

# ***TRAINING GUIDE – INTRO***

## ***TRAINING MODEL 80:20***

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## **Introduction**

The ComPM Training Guide has been developed within the “ComPM – Competences Framework for European Project Managers” project which was funded by the Leonardo da Vinci Lifelong Learning Programme of the European Commission. The project started at the beginning of 2012 and finished beginning 2014.

The intention of the project partners, OIC Poland Foundation (PL), GEA College (SI), ISTUD Foundation (IT), INOVA+ (PT) and Syntra West (BE) was not to create another course on project management, but to use their training experience in creating a practical course on the implementation of European projects. The ComPM course focuses on the required competences for European project managers and on how these competences can be developed in practice. It is adapted to each stage of the project implementation and required competences.

The comPM courses are addressed to project managers and individuals intending to work as a project manager, but also to trainers willing to enhance their knowledge in this respect.

## **Training method**

The main philosophy of the training is the shift from theory into practice, a change of the written word into practical skill, into action. You could state that the ratio between practice and theory is 80 to 20, so the most of the training is aimed at developing, improving or enhancing relevant skills for both European project managers as well as the trainers. The applied learning methods put an emphasis on practice (80%). Exercises, followed by feedback and reflection, have to guide you through the learning process and reach the different objectives of the course modules. The practical exercises are dealt with by using real cases and using different training techniques such as brainstorming sessions, group exercises, discussions, role play... Experiences however showed that trainees also preferred to have a theoretical part on which they could rely for background information. Therefore the project partners also created a handbook that can be used as theoretical background of the practical course.

The final training guide consists of:

- Handbook
- Workbook
- Trainers' Manual

The project managers, the trainees, can use the Handbook and the Workbook. For the trainers the Trainers' Manual was created and they can use the handbook as backbone.

The **Handbook** contains theoretical information on each topic. It is not the intention to go through this handbook and use this theoretical material as lecture material. It is merely a backbone for the Training Guide. The Handbook can be used by both trainee and trainer as research material or if they wish to know more on a certain topic.

The **Workbook** is the exercise book for the participants. It contains templates for all proposed exercises and some space for personal notes.

The **Trainers' Manual** contains all exercises, an introduction to those exercises (aims, objectives, approach...) plus some feedback possibilities, some tips. The Trainers' Manual also contains links on where to find more information on certain topics in the Handbook and practical information on timing, material... in the fact sheet per module.

The ComPM partners, therefore, believe that the created Training Guide provides a complete package for both trainees as well as trainers.

The ComPM Training Guide is set-up in a modular way and consists of **six modules**, as follows:

- Module 1 – Project Framework
- Module 2 – Project Planning
- Module 3 – Financial management
- Module 4 – Marketing & Communication
- Module 5 – Monitoring & Evaluation
- Module 6 – Supporting skills

This means that you can alternate the course programme based on the background and competences of your target group. You can emphasize certain modules and/or leave out other, thus, you can create a personal training package for the target group according to their specific characteristics/needs. Module 6 has been developed as a very practical part, allowing participants to understand how to “act” their skills in real situation, referring to the specific contents' areas from Module 1 to Module 5. Therefore, it is strongly recommended to deliver the Module 6 – Supporting skills – together with every aforementioned module, meaning that at the end of each of them (Modules 1 to 5), 2-up-to-4 hours should be devoted to the case study specifically developed for practicing supporting skills in that very scope of activity (Project Framework, Project Planning, etc..).

Less experienced project managers can of course take the whole course and be trained on all modules.

The duration of the whole course and every module shall be adapted to the level of competences of every group, according to the trainers'/experts suggestions.