



Training course on communication, presentation techniques, organization of events and documentation

(For members of the Stakeholder Groups of the "Prespa" and "Sharra" cross-border regions)

April 8th – 13th, 2013
Durres, Albania

Draft PROGRAMME

April 08th, 2013 (Monday)

Venue: Hotel "Belvedere", Durres, Albania

Afternoon Arrival of the participants, accommodation and dinner

April 09th, 2013 (Tuesday)

Introductory session

09:00 – 10:30 Opening and Introduction of participants
Introduction into the programme and methodology (*Gathering of participants' expectations, introduction with the course objectives, the programme and the working methods*)

10:30 – 11:00 Coffee break

Session I – Basics of Communication

11:00 – 12:30 The communication process, types of communication, key points for an effective communication, the 4 dimensions of a message
Communication exercise (the squares exercise; "House-Tree-Dog" exercise ...)

13:00 – 15:00 Lunch break

15:00 – 17:30 The 7 C-s of Communication (A checklist for clear communication);
Right-wrong questions; Feed-Back and Criticism
Group work on Communication (group task to be presented in the morning session - an exercise for development of communication and

presentation skills)

19:00 Dinner

April 10th, 2013 (Wednesday)

Continuation of Session I – Basics of Communication

09:00 – 10:30 Outcome from the previous day (presented by 2 volunteers) and
Presentation of the results from the group work
Discussion in plenary and feed-back from trainers

10:30 – 11:00 Coffee break

Session II – Presentation skills

11:00 – 12:30 Introductory discussion: Problems & Fears with presenting (reflection to
the previous presentations of the group results)

Qualities of an Effective Presenter and different presentation
techniques;
Planning and Structuring a Presentation; Setting a clear Objective;
Hints for Visualization

13:00 - 15:00 Lunch break

15:00 - 17:30 Group work: Preparation of presentations (*exmp: “Socio-economic
potentials of our Municipality” or “Benefits from a cross-border
cooperation in rural areas of Region”, presentations regarding
project ideas/proposals developed so far*)

19:00 Dinner

April 11th, 2013 (Thursday)

Continuation of Session II – Presentation skills

09:00 – 10:30 Outcome from the previous day (presented by 2 volunteers) and
Presentation of the results from the group work
Discussion in plenary and feed-back from trainers

10:30 – 11:00 Coffee break

Session III – Organization of events and documentation

11:00 – 12:30 Preparation of events: issues and elements to be taken into
consideration – before, during and after the event;
Learning by doing exercise: “Preparation of an Agenda” and “To do-list”
for the next events planned in the pilot region

13:00 - 15:00 Lunch break

15:00 – 17:30 Presentation of the results from the group work and feed-back in
plenary

Documentation – why and how to document, practical examples

Evaluation of the training course

19:00 Dinner

April 12th, 2013 (Friday)

09:00 – 12:30 Discussion on programming documents for territorial and regional cooperation.

13:00 – 15:00 Lunch

15:00 – 17:30 Discussion on the strategic framework and operational functioning of the Stakeholders' Group

19:00 Dinner

April 13th, 2013 (Saturday)

Departure of participants