

Invitation to an ETUI Education workshop

10 January 2019

Dear Colleague,

The Education Department of the European Trade Union Institute, in cooperation with ACTRAV/ILO, will organise a **pedagogical workshop on “Active learning methodologies”**. The workshop will be held on 12 March to 14 March 2019 in Turin, Italy.

This is a pedagogical workshop for TU trainers and Eurotrainers working closely with the ETUI in delivering training. Participants will acquire state of the art practices in learning methodologies and technologies. Capacities will be strengthened in the instructional parameters: analysis, design, development, implementation and evaluation. Emphasis will be put on design, active learning methods and the use of information and communication technology for learning.

Aims

- To explore the learning and training cycle;
- To design learner-centered activities in an effective way;
- To use participatory facilitation approaches;
- To put into practice more skills and knowledge in relation to visual communication and facilitation;
- To plan more multisensory and fully participatory learning environments;
- To recognize the importance of evaluation and applying different levels of evaluation.

Working languages

Working languages are English and French to be confirmed.

Programme

The draft programme is enclosed.

Accommodation and course venue

Workshop will be held at:

ITC-ILO
Viale Maestri del Lavoro, 10
10127 - Torino – Italy

Accommodation: Full board and lodging on ITC-ILO campus (same address).

Participants

Participants to ETT courses and Trade union members responsible for delivering training within their organisations.

Arrival and departure

Participants are expected to arrive **during the afternoon** of 11 March 2019. The journey in public transport being rather long, a shuttle will be organised from the airport to the ILO campus. It takes approximately 40 minutes. Participants will have dinner at the self-service/Cafeteria of the Campus at 19.30. The workshop ends on 14 March at 3:00 p.m. (tbc)

PLEASE WAIT FOR OUR CONFIRMATION BEFORE BOOKING YOUR FLIGHTS

Participants' registration

Please fill in a copy of the enclosed form for each participant and return it to the ETUI Education Secretariat (**Tsela Ceulemans** tceulemans@etui.org) before **22 February 2019**.

Payment of registration

Each organisation is required to pay a direct monetary contribution to ETUI Education per participant.

Participation fees vary depending on which group your country is from. (See table on last page).

Participation fees for this course are:

- For group I: 180€ (3 days @ 60€)
- For group II: 72€ (3 days @24€)
- For group III: 45€ (3 days @15€)

An invoice will be sent to the organisation upon confirmation of the enrolment. We kindly ask you to pay this invoice before the start of the course.

It is **essential** that you mention in your payment order the number of the invoice and customer reference number.

Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted (the total amount – 180€/72€/45€ - will be invoiced) and expenses incurred with hotel reservation will have to be reimbursed by organisations.

Reimbursement of travel and accommodation costs

Accommodation costs will be covered by ETUI Education for the nights of 11, 12 and 13 March 2019 (max 3 nights). This includes all meals and shuttle transport.

Travel costs are covered by ETUI Education, only for participants coming from member states of the European Union, Albania, the FYROM, Serbia, Montenegro and Turkey.

Expenses must be settled in line with the EU guidelines, which means:

- The shortest route of travel is to be chosen using the most reasonable means of transport.
- Train tickets will be reimbursed on the basis of a 1st class return fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar.

- Business class flights will not be reimbursed. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. Economy class fares will be used as the benchmark for analysing air travel costs.
- Travel by car will be reimbursed on the basis of a train return fare (1st class fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar) or on the basis of the mileage calculation at a rate of € 0,25 per km or the cost of lower-class economy air fare.

Please note that taxi costs or other expenses such as parking fees, telephone, minibar, extra nights, extra lunches, extra dinners, extra snacks, supplement double room are not taken in charge by ETUI.

Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat, Tsela Ceulemans tceulemans@etui.org.

Yours sincerely,



Vera dos Santos Costa
Director
ETUI Education

Enclosed:
Draft Programme
Enrolment form

Group I: 100% of participation fees or 60€/day

Andorra
Austria
Belgium
Cyprus
Denmark
Finland
France
Germany
Greece
Ireland
Italy
Liechtenstein *
Luxembourg
Malta
Monaco
Norway *
Portugal
San Marino
Spain
Sweden
Switzerland *
The Netherlands
United Kingdom

Group II: 40% of participation fees or 24€/day

Croatia
Czechia
Estonia
Hungary
Latvia
Lithuania
Poland
Slovak Republic
Slovenia

Group III: 25% of participation fees or 15€/day

Albania
Bulgaria
FYROM
Montenegro
Romania
Serbia
Turkey

*These countries, as non-EU members, pay the total amount of the activity.