### **Duration**

The duration of the course is 6 days (n. 5 hours/per day from Monday to Saturday).

### **Objectives**

- Improving the knowledge on the different techniques used to treat and interpret information for evaluation and planning
- Extending qualitative and quantitative research methods (e.g. observation, case studies, action research, focus groups);
- Deepening knowledge on how to plan educational and educational paths;
- Learning how to observe and evaluate;
- Designing surveys and monitoring sheets/grids;
- Developing performance evidence;
- Encoding and analyzing data and information

### **Methodology**

The delivery method will be face-to-face to support better group discussion, simulations and working in group activities and the following methodological practices will be used:

1. Frontal lesson
2. Brainstorming
3. Learn by doing
4. Working in groups
5. Simulations

At the end of the course, a final assessment will take place. It will last n.1 hour and will consist of a multiple-choice test and a practical exercise on the topics addressed.

### **Learning Outcome**

The participants will be expected to design and draw up a first draft of an evaluation plan or one evaluation tool.

### **Competences to be acquired**

- Planning skills
- Organizational and operational capacity
- Planning and scheduling skills
- Ability to work in teams

### **Certification**

The course will provide the participants with an attendance certificate including the detailed information about course, e.g. title, programme and schedule.

In addition, a Europass Mobility Certificate will be able to be added on request.

### **Language**

The course will be available in English, Italian.

### **Teaching Staff:**

Experts in teaching methodologies and pedagogical sciences with more than 10 years of experience in evaluation systems and didactic research.

In addition, a tutor, experienced in classroom and online mentoring activities and in teaching methodologies will support the learning activities.

### **Accommodation**

These costs are not included in the course price. However, special offers are available on request.

**Price:** 420 euro per person (according to Erasmus+ rules).

## **4 COURSE – Enhancing Student Learning through Research-Based Approach**

**Course code: RBA-IT (in Italian), RBA -EN (in English), RBA -RU (in Russian)**

### **Description**

The training course is addressed to headmasters, school teachers and educators who intend to make more effective their lectures through the research-based learning approaches.

The participants will be required to deepen knowledge and skills related to help students carry out their research works inside and outside the classroom also empowered by the use of the technological tools.

This will favor in students the internalization and familiarization with research methods, such as formulating a precise question and processing and monitoring a research skill.

Moreover, the implementation of the research based learning approach will enhance in students abilities and skills in dealing with uncertainty, independence, teamwork and organizational situations by supporting them to become thoughtful, motivated, collaborative and innovative learners capable of engaging in their own inquiries and thriving in a world of constant change.

The expected training activity has been structured so that the participants can acquire know-how and develop needed skills to implement the research-based approach by making more effective their teaching through theoretical deepening, working in groups and practical exercises.

### **Target group**

- School teachers
- Headmasters
- Educators

**Participants:** n.20

### **Duration**

The duration of the course is 6 days (n. 5 hours/per day from Monday to Saturday).

### **Objectives**

- How to use the research-based learning and teaching approach with students (from the formulating and defining a question to plan research activities by specifying methods and tools; from undertaking investigation and analyzing data to interpret and consider the results by reporting and presenting the results).
- How to implement and guide the inquiry process with students (e.g. what-if strategy) through the four-level continuum of inquiry (e.g. confirmation inquiry; structured inquiry; guided inquiry and open inquiry).
- Understanding of the analogies between the creative process in the art work production and the research steps.
- Understanding of the changing role of teachers: from simple instructor to learning facilitator/mentor.
- How to promote understanding through the “discovery” in student-centered activities (e.g. exploring, presenting, wrapping up, learning by doing, evaluating).

- Help students to facilitate their reasoning process and thinking (e.g. reasoning, analysis, connections, etc.).
- How to help students to facilitate their reasoning process and thinking (e.g. reasoning, analysis, connections, etc.).
- How to assess student learning in the application of research-based learning approach.
- How to guide students to prepare a research project (practical examples) in all subjects (not only in science).

### **Methodology**

The delivery method will be face-to-face to support better group discussion, practical examples and working in group activities and the following methodological practices will be used:

1. Frontal lesson
2. Brainstorming
3. Learn by doing
4. Working in groups
6. Practical examples

At the end of the course, a final assessment will take place. It will last n.1 hour and consist of a multiple-choice test and a practical exercise on the topics addressed.

### **Learning Outcome**

The participants will be expected to design and plan a research project to be realized with students.

### **Competences to be acquired**

- Organizational and operational capacity
- Skill planning and time management
- Ability to work in teams
- Ability to analyze and synthesize
- Methodological and didactic orientation
- Ability to plan a research project

### **Certification**

The course will provide the participants with an attendance certificate including the detailed information about course, e.g. title, programme and schedule.

In addition, a Europass Mobility Certificate will be able to be added on request.

### **Language**

The course will be available in English, Italian and Russian.

### **Teaching Staff**

Researcher and expert in didactic methodologies and pedagogical scenarios based on research-based approach with more than 10 years of experience also in the technology applied to teaching and learning environments.

In addition, a tutor, experienced in classroom and online mentoring activities and in teaching methodologies will support the learning activities.

**Accommodation**

These costs are not included in the course price. However, special offers are available on request.

**Price:** 420 euro per person (according to Erasmus+ rules).

## **5 COURSE - *Promoting social inclusion and integration through an education based on learner-centred approaches to learning***

**Course code: PSIED-EN (in English)**

### **Description**

The training course is addressed to headmasters, school teachers and professionals who intend to deepen and improve knowledge and skills related to the theory and methods to promote social inclusion and integration in a class through an effective learner-centered education .

The expected training activity has been structured so that the participants can acquire know-how and develop needed skills to achieve the course objectives through theoretical deepening, working in groups and practical exercises.

### **Target group**

- School teachers
- Headmasters
- Professionals

**Participants:** n.20

### **Duration**

The duration of the course is 5 days (n. 5 hours/per day from Monday to Saturday).

### **Objectives**

- Introduction to Sociology of Education (society, culture and education).
- Educational problems and main processes (socialization models, identity pathway, inequalities and differences in education).
- Actors and Agencies in education (Family and generational meeting, culture transmission, informal socialization).
- Class management (how to prepare a lesson, logistics and tools, how to manage a lesson in a classroom, groups management).
- Learning processes in adults.
- Theory and pragmatics of communication in a class.
- Conflicts and resolution management.
- Education as social inclusion instrument focused on individual needs and promoting student-centred approaches to learning.

### **Methodology**

The delivery method will be face-to-face to support better group discussion and working in group activities and the following methodological practices will be used:

1. Frontal lesson
2. Brainstorming
3. Learn by doing
4. Working in groups

At the end of the course, a final assessment will take place. It will last n.1 hour and consist of a multiple-choice test and a practical exercise on the topics addressed.

### **Learning Outcome**

The participants will be expected to design and draw up a first draft of a lesson or class activity planning including all key elements.

### **Competences to be acquired**

- Organizational and operational capacity
- Skill planning and time management
- Ability to work in teams
- Ability to analyze and synthesize
- Control capacity

### **Certification**

The course will provide the participants with an attendance certificate including the detailed information about course, e.g. title, programme and schedule.

In addition, a Europass Mobility Certificate will be able to be added on request.

### **Language**

The course will be available in English.

### **Teaching Staff**

Experts in teaching methodologies and pedagogical sciences with more than 10 years of experience in evaluation systems and didactic research.

In addition, a tutor, experienced in classroom and online mentoring activities and in teaching methodologies will support the learning activities.

### **Accommodation**

These costs are not included in the course price. However, special offers are available on request.

**Price:** 420 euro per person (according to Erasmus+ rules).

## Annex 1 – Timetable

**Course:** *Project cycle management: from proposal design to the activities envisaged management*

**Code:** PCM-IT (in Italian), PCM-EN (in English), PCM-RU (in Russian)

Registration deadline	Start date	Close date
15/06/2018	25/06/2018	30/06/2018
20/07/2018	30/07/2018	04/08/2018
12/10/2018	22/10/2018	27/10/2018
01/12/2018	10/12/2018	15/12/2018
11/01/2019	21/01/2019	26/01/2019
01/03/2019	11/03/2019	16/03/2019
14/06/2019	24/06/2019	29/06/2019
11/10/2019	21/10/2019	26/10/2019
30/11/2019	09/12/2019	14/12/2019
10/01/2020	20/01/2020	25/01/2020
27/02/2020	09/03/2020	14/03/2020
11/06/2020	22/06/2020	27/06/2020
16/10/2020	19/10/2020	24/10/2020
07/12/2020	14/12/2020	19/12/2020

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**Course:** *Multimedia learning environment: how to use new technologies to strengthen teaching and learning processes*

**Code:** ADM-IT (in Italian), ADM-EN (in English), ADM-RU (in Russian)

Registration deadline	Start date	Close date
06/07/2018	16/07/2018	21/07/2018
10/08/2018	20/08/2018	25/08/2018
10/11/2018	19/11/2018	24/11/2018
18/01/2019	28/01/2019	02/02/2019
08/03/2019	18/03/2019	23/03/2019
05/07/2019	15/07/2019	20/07/2019
09/08/2019	19/08/2019	24/08/2019
09/11/2019	18/11/2019	23/11/2019
17/01/2020	27/01/2020	01/02/2020
05/03/2020	16/03/2020	21/03/2020
02/07/2020	13/07/2020	18/07/2020
07/08/2020	17/08/2020	22/08/2020
05/11/2020	16/11/2020	21/11/2020



**Course:** *Theories and methods of school planning and evaluation*

**Code:** TMPV-IT (in Italian) e TMPV-EN (in English)

Registration deadline	Start date	Close date
13/07/2018	23/07/2018	28/07/2018
17/08/2018	27/08/2018	01/09/2018
16/11/2018	26/11/2018	01/12/2018
25/01/2019	04/02/2019	09/02/2019
21/03/2019	01/04/2019	06/04/2019
12/07/2019	22/07/2019	27/07/2019
16/08/2019	26/08/2019	31/08/2019
15/11/2019	25/11/2019	30/11/2019
24/01/2020	03/02/2020	08/02/2020
19/03/2020	30/03/2020	04/04/2020
09/07/2020	20/07/2020	25/07/2020
13/08/2020	24/08/2020	29/08/2020
12/11/2020	23/11/2020	28/11/2020

**Course:** *Enhancing Student Learning through Research-Based Approach*

**Code:** RBA-IT (in Italian), RBA-EN (in English)

Registration deadline	Start date	Close date
13/07/2018	23/07/2018	28/07/2018
17/08/2018	27/08/2018	01/09/2018
16/11/2018	26/11/2018	01/12/2018
25/01/2019	04/02/2019	09/02/2018
21/03/2019	01/04/2019	06/04/2019
12/07/2019	22/07/2019	27/07/2019
16/08/2019	26/08/2019	31/08/2019
15/11/2019	25/11/2019	30/11/2019
24/01/2020	03/02/2020	08/02/2020
19/03/2020	30/03/2020	04/04/2020
09/07/2020	20/07/2020	25/07/2020
13/08/2020	24/08/2020	29/08/2020
12/11/2020	23/11/2020	28/11/2020

**Course:** *Promoting social inclusion and integration through an education based on learner-centred approaches to learning*

**Code:** PSIED-IT (in Italian), PSIED-EN (in English)

Registration deadline	Start date	Close date
12/10/2018	22/10/2018	27/10/2018
01/12/2018	10/12/2018	15/12/2018
11/01/2019	21/01/2019	26/01/2019
01/03/2019	11/03/2019	16/03/2019
14/06/2019	24/06/2019	29/06/2019
11/10/2019	21/10/2019	26/10/2019
30/11/2019	09/12/2019	14/12/2019
10/01/2020	20/01/2020	25/01/2020
27/02/2020	09/03/2020	14/03/2020
11/06/2020	22/06/2020	27/06/2020
16/10/2020	19/10/2020	24/10/2020
07/12/2020	14/12/2020	19/12/2020



## Annex 2 – Application form

**European Training and Research Association  
for a Cooperation Key to Business**

Viale Europa, n. 95  
04019 - Terracina (LT) - Italy  
C.F. 91143670593  
P. IVA 02874490598

**Attn: Training Division**

I, the undersigned, hereby \_\_\_\_\_, Born in \_\_\_\_\_ Date \_\_\_\_\_,  
Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_,  
Document type \_\_\_\_\_ Number \_\_\_\_\_ Expire Date \_\_\_\_\_,  
Telephone \_\_\_\_\_, Mobile \_\_\_\_\_, e-mail \_\_\_\_\_,  
Profession \_\_\_\_\_

**REQUEST**

- To be enrolled to the course (title) \_\_\_\_\_  
Course Code \_\_\_\_\_ Start date expected \_\_\_\_\_  
Language \_\_\_\_\_  
- To accept the general terms of learning agreement attached.

Place and date \_\_\_\_\_

Signature \_\_\_\_\_

## GENERAL TERMS OF LEARNING AGREEMENT

In order to enroll to the proposed courses, please, send the application form, duly completed and signed (in original), to e-mail [info@eu-track.eu](mailto:info@eu-track.eu).

The number of participants for each course is fixed with a minimum of 10 to a maximum of 20. The date of arrival of the requests will determine the registration priority.

The enrolment will be complete only when *European Training and Research Association for a Cooperation Key to Business* (hereinafter in brief *EU-Track*) receive by e-mail the duly completed and signed application form and proof of payment of the total amount required through bank transfer addressed to:

*European Training and Research Association for a Cooperation Key to Business*

IBAN IT 93 0 02008 74161 000104230339

Code BIC Swift UNCRITM1539

UNCREDIT BANCA FILIALE DI TERRACINA

Via Roma, 04019 – Terracina (Italy)

*EU-Track* will issue the invoice after receiving payment according to the instructions described above.

## TIMETABLE CHANGES

Once the courses period have been agreed and full registrations have been made, the dates could not be changed. Only in case of course cancellation, due to force majeure, the application fee will be fully reimbursed.

## IMPOSSIBILITY TO PARTICIPATE

If user is unable to attend the course, the registration can be transferred to the next one (if expected), or to another new participant. In both cases, *EU-Track* will retain the paid full amount. The communication about the withdrawal and / or the change of the name of the participant must be sent by e-mail ([info@eu-track.eu](mailto:info@eu-track.eu)) within 5 working days from the starting date of the training course.

The Court of Justice of Latina is competent to settle any disputes related to this agreement.

Place and date \_\_\_\_\_ Signature \_\_\_\_\_

### *Privacy policy*

In compliance with the Italian Legislative Decree no. 196 dated 30/06/2003, we hereby notify you that the personal details and information you provide will be protected in accordance with the above mentioned law. Such personal details and information will be processed for management and statistical purposes in accordance with the contractual obligations. Therefore, your personal data might be disclosed and disseminated only for the above purposes. Moreover, we inform you that, in relation to these processing operations, you will be able to exercise the rights under Art. 7 of D.L. n. 196 of 30/06/03. The holder of the personal data processing is the *European Training and Research Association for a Cooperation Key to business*. I, the undersigned, hereby authorize the *European Training and Research Association for a Cooperation Key to business* as described in notice.

AUTHORIZE

Place and date \_\_\_\_\_ Signature \_\_\_\_\_