



Design and Delivery of a VET Programme for newcomer EU Project Managers and Administrators for Charitable Organisations

2021-2-CY01-KA201-VET-000050433

We are thrilled to introduce an upcoming comprehensive training course tailored for aspiring EU Project Managers and Administrators in Charitable Organisations. This training initiative aims to delve into essential areas of organisational development, focusing on EU Project Management, Proposal Writing, Communication and Networking, and Social Impact Measurement.

Participants are welcome to choose the modules that align with their interests and goals and can easily register for each module through the provided links. Each module comprises a series of courses facilitated by seasoned trainers, offering practical knowledge, engaging discussions, and interactive exercises both during and after the conclusion of each module.

Embracing a hybrid model, this training experience blends virtual and physical participation, ensuring a dynamic and enriching learning environment for all attendees. We look forward to embarking on this educational journey with you, empowering you to excel in your role within the realm of charitable projects.

Training Programme

Day 1. Monday, 22 April 2024 (online participation via MS Teams)

Module 1. Fundraising **will be conducted in the Greek language**

Registration required – [Click here](#) to register for the Module 1

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|----------------------|---|
| 10:00 – 10:10 | Introduction |
| 10:10 – 11:30 | Module 1. Fundraising <ul style="list-style-type: none">• Course 1.1. Introduction / Legal Framework• Course 1.2. Stakeholders• Course 1.3. First Steps• Course 1.4. Global Funds• Course 1.5. European and national funds |
| 11:30 – 11:45 | Discussion |

Module 2. Knowledge of the European Union Topics **will be conducted in the Greek language**

Registration required – [Click here](#) to register for the Module 2

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|----------------------|--|
| 11:45 – 11:55 | Introduction |
| 11:55 – 12:55 | Module 2. Knowledge of the European Union Topics <ul style="list-style-type: none">• Course 2.1. General Overview of the EU Aims, Values and Priorities• Course 2.2. The European Commission's priorities for 2019-2024• Course 2.3. The European Parliament and its priorities• Course 2.4. The 2021-2027 Multiannual Financial Framework – MFF• Course 2.5. EU Funding Programmes |
| 12:55 – 13:15 | Discussion |



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Day 2. Tuesday, 23 April 2024 (physical participation)

Venue: University of Cyprus (1, Panepistimiou Avenue, 2109 Nicosia), A.G.Leventis Building, 1st floor, Research and Innovation Support Service, Room 140.

Module 3. Communication, Networking and Social Media **will be conducted in the Greek language**

Registration required – [Click here](#) to register for the Module 3

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|----------------------|---|
| 10:00 – 10:10 | Introduction |
| 10:10 – 11:30 | Module 3. Fundraising <ul style="list-style-type: none">• Course 3.1. Introduction.• Course 3.2. Communication.• Course 3.3. Networking.• Course 3.4. Social Media. |
| 11:30 – 12:30 | Practice |
| 12:30 – 13:00 | Discussion |

Day 3. Thursday, 25 April 2024 (physical participation)

Venue: University of Cyprus (1, Panepistimiou Avenue, 2109 Nicosia), University of Cyprus Library – Stelios Ioannou Learning Resource Center, Room LRC 019

Module 4. Proposal Writing **will be conducted in the English language**

Registration required – [Click here](#) to register for the Module 4

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|----------------------|--|
| 10:00 – 10:10 | Introduction |
| 10:10 – 11:30 | Module 4. Proposal Writing <ul style="list-style-type: none">• Course 4.1. Introduction to EU and National Funding Schemes.• Course 4.2. Stakeholder Analysis.• Course 4.3. Concept Note Building.• Course 4.4. Proposal Structure and Topics. |
| 11:30 – 11:40 | Discussion |

Module 5. Project Management **will be conducted in the English language**

Registration required – [Click here](#) to register for the Module 5

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|----------------------|--|
| 11:50 – 13:30 | Module 5. Proposal Writing <ul style="list-style-type: none">• Course 5.1. Introduction to PM².• Course 5.2. Key components of PM².• Course 5.3. PM² roles and responsibilities.• Course 5.4. Benefits using PM².• Course 5.5. Key PM² artefacts.• Course 5.6. Detailed walkthrough the PM² phases.• Course 5.7. PM² and agile management.• Course 5.8. PM² on EU Funded Projects. |
| 13:30 – 14:00 | Discussion |



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Day 4. Monday, 29 April 2024 (online participation via MS Teams)

Module 8. Social Impact Measurement **will be conducted in the Greek language**

Registration required – [Click here](#) to register for the Module 8

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|----------------------|--|
| 10:00 – 10:10 | Introduction |
| 10:10 – 11:30 | Module 8. Social Impact Measurement <ul style="list-style-type: none">• Course 8.1. Introduction to Social Impact Measurement.• Course 8.2. Approaches to valuing impacts.• Course 8.3. Monetary approaches.• Course 8.4. (Non)-monetary approaches.• Course 8.5. Methods and Tools |
| 11:30 – 12:30 | Discussion |

Day 5. Tuesday, 30 April 2024 (online participation via MS Teams)

Module 6. Leadership and Management **will be conducted in the Greek language**

Registration required – [Click here](#) to register for the Module 6

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|----------------------|--|
| 10:00 – 10:10 | Introduction |
| 10:10 – 11:30 | Module 6. Leadership and Management <ul style="list-style-type: none">• Course 6.1. What is leadership?• Course 6.2. Leadership skills.• Course 6.3. Leadership characteristics.• Course 6.4. Leadership styles.• Course 6.5. Being a better leader and signs of poor leadership. |
| 11:30 – 11:45 | Discussion |

Module 7. Internal Management Procedures **will be conducted in the Greek language**

Registration required – [Click here](#) to register for the Module 7

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|----------------------|--|
| 11:45 – 11:55 | Introduction |
| 11:55 – 13:00 | Module 7. Internal Management Procedures <ul style="list-style-type: none">• Course 7.1. What is leadership?• Course 7.2. Leadership skills.• Course 7.3. Leadership characteristics. |
| 13:00 – 13:00 | Discussion |

Participants are welcome to choose the modules that align with their interests and goals and can easily register for each module through the provided links. Each module comprises a series of courses facilitated by seasoned trainers, offering practical knowledge, engaging discussions, and interactive exercises both during and after the conclusion of each module.

For more information, please contact us at christou.p.elpida@ucy.ac.cy.



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