

## WP WORK PACKAGE 5

### Transnational Training Provisions of the PaintingSkillsAcademy

PaintingSkillsAcademy – TRAINING	
LEARNING/TEACHING/TRAINING ACTIVITIES	
Activity / UNIT	<b>Job-based Intensive-Workshop</b> <b>UNIT 2 Structure and process organisation</b> <b>UNIT 2-3 Administration and office organisation</b>
Ident number of the activity / UNIT	L6_U2-3
Activity type	1,5 day intensive workshop
EQF-Level	6
Field	Problem solving workshop. “Learning on the job” in a new form - the perfect combination in which the elaboration Management of your own project (working on your own projects) can be professionalized through new knowledge and accelerated through a concentrated working atmosphere. This workshop makes it possible to build up new knowledge and at the same time to develop your own conception as far as possible. The speaker with practical experience is available as a sparring partner. The direct speaker feedback and an undisturbed working atmosphere enable concentrated work on your project.
Target group	Managers, master craftsmen (also across different industries)
Entry requirement	Individuals with advanced skills who have mastered their subject and demonstrate innovative abilities.
Provider, place of learning	SBG Dresden mbH
Contact details of the provider	SBG Dresden mbH Contact person: René Günthel Gutenbergstr. 6, D-01307 Dresden Telefon +49 351-4445-611 info@sbgdd.de www.sbg.de
Lecturer / Trainer	M. Muster - Expert*in for administration and office organisation (Short profile see questionnaire for lecturers)
Dates, duration of the activity	Dates: 08.+09.09.2023, 29.+30.09.2023 and 27.+28.10.2023 Times: weekdays 8.00-17.00 h, Saturday 8.00-13.00 h Duration: 1,5 days presence workshop Telephone coaching: by arrangement (approx. 4 weeks after the end of the workshop)

LEARNING/TEACHING/TRAINING ACTIVITIES – continuation		
Temporal utilization	Full time	
Prices per person (participant)	€ 850.00 plus 19% VAT. The price per person includes the seminar participation & documents, drinks during breaks & lunch, certificate of attendance.	
Max. Number of participants	max. 15 persons per workshop	
Funding opportunities	National framework conditions (e.g. education bonus in germany)	
DESCRIPTION OF THE ACTIVITY		
Ident number of the activity / UNIT	L6_U2-3	
Goals / field of competence	Participants gain a complete overview of managing and leading complex technical or professional activities or projects. They take responsibility for decision-making in unpredictable work or learning contexts.	
Training tasks	Description of detailed goals / content (fine goals). Learning outcomes according to PSA qualification portfolio:	
	Knowledge	He / she knows <ul style="list-style-type: none"><li>the need to manage documents (filing plan, filing, business papers, correspondence).</li><li>the use of modern information and communication media as a success factor (telecommunication media, IT systems, internet).</li><li>the branches of accounting and can organize them (internal and external accounting).</li></ul>
	Skills	He / she can <ul style="list-style-type: none"><li>implement appropriate measures in the context of document management.</li><li>use modern information and communication media in a targeted manner.</li><li>organize the branches of accounting (internal and external accounting).</li></ul>
	Responsibility and autonomy	He / she is able to apply measures for document management, use modern information and communication tools and organize accounting.

DESCRIPTION OF THE ACTIVITY – <i>continuation</i>	
Further information	<b>Methodology</b> <ul style="list-style-type: none"> <li>- Keynote speeches</li> <li>- Editing of your own current project</li> <li>- Active exchange of experiences</li> <li>- Practical examples and expert tips</li> <li>- Proven templates &amp; checklists</li> <li>- Trainer as sparring partner</li> <li>- Transfer support through telephone coaching after approx. 4 weeks</li> </ul>
	<b>Please bring it with you to the workshop!</b> <ul style="list-style-type: none"> <li>- Own templates, own project</li> <li>- Own laptop, notebook, etc.</li> </ul>
ASSESSMENT OF THE ACTIVITY	
Assessment board	Lecturer
Assessment basis	Observation and documentation of the work process (videos, photos, etc.).
Assessment criteria's	Ability to work in a team, assertiveness.
PSA certificate	Confirmation of participation in the activity.
RECOMMENDATIONS - <i>if desired</i>	
Advice on personal career planning	Individual recommendations.



## BINDING REGISTRATION

☐ for the **Job-based intensive workshop on ...** (fill in desired date)

### Information about the participants

(1)	Name, first name	<hr/>
	Address	<hr/>
	Phone	<hr/>
	Email	<hr/>
	Trade	<hr/>
(2)	Name, first name	<hr/>
	Address	<hr/>
	Phone	<hr/>
	Email	<hr/>
	Trade	<hr/>

### Hotel and breakfast – if desired (Prices on request!)

**Book your overnight stay in Dresden with you!**

**Overnight stay and breakfast (Please check where applicable!)**

- ☐ Single room – € ..... per person/night
- ☐ Double room – € ..... per person/night
- ☐ Breakfast – € ..... per person/day

E-mail address for invoicing:

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By registering, I/we accept the SBG Dresden mbH terms and conditions of participation and business.

\_\_\_\_\_  
place, date

\_\_\_\_\_  
signature



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