

Workshop 1

Strategic approach towards staff mobility

Key messages

1. The Human Resource (HR) department and management should be informed about the opportunities of the Erasmus+ programme for staff. And more: they should get inspired! Sending them abroad would be the best tool to reach that goal.
2. The HR-development policy plan should be aligned with the internationalisation policy plan and both should be in line with the overall policy of the institution. An international attitude and willingness to learn is part of the institution's culture.
3. International staff mobility should be recognized as a form of professional development in some way, either in salary or career opportunities (vertical or lateral) or in other ways... (depending on the institution).



Workshop 2

Quality assurance measures for staff training

Key messages

1. Plan, establish and improve staff training course
 - Selecting matching specific courses for specific needs
 - Role of 3 parties
2. Active participation in all activities
 - Support good suitable programme involvement
3. Evaluation and measurement of quality of training
 - Surveys interviews
 - Sharing of experience



Workshop 3

Quality indicators for staff weeks

Key messages

1. What do we want to achieve: improvement of skills and knowledge, mutual learning, networking, internationalisation at home for staff.
2. Indicators for that: specific topic, clearly defined learning outcomes, pre-tasks/homework, new partnership agreements, new project ideas, presentations to colleagues.
3. Need to evaluate the long-term effects.



Workshop 4

Language training activities and intercultural learning

Key messages

1. Structural integration – support by management / recognition (certificate, career prospects ...)
2. Motivation – reducing fear, allowing pair / group travels
3. Communication of possibilities and benefits using the „right“ language for different target groups



Workshop 5

Widening participation – innovative formats of staff training

Key messages

1. Blended mobility
2. Information and recognition (informing employees about the possibilities, convincing the management, issuing home certificates...)
3. Reduce barriers and provide for different groups
 - Language courses
 - Staff week with kids/funding for caregivers
 - Specialized topics

