



Preliminary programme
Erasmus+ Staff Training Week from 4 to 8 December 2023
 “A new period of Erasmus+ as a challenge”

Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:30 Registration	9:00-10:30 Lecture – Cross borders cooperation Best practice and/or World café	Christmas day 9:00 10:00 Lecture – Czech tradition in general and Czech language basics Coffee to go	9:00 -10:30 Lecture – How to work with alumni Best practice and/or World café	9:00-10:00 Evaluation Meeting Confirmation/Certificates
9:30-10:15 Opening meeting	10:30-11:00 Coffee break	10:00 – 11:30 TULab Made your own Christmas decoration.	10:30-11:00 Coffee break	optional activity choose in registration form
10:15-12:30 Introduction to TUL faculties	11:00-12:30 Workshop: Mobility Management Best practice in application procedures, use of digital platforms, exchange of experience, BIP, inclusion, obstacles	11:30-12:30 Mini Erasmus+ Christmas trade fair for students All participants will be asked for brochures about their University and town. And small Christmas typical sweets.	11:00-12:30 Workshop: Marketing strategies How can we effectively promote Erasmus+? What can we learn from each other? Which role does internal communication play?	10:15-18:00 Trip to Christmas trades in Prague price 20€ Included lunch and travel
12:30-13:30 Lunch break All lunches will be at TUL canteen. Free of charge.	12:30-13:30 Lunch break	12:30-13:30 Lunch break	12:30-13:30 Lunch break	
13:30-14:30 TUL Campus Tour	13:30-16:00 Introduction of participants Pecha-Kucha presentation format: All participants will be asked to make a short presentation about their University.	14:00-16:00 Sweetstime Preparing of typical Czech Christmas sweets	13:30-15:00 Meet The Institute for Nanomaterials, Advanced Technologies and Innovation Laboratories tour	
14:30-15:30 Liberec City tour	16:30-20:00 Trip to Ještěd with dinner Visit the highest point in Liberec, all costs are covered by TUL.		15:00-17:00 Trip to Museum of Glass and Jewellery in Jablonec nad Nisou	
Free time		Free time	Free time	

