

PROJECT IMPLEMENTATION TRAINING

Agenda

19-20 June 2017

MONDAY 19 JUNE	9.30	REGISTRATION AND WELCOME	
	10.00	Welcome to Interreg CENTRAL EUROPE 3 working groups according to priorities Get to know other funded projects and learn more about harmonised project branding	
	12.00	Lunch break	
		PROJECT MANAGEMENT TRACK 3 working groups according to priorities	COMMUNICATION TRACK 2 working groups according to experience
	13.30	Project management and activities report Presentation on reporting and tips and hints from experienced lead partners	Communication strategy planning Presentation and exercises based on the communication strategy template
	15.00	Coffee break	
	15.30	Progress report: Activity part Practical hints and eMS guidance	Website: Working with the content management system Introduction to the website CMS
	18.00	Networking in small thematic groups	

TUESDAY 20 JUNE	FINANCE MANAGEMENT TRACK		COMMUNICATION TRACK	
	3 working groups according to priorities		2 working groups according to experience	
	8.45	Registration		
	9.00	Reporting on finances: Keeping an audit trail	Website: Creating your project home page and content pages	
		Presentation, practical hints and exercises	Practical hints and exercises	
	10.45	Coffee break		
	11.00	Progress report: Financial part	Storytelling techniques for all communication channels	
Presentation, practical hints, eMS guidance and exercises		Presentation and exercises on audience-focused storytelling		
13.00	Light lunch End of training			