TOURIST

D5.3 Guidelines for training sessions for non-partner universities & stakeholders

WP5 – NETWORK FOR NATIONAL AND CROSS-COUNTRY EXCHANGE

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1. Main Objectives of the Network for national and cross-country exchange

The Network for national and cross-country exchange Work Package (WP5) aims to establish a network for international exchange on sustainable tourism and innovative financial management strategies. The aim of this network is to first create international exchange on the two core topics and second to increase the awareness of the importance of the two topics in SEA.

Led by UA and supported by EU partners, WP5 includes key activities for the implementation of the project.

The network is going to undertake the following activities:

- Training sessions for non-partner universities and all external stakeholders (Act. 5.3)
- Cross-border conferences (Act. 5.4)
- A joint publication which shows the most essential project results and presents best practice examples in terms of sustainable tourism and innovative financial management strategies (Act. 5.5)

2. Implementation of training sessions for non-partner universities and stakeholders (Act. 5.3)

The training sessions are intended to extend the project outputs to other non-partner HEIs in Thailand and Vietnam. The main aims of these training sessions are:

- Expansion of the knowledge of the project
- Enhancement of the understanding of sustainable tourism and the corresponding financial concepts
- Increase of the number of network members
- Increase interaction among the network members and partners
- Establish initiatives on sustainable tourism and innovative financial management strategies through collaboration

Each PC partner is asked to deliver at least **one training session** (4 training sessions in Thailand and 3 training sessions in Vietnam). To do so, each PC partner should adapt and use the materials implemented in the 'train the trainers' workshops, as well as introduce their own 'locally relevant' material, in order to deliver one one-day workshop for non-partner universities and stakeholders.

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The training sessions will be filmed and uploaded to the knowledge exchange platform for sharing and multiplication.

The main **target groups** for the training sessions are: students from tourism faculties, academic staff, higher management staff from other non-partner universities from Vietnam and Thailand, company representatives such as hotel employees from middle to top management and tour operator representatives, representatives from regional or national tourism associations and representatives from governmental organisations such as ministries or regional development agencies form Thailand and Vietnam. It is also possible to invite non-profit organisations to get a difference view for ecological issues of tourism.

The implementation of the workshops will take place from **June 2019 to May 2020**.

2.1.   Replication Guidelines

1. **Organisation and timeline**: representatives from each PC partner HEI must organise one one-day workshop for non-partner universities and stakeholders between **June 2019 and May 2020**. Each PC partner HEI should contact other HEIs (academic staff and students), companies operating in the tourism industry, tourism associations and governmental bodies to invite them to the training sessions.
2. **Training Plan**: the training plan for the workshops should be sent to the WP leader (Noelia López & Oana M. Driha, UA) at least two weeks prior to the implementation of the workshops so that they can give feedback and ensure quality control (see ANNEX I).
3. **Material**: it is responsibility of the partners to decide which information acquired during the training should be used and to present it the manner they find to be most efficient. They must supplement this with examples or pertinent information from their own institutions/country as well as involving relevant stakeholders. After the implementation of the workshops, the training materials and the video of the training sessions should be uploaded to the network's knowledge exchange platform for sharing and multiplication.
4. **Presentations**: the power point presentations must be prepared using the ppt. template available in the project's Google Drive site under 'dissemination'.
5. **Logos:** at all times, ALL MATERIALS used in training must include the TOURIST project and Erasmus+ logos as well as the logo of the organising partners. All publicity materials, announcements, programmes and agendas for the workshops must state that the activity is co-financed by the European Commission and quote the project reference (c.f. Dissemination).
6. **Target audience:** there should be a <u>minimum 12 participants for each workshop</u>.
7. **Duration:** one day training.
8. **Quality Control:** there must be a quality control of the event (discussion of the content beforehand, feedback questionnaires completed by the participants, see ANNEX II).

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9. **Report:** a report of the activity must be sent to the WP leader (see ANNEX III) after the event. It must include the following information:
   a. Objectives of the workshop
   b. Participants
   c. Report of the activity itself (summarising the feedback questionnaires)
   d. Conclusions and recommendations for the next event.
   e. Agenda of the event in annex
   f. Dissemination: in an annex include a link to the announcement of this event on the university website (and / or a copy of an announcement in the university's newsletter / news service) in order to publish news of the event on the project's website.
   g. If possible, please include photos.

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ANNEX I PROPOSAL FOR TRAINING PLAN

(Please use the form for the training sessions to be delivered and send it to WP5 leader (noelia.lopez@ua.es / Oana.Driha@ua.es) at least two weeks prior to the implementation of the workshop)

NAME OF INSTITUTION:	
Staff responsible for delivering training *(Name and Position):*	1. 2. 3. *(please add more lines if required)*
Title of training session:	
Short description of training:	
Training objectives:	
Training materials to be used:	
Dates proposed for delivery of training session:	
Further information:	

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ANNEX II PARTICIPANT FEEDBACK FORM FOR TRAININGS

Please ensure that ALL participants at the training sessions fill in this form

Scores: 1 = dissatisfied; 5= very satisfied	1	2	3	4	5
The objectives of the training were clearly defined					
The training improved my understanding of the subject					
The topics were appropriate to my role and responsibilities					
I will be able to apply the knowledge acquired					
Visual and supporting material were useful and easy to follow					
Participation and interaction were encouraged					
There was a correct balance between theoretical contents, exercises and discussion					
The trainers were well prepared					
The training objectives were met					
Overall evaluation of the training session					

Which aspects do you think could be improved for future training?

Additional feedback for the organisers, please!

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ANNEX III SUMMARY OF REPORT FOR TRAININGS

NAME OF INSTITUTION:	
Staff responsible for delivering training (*Name and Position*):	1. 2. 3. *(please add more lines if required)*
Title of training session:	
Number of Participants:	
Profile of Participants: *Academics, students, researchers, company representatives, etc.*	
Summary of participant feedback:	
Further Information (lessons learnt etc.)	

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