



High Quality adult education

A LIST OF TRAINING SUBJECTS IN THE FIELD OF
NON-VOCATIONAL ADULT EDUCATION
IMPLEMENTED BY PARTNERS



Erasmus+

Project: High quality of adult education – European exchange of experiences
Project number: 2016-1-PL01-KA204-026775

The project “**High quality of adult education – European exchange of experiences**” under Erasmus+ Programme focuses on building the Partnerships between European organizations working in the field of adult education and on exchanging and sharing experiences in the sphere of lifelong learning.

Among the members there are small and big organisations, private and public bodies, institution with long history and quite new-established ones, from different geographical and cultural areas of Europe, but all of them are strongly involved in adult education.

Examples of trainings and courses offered by each Partner are presented below.

Folkuniversitetet, Stiftelsen vid Lunds universitet

Among the wide range of educational offer there are trainings such as :

- Tolkutbildning – Interpreter education
- Konsensus – Cooking course for disable persons
- Konsensus – Computer course for disable persons
- Konsensus – Handicraft course for disable persons
- Korta vägen – Short way – Education for high educated migrants
- SFI – Swedish for migrants
- Chripu – Senior University
- Rehab – Rehabilitation for persons during sick leave
- Stom – Support and matching education for unemployed persons

Some of the courses in details:

Training / course:	ETABLERINGSLOTS
Short description / content:	<p>Etableringslots is an introduction guide at Folkuniversitetet for immigrants newly arrived in Sweden. We always assume to the immigrants needs, circumstances and preferences.</p> <p>The course is both individually and in groups.</p> <p>The content of the introduction guide:</p> <ul style="list-style-type: none"> ▪ Establish an individual plan ▪ Study visits ▪ Lectures ▪ Job seeking ▪ information about the Swedish society ▪ Information about the labour market and Education opportunities.
ICT in teaching and learning:	ICT for job seeking and writing CVs
Target group:	Newly arrived immigrants
Objectives:	The goal is that the participants get a social network and are able to step out to the labour market.
Duration:	12 months

Training / course:	PROGRAM SIA
Short description / content:	The name of the program is SIA – in Swedish, Snabbt i arbete, in English – fast to work. It's a program in cooperation with the labour office.
ICT in teaching and learning:	ICT for job seeking and writing CVs
Target group:	Immigrants
Objectives:	The aims are to help the immigrants with the following - increasing their language skills, writing a CV, society information, how to contact companies, using our network so they can get a work placement or a work. Coaches are doing individual action plans with them and are trying to find solutions for the future. A mapping is also done if there are needs for education, validation etc.
Duration:	Individual 6-12 months

Training / course:	SWEDISH COURSES
Short description / content:	Language courses at various levels.
ICT in teaching and learning:	Online test
Target group:	Everyone that wants to learn Swedish language.
Objectives:	Language is the key to a new life and a way to be an active citizen. There are courses from beginners to experienced speakers.
Duration:	Duration depends on the goal, the intensity of the course and how much Swedish is used out of the classroom. The length of the studies may also depend on previous education and language background.

Training / course:	CHRIPU – SENIOR UNIVERSITY
Short description / content:	Senior University with various courses for seniors by seniors
ICT in teaching and learning:	Computer courses at various levels
Target group:	Seniors
Objectives:	Getting new knowledge for seniors
Duration:	Various courses are of various duration

Training / course:	SWEDISH FOR ASYLUM SEEKERS
Short description / content:	Swedish courses for asylum seekers.
Target group:	Asylum seekers

Objectives:	The goal of the program is to teach asylum seekers basics of Swedish so they can be understood in the language (and understand others) in various everyday situations. Examples include – contact with the Swedish job center or school authorities, saying “hello”, shopping and giving or asking for simple information.
Duration:	Each course is 40 hours
Remarks / hints:	Every participant is given free study material

Training / course:	KORTA VÄGEN - THE SHORT ROUTE
Short description / content:	The course includes modules such as: <ul style="list-style-type: none"> ▪ Mapping and assessment ▪ Professional coaching with a focus on study and vocational guidance ▪ Civic orientation and Swedish working life ▪ On-the-job training ▪ Language training for your specific profession
ICT in teaching and learning:	ICT in the On-the-job training
Target group:	Persons born abroad with academic education
Objectives:	Korta vägen (“the short route”) is aimed at persons born abroad who have a university degree or have completed at least three years of academic studies in their home country. The short route will help them to enter the labour market in a faster way.
Duration:	6-12 months
Remarks / hints:	They must be enrolled in Arbetsförmedlingen (the Swedish Public Employment Agency) and apply for the course via their administrator. The Swedish skills must be at level A2 or better on the Common European Framework of Reference for Languages.

Galileo.it S.r.l.

Educational offer of Galileo.it:

Training / course:	BON TON
Short description / content:	The course draws attention to certain aspects of the bon ton and the etiquette to come back to discuss and talk about good manners in a society like ours that seems to have forgotten them.
Target group:	Anyone, mainly hotels, restaurants and pubs staff
Objectives:	Bon ton and galateo: Historical notes, staff according to bon ton, personal hygiene,

	look as form of expression, the smile, best practices from the galateo.
Duration:	Up to 8 hours
Training / course:	LEADERSHIP: THE RELATIONAL LEADERSHIP SKILLS IN THE ORGANIZATION
Short description / content:	Teamwork, motivation of employees, barriers and wrong communication, assertive behaviour, transactional analysis and management of human relationships.
Target group:	Anyone
Objectives:	Efficient management of relationships with your employees is the key to successful business. It's important to learn a style of assertive leadership by evaluating your skills to improve morale and increase productivity.
Duration:	24 hours
Training / course:	INTERNATIONAL HOSPITALITY
Short description / content:	Inter-ethnic communication, analysis of different cultures (American, Russian, Chinese, Japanese, Spanish, Arabic, etc.) covered by an anthropological point of view, everyday habits, customs and eating habits.
Target group:	Anyone, mainly hotels, restaurants and pubs staff
Objectives:	An adequate welcome cannot fail to consider the customers from different parts of the world. Knowledge of the origins of different cultures and the reason for certain behaviours helps to abandon any kind of prejudice, trying to create a relationship that is as much satisfying as possible.
Duration:	Up to 10/12 hours
Training / course:	EFFECTIVE COMMUNICATION
Short description / content:	The principles of communication, the types of communication (verbal, nonverbal, paraverbal), assertiveness, communicative styles, conflict management, active listening, effective communication as a tool to produce change.
Target group:	Any type of professional
Objectives:	The course aims to train the improvement of their relational and communicative skills by providing effective methodologies and tools to implement in order to manage their interpersonal relationships in a short time better.
Duration:	Up to 12 hours

Training / course:	LANGUAGE COURSES: ENGLISH, FRENCH, RUSSIAN, PORTUGUESE AND SPANISH.
Short description / content:	Grammatical and lexical notions, conversation and comprehension techniques, writing and reading exercises.
ICT in teaching and learning:	
Target group:	Anyone
Objectives:	These are differentiated training paths within which one of the proposed languages can be developed. There are three starting levels offered: basic, intermediate and advanced.
Duration:	32/40 hours for every level
Training / course:	ENGLISH SKILLS FOR EFFECTIVE PROJECT MANAGEMENT IN INTERNATIONAL CONTEXT
Short description / content:	<p>During the seminar, the most critical situations of project management and of management in the international arena are simulated, including role playing, such as:</p> <ul style="list-style-type: none"> ▪ Negotiate goals. ▪ Agree with the timing. ▪ Define delegated tasks. ▪ Manage delays. ▪ Manage conflicts. ▪ Motivate collaborators and partners. ▪ Resolve non-compliance issues. ▪ Prepare and submit interim reports, monitoring reports, etc. <p>Communication strategies are used to obtain consensus, develop topics, create options, strengthen leadership.</p>
ICT in teaching and learning:	
Target group:	<p>For anyone who manages and / or directs projects or part of projects (both commercial and technical) in the international sphere using English as a vehicle language.</p> <p>Participation in the seminar requires a discreet knowledge of the English language, level CEF B1 / B2 or higher.</p>
Objectives:	At the end of the seminar, participants master the techniques and language tools needed to handle the communications needed for a Project Manager operating in international contexts.
Duration:	2 days
Training / course:	BUSINESS COMMUNICATION 2.0: FROM EMAILS TO CONFERENCE CALLS

<p>Short description / content:</p>	<p>The course deals with the following points:</p> <ul style="list-style-type: none"> ▪ Opening and closing calls and correspondence. ▪ Structuring the message: objective, overview, structuring the content, conclusion. ▪ Formal and Informal: Appropriate language structures for the chosen style. ▪ Maintaining Cooperation: Separating the person from the problem. ▪ Clarifications: 'The benefit of the doubt'. ▪ Conference Calls: "Survival" – Basic tips and language techniques. ▪ Conference Calls: Steering the discussion, intervening and managing interruptions and deviations. <p>At the end of the course, participants will have mastered a wide range of generic functional phraseology that will enable them to manage business communication situations as effectively as possible.</p>
<p>Target group:</p>	<p>They keep regular contacts with clients, partners, suppliers and foreign colleagues via email, phone or conference call. Participation in this seminar requires an intermediate level of English - CEF level B1.2 to B2.1</p>
<p>Objectives:</p>	<p>This seminar, held entirely in English, aims to develop in participants the knowledge and the full use of specific language structures and phraseology to ensure more effective communication in formal and informal business contexts. The seminar is based on a series of practical problem solving exercises and situations that require an appropriate choice of communication strategies ranging from requests for information or assistance to the justification of delays etc.</p>
<p>Duration:</p>	<p>2 days</p>

<p>Training / course:</p>	<p>ENGLISH COMMUNICATION SKILLS FOR LEADERSHIP AND TEAM BUILDING IN INTERNATIONAL CONTEXT</p>
<p>Short description / content:</p>	<p>The course deals with the following points:</p> <ul style="list-style-type: none"> ▪ Leadership Styles: Situational leadership and language. ▪ Behaviour: Assertive, Aggressive and Passive, Associated language styles and structures. ▪ Assigning tasks: Clear definition of objectives and responsibilities. ▪ Motivation: Creating a shared vision. ▪ Resolving conflicts within the team. ▪ Coaching: The 'thin line' between Coaching and Training. ▪ Feedback: Giving positive and negative appraisal.
<p>Target group:</p>	<p>The seminar is aimed at those working in international teams with the responsibility of coordinating and supervising the activities of other team members, with or without managerial</p>

	<p>authority.</p> <p>Participation in this seminar requires a good knowledge of English - CEF B1 / B2 or higher.</p>
Objectives:	<p>Before being the leader of a team, you need to build the team, and to build the team you have to be a leader. In other words, team building and leadership go hand in hand. A leader must adapt his/her leadership style not only according to the level of skills and motivation of team members, but also to the cultural context in which the team works. This seminar focuses on the development of the specific language needed to strengthen leadership and team building skills in international contexts.</p>
Duration:	2 days
Training / course:	<p>TEAM WORKING IN INTERNATIONAL CONTEXTS: (BUILDING/MANAGING INTERDEPENDENT RELATIONS, NEGOTIATING SOLUTIONS AND MAINTAINING COOPERATION)</p>
Short description / content:	<p>The course deals with the following points:</p> <ul style="list-style-type: none"> ▪ The basic elements of effective communication. ▪ understand before making yourself understood: the power of Active Listening. ▪ Understand how others communicate, and plan correct responses: "It's not what you say but that's how you say it." Assertive Communication / Assertive speaking. Share the "Vision": Keep the focus on "Why" before discussing about "How" and "What". Overcome the two biggest obstacles: the M & M's. ▪ Manage your time, and observe the times of others. ▪ Give and receive feedback: focus on ideas and behaviours. ▪ Problem solving: 'I have' / 'You have a problem ...' WE 'can solve it. ▪ Resolve Conflicts: Constructive Conflict Approach - Win-Win in Personal Conflicts. ▪ How to apply all of these methodologies to group work and communication in presence and distance.
Target group:	<p>Those who need to work in international teams (where the official language is English), reinforcing relationships and cooperating with colleagues, with the objective of achieving specific goals with teamwork.</p> <p>Participation in this seminar requires a good knowledge of English - CEF B1 / B2 or higher.</p>
Objectives:	<p>Teamwork is different from simply working in a group. But what does it really mean to be a 'Team Worker'? What are the characteristics, skills and strategies we need to do teamwork? Even if we understand what is needed, how can we put it into practice effectively, especially when working in a team where the</p>

	<p>common language is English?</p> <p>This course focuses on the major communication strategies needed to work effectively in an interdependent team.</p>
Duration:	4 days

KĖDAINIŲ SUAUGUSIŲJŲ IR JAUNIMO MOKYKLA

Educational offer:

Training / course:	ENGLISH FOR COMMUNICATION
Short description / content:	English at various levels
ICT in teaching and learning:	Video, audio, e-books
Target group:	All adults
Objectives:	To gain or develop English language skills
Duration:	9 months

Training / course:	CLASSICAL AND DANCE AEROBICS
Short description / content:	Various kinds of aerobics for individual needs
Target group:	For a family or individual
Objectives:	To become stronger and fitter
Duration:	9 months

Training / course:	GUITAR AND SINGING
Short description / content:	Learning how to play the classical guitar and/or developing vocal skills
Target group:	All adults
Objectives:	To learn basics of playing the guitar and singing
Duration:	9 months

Training / course:	YOGA
Short description / content:	For physical and spiritual health
Target group:	All adults
Objectives:	To strengthen physical and spiritual health
Duration:	9 months

Training / course:	PILATES
Short description / content:	For physical health
Target group:	All adults
Objectives:	To strengthen physical health
Duration:	9 months

Training / course:	HEALTH STRENGTHENING
Short description / content:	Various health topics discussed according to the needs of seniors. Practice
ICT in teaching and learning:	Presentations
Target group:	Seniors
Objectives:	To make life of seniors easier and healthier
Duration:	2 years

Senioren-Lernen-Online UG (haftungsbeschränkt)

Educational offer of SLO:

Training / course:	ARTSURFING
Short description / content:	Looking at art with seniors online
ICT in teaching and learning:	Skype / Webbrowser/ blog / Facebook / own website
Target group:	Seniors
Objectives:	Art of all kind
Duration:	Since 2008

Training / course:	MOBILE WEB
Short description / content:	Talking about new developments and problems of mobile devices
ICT in teaching and learning:	Skype / App reflector/ Facebook /own website / blog
Target group:	Seniors
Objectives:	Mobile devices
Duration:	Since 2010

Training / course:	MICROCONTROLLER
Short description / content:	Building of microcontrollers (movement-, temperature-, particulate matter sensors)

ICT in teaching and learning:	e-book
Target group:	Seniors and youngster
Objectives:	How to use microcontroller for a social network
Duration:	Since 2015, workshop for 6 meetings

Training / course:	ENGLISH COURSES
Short description / content:	Learning and practicing English online
ICT in teaching and learning:	Skype / Webbrowser
Target group:	Seniors
Objectives:	Language learning
Duration:	Since 2014

Training / course:	INTERNETSAFETY
Short description / content:	How to protect your data and how to surf safely?
ICT in teaching and learning:	Skype / Webbrowser / Workshop of „Digital Neighbourhood“ https://www.digitale-nachbarschaft.de/
Target group:	Seniors
Objectives:	Internet safety
Duration:	Since 2016

Stowarzyszenie “EBI Association”

Examples of trainings offered by EBI:

Training / course:	IT COURSES (MS WORD, GOOGLE DOCS, MS EXCEL, MS OUTLOOK AND SOCIAL MEDIA, POWER POINT / PREZI, ETC.)
Short description / content:	IT courses at various levels.
ICT in teaching and learning:	Computer, software
Target group:	All adults
Objectives:	The aim is to enable the learners to develop their technical skills and abilities in preparation for their citizenship and/or further work. These courses are for beginners and more experienced learners. The course is in groups.
Duration:	Duration depends on the aims and the intensity of the course. The length of the studies may also depend on previous

	knowledge.
Training / course:	GRAPHICS DESIGN COURSE
Short description / content:	Various software applications (such as Illustrator and Photoshop), web design, image editing, drawing and graphic animation.
ICT in teaching and learning:	Software
Target group:	All adults
Objectives:	The goal is to equip learners with a set of transferable formal and conceptual tools for “making and communicating” in the field of graphic design. This core skills set will equip learners for formal studies in graphic design, and a starting point for further work in interface design, motion graphics, and editorial design.
Duration:	Up to 160 hours

Training / course:	PHOTOGRAPHY WORKSHOPS
Short description / content:	Course content focuses on: <ul style="list-style-type: none"> ▪ Your DSLR camera functions ▪ Aperture ▪ ISO ▪ Shutter Speed ▪ Composition ▪ What lenses to choose and how to use them ▪ Working with natural light ▪ Workshops
ICT in teaching and learning:	Software
Target group:	Beginners
Objectives:	To teach photographic and technical skills and to show how to simply navigate your way around the menu's and discover the joy of using the camera in its manual settings. By the end of the course participant feels confident and knows the pictures they are taking are not by luck but by their judgement and skills, plus of course it's a great city to photograph.
Duration:	Up to 32 hours

Training / course:	ENGLISH COURSES
Short description / content:	English at various levels
ICT in teaching and learning:	Video, audio, e-books
Target group:	All adults
Objectives:	To gain or improve English language skills

Duration:	Duration depends on the aims, the intensity of the course and how much of English is used out of the classroom. The length of the studies may also depend on previous education.
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Training / course:	INTERCULTURAL TRAININGS
Short description / content:	<p>During the course the following areas are tackled:</p> <ul style="list-style-type: none"> ▪ The link between intercultural & communication skills ▪ The core leadership, intercultural & communication skills. ▪ Diversity and its impact on leadership. ▪ Team behaviour and team skills ▪ The skills required to lead international teams ▪ The communication skills required to work internationally <p>Learning is practical and task-based, involving both individual and group work, with practical feedback being given on the communication styles and skills.</p>
Target group:	All adults
Objectives:	This course is ideal for those who work/cooperate in a multi-cultural environment and would like to develop their own intercultural skills in order to communicate effectively in today's international world.
Duration:	16 hours

Training / course:	SOFT SKILLS WORKSHOPS
Short description / content:	<p>Workshops are divided into modules:</p> <ul style="list-style-type: none"> ▪ Effective communication ▪ Problem solving ▪ Teamwork ▪ Emotions and stress management <p>The learners might choose in which module they would like to participate in.</p>
Target group:	All adults
Objectives:	<p>The aim is to enable participants to develop their soft skills and abilities to cooperate in group.</p> <p>The workshops are in groups.</p>
Duration:	Each module usually runs from 8 to 16 hours.

Coordinator

EBiassociation

www.ebi.org.pl

Partners



www.folkunivesitetet.se



www.galileo.it



www.senioren-lernen-online.de



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