

## Agenda of the 3<sup>rd</sup> project meeting of GuideMe!

Where?	Best Western City Hotel 6 Stara planina Str. Sofia 1000, Bulgaria Tel: +359 2 915 1500 Web: <a href="http://www.sofiacityhotel.com/">http://www.sofiacityhotel.com/</a>	
When?	10-05-2010	10.00–18.00
	10-06-2010	9.00–17.00

**IMPORTANT INFORMATION:** Please keep your boarding passes for the reporting, they are a proof for the national agency that you actually took part in the meeting!!! And please keep also all other bills, like public transport means bills. Depending on how you report the daily allowance – some companies do it with bills for all meals and drinks, others have a lump sum that is billed after a project meeting – you also need to keep the bills for your meals. I just mention it: Please also keep your hotel bill for the reporting.

### SCHEDULE Oct.5, 2010

<i>Check-in, welcoming</i>	09.30-10.00
Program of the up-coming meeting – Karin Steiner (abif)	10.00-10.15
Up-date on so far fulfilled project activities, fulfillment of project milestones (+ questions) – Karin Steiner (abif)	10.00-10.30
Results of the 2 last project partnership evaluations during meeting 1+2, lessons learned (+ questions) – Ruth Kasper (abif)	10.30-10.50
Presentation + discussion of the valorization workshop concepts by all partners (place, target groups, trainers, planned methods + contents), 4 2-day lasting workshops per partner country!	11.15-12.15
<i>Coffee Break</i>	12.15-12.30
Explanation on the data entry of the filled out evaluation questionnaires (+questions)	12.30-13.00
<i>Lunch Break</i>	13.00-14.30
Exchange on possible contents and methods in the valorisation workshops: <b>Each partner has to prepare 1 theoretical input and 1 exercise which will be held/used in the valorisation workshop.</b> Time for presentation + exercise: 50 minutes/partner country  1 <sup>st</sup> partner country: <b>abif, AT</b>  <i>Theory input:</i> "Quality management and quality development in career and educational guidance"	14.30-16.00

<p><i>Exercise:</i> Discussion in subgroups (15 minutes) + visualisation on flipcharts</p> <ul style="list-style-type: none"> <li>• What are the main indicators for quality in guidance?</li> <li>• Under what circumstances could you say that educational/vocational guidance is of high quality?</li> </ul> <p>Presentation of the discussed contents in the plenary</p> <p>2<sup>nd</sup> partner country: <b>KARDER/IKDAM, TK</b></p>	
<i>Coffee Break</i>	16.00-16.15
<p>Continuation of exchange on contents and methods</p> <p>3<sup>rd</sup> partner country: <b>Znanie, BG</b></p> <p>4<sup>th</sup> partner country: <b>Academy of Management, PL</b></p>	16.15-18.00
<i>Dinner together</i>	19.00-21.00

**Oct.6, 2010**

<p>Continuation of exchange on contents and methods</p> <p>5<sup>th</sup> partner country: <b>AAE, EL</b></p> <p>6<sup>th</sup> partner country: <b>SSASR, LT</b></p>	9.00-11.00
<i>Coffee Break</i>	11.00-11.30
<p>Valorisation workshop evaluation concept – Karin Steiner (abif): explanation on the evaluation questionnaire, data entry etc.</p>	11.30-12.30
<i>Lunch Break</i>	12.30-14.00
<b>Next project milestones, next project tasks, planning of next project meeting (Lodz)</b>	14.00-14.30
Presentation of the JobTiger career consultancy center in Sofia	14.30-15.30
<b>Visit of the Career Consultancy center of the College for Workers Qualification</b>	15.30-18.00
<b>Individual time</b>	18.00-19.00
<i>Dinner together</i>	19.00-21.00

Further information:

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**Please send the valorisation workshop concepts, the ppt presentations on your theory input as well as the exercise which will be tested during the meeting before the partner meeting!**

*Guide me!*

