Online refresher training | Programme

Who can participate?

All interested project partners are invited to participate, regardless the call in which their project was approved.

The training includes sessions that will interest project managers, communication managers and finance managers, representing lead partners and project partners.
The training will be hosted on Webex. (maximum capacity = 1000)

Training language

The training will be held in English. An exception is made for the session on "Cost eligibility and Claim submission", where there will be one break-out room per language: EN, FR and NL.

Training programme

DAY 1	16 November 2020
09:15 – 09:30	Technical assistance for connection
09:30 – 09:45	Introduction (purpose, general framework, tools for support)
09:45 – 10:45	Session 1/ APR: evidencing project delivery
10:45 – 11:00	Break
11:00 – 12:00	Session 2/ Communication and impact
12:00 – 12:15	Wrap up
DAY 2	**17 November 2020**
09:15 – 09:30	Technical assistance for connection
09:30 – 09:45	Introduction (purpose, general framework, tools for support)
09:45 – 10:45	Session 3/ Cost eligibility and claim submission
10:45 – 11:00	Break
11:00 – 12:00	Session 4/ A smooth project closure
12:00 – 12:15	Wrap up

Training location

The training will take place in a virtual training room, via Webex. All participants will receive details on how to enter the training room, prior to the training. The message will also include technical requirements and tips for a successful online training experience.

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