



EUROPEAN CENTRE FOR
MODERN LANGUAGES
CENTRE EUROPÉEN POUR
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ÖSTERREICHISCHES
SPRACHEN
KOMPETENZ
ZENTRUM



SPRACHEN
INNOVATIONS
NETZWERK

Quality Assurance in Teaching and in Project Management

SPIN-Seminar and National Event in Austria ECML-Project "QualiTraining at Grassroots Level"

Graz, 22 - 23 June 2009

**In the European Centre for Modern Languages (ECML),
Nikolaiplatz 4, 8020 Graz**

An event held in co-operation with the „Europäischen Fremdsprachenzentrum“
and
the „Österreichischen Sprachen-Kompetenz-Zentrum“

Seminar moderators: Maria Matheidesz, and Laura Muresan
Project Coordinators, QualiTraining Project

Programme

Monday, 22nd June 2009

Time	Main Themes	Activities	Aims
13.30 – 14.00	Opening by the hosts of the event W. Martyniuk, ECML E. Schlocker, ÖSZ		
14.00 – 14.30	Introductions and Expectations	Interactive activities – Plan and Projects of participants	Get to know each other in the group Group cohesion
14.30 – 15.00	Quality and assessment	Presentation	Overview and introduction to basic QualiTraining concepts
Coffee break			
15.30 – 16.30	Assessment of quality based on participants' own experience	Interactive tasks	Link basic concepts to participants own experience
16.30 – 17.30	Self assessment	Tasks from the QualiTraining Guide	Concepts and instruments of self assessment

Tuesday, 23rd June 2009

Time	Main Themes	Activities	Aims
9.00 – 10.30	SPIN-Indicators – Assessment and practical implementation of the self assessment tools Further potentials and advantages of self assessment	Discussion und Group work	a) Identify weaknesses of the assessment process b) Review of SPIN-Indicators based on participants' own experience
Coffee break			
11.00 – 11.30	Criteria and indicators of quality	Input and tasks	Background, overview of the theory and practice of quality and project management,
11.30 – 12.30	SPIN-Indicators: <ul style="list-style-type: none"> • Success indicators – the SMART principle • Quality indicators Practical application of indicators in planning and implementing projects • Evaluation of project ideas • Project aims – definition and assessment • Assessment of project quality and of standards implementation 	Interactive tasks	Try out the practical application of basic project management concepts in simulated situations
Lunch break			
14.00 – 14.45	Mentoring project work – individual consultancy Motivation	Discussions and group work	Strategies and methods for successful project management
14.45 – 15.30	Project ideas and planning	Group work	Suggestions and ideas from the group based on previous sessions of the workshop: e.g. checklists, questionnaires, further indicators, etc.
Coffee break			
16.00 – 16.30	Summary Assessment of the workshop	What would you do differently? What have you learnt?	Summary of theory and practice Assessment and summary of workshop results