# 4th MORALE Training of Trainers Module

# University of Oldenburg 13th, 14th and 15th of July 2021

# Minutes – Meeting 23.06.21

Time:
15:30 – 16:45 (CET)

Attendance:

* Prof. Dr. Sobhi Abou Chahine
* Prof. Dr. Rabhi Chattat
* Prof. Dr. Jorge Marx Gómez
* Laura Sadowski

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| **Topic** | **Decision** | **Task** |
| UOL proposed to offer their training as a self-learning online course | Proposal was accepted by BAU and UNIBO  |  |
| How to monitor/ensure that participants have completed the lessons of the course? | At the end of each lesson, participants will be asked in a brief questionnaire to reflect about the content presented in the session. Only once this questionnaire is completed, the lesson counts as completed.Furthermore, at the end of each training day, there will be a live reflection session. | UOL prepares the questionnaires and makes sure this information is communicated to the participants |
| Registration procedure | In order to create accounts for the participants, UOL needs the following information:* First Name
* Surname
* Date of Birth
* E-Mail Address

Once this information is available, accounts can be created.  | UOL will provide BAU with a template for the registration information on the 24th of June. BAU will provide UOL with the registration information of the participants as soon as possible |
| Ensuring user-friendliness of the platform  | Once the participants have logged in to their accounts, they will be able to find the lessons in an easy and intuitive way. If needed, guidelines will be distributed.Technical introductions on how to use the platform will be offered in the morning of the first training day.Technical support will be available throughout the training daysParticipants can use the platform and access the sessions also outside of the official training hours without any problems or restrictions. This way we can ensure an extra layer of flexibility and adaptability to connectivity problems during the trainings. | UOL makes sure that the platform is structured in a user-friendly way and that technical support is available throughout the training |
| Structure of the training days | Each training day will start with a live welcome session and will end with a live sessions for reflections. Links to the live-sessions will be provided.In between the live sessions, participants will follow the content of the lesson in a self-learning method. Participants can go through the materials according to their own needs and pace.Participants will be able to communicate with each other through a forum. The forum will also be monitored and, if needed, moderated by UOL.(For the detailed structure of the training days, please consult the Agenda of the trainings) | UOL will include the technical requirements for live-sessions on the platformUOL staff, Project Coordination and WP Leaders will be available for the live-sessionsA detailed proposal of the Agenda of the trainings will be shared by UOL on the 24th of June |
| Topics of the trainings | Decision was made to stick to the original training plan:Topic 1: International Social Welfare and Services to Immigrants and RefugeesTopic 2: NGO Business EconomyTopic 3: Strategic PlanningTopic 4: Decision Making and Crisis Management Topic 5: Psychology/ Emotional IntelligenceTopic 6: Soft and Administrative SkillsTopic 3-6 will be covered by the self-learning online courses, for topics 1 and 2materials will be provided | UOL will provide materials for topics 1 and 2 and online self-learning courses for topics 3-6 |
| Further communication | All partners involved in the ToT module will be included in all emails and will stay in close communication until the trainings. | Emails should include:Prof. Dr. Sobhi Abou Chahine(achahine@bau.edu.lb)Prof. Dr. Rabhi Chattat(rabhi.chattat@unibo.it)Prof. Dr. Jorge Marx Gómez(jorge.marx.gomez@uni-oldenburg.de)Prof. Dr. Sulaiman Mouselli(dr.sulaiman.mouselli@googlemail.com)Rana Hatab(rana.hatab@bau.edul.lb)Julia-Katharina Franke(julia.franke@uni-oldenburg.de)Sven von Höveling (Technical Expert)(sven.von.hoeveling@uni-oldenburg.de)Laura Sadowski(laura.sadowski@uni-oldenburg.de) |