

Workshop 2

Quality assurance measures for staff training

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After two thematic inputs given by An van Laeken from the University of Gent and Izabela Zawiska from the Jagiellonian University in Kraków the group discussed how to assure high quality in staff training, especially some actions and practical arrangements that could be taken in this respect. Afterwards the participants worked in three sub-groups to exchange opinions on the strategic topics. The main questions were *How to plan and organize successful and high quality staff training? What mechanisms can be established to assure quality in planning, selection of participants, organization, and evaluation?*

The group agreed that that the high quality staff training starts with good planning. To provide staff training of good quality it is necessary to:

- Have support from home institution
- Define necessity and the target(s)
- Define the learning outcomes and the process to achieve them
- Match the training methods with expected results
- Have clear procedures for application and selection of the participants
- Select the participants on the basis of their motivation and expected goals
- Have active participant's involvement during the training
- Monitor progress against plan
- Compare results to see if the objectives have been met and determine changes needed in order to ensure meeting of all objectives (if needed)
- Evaluate the training and its results
- Check, ascertain and ensure how the staff training can be recognized