

Management of cross-border projects: the organisation of the kick-off meeting of your cross-border project

Pasian di Prato, 02 -04-2014 – 9h30

Meeting Venue: ForSer Centre – Conference small room

This training module is part of a Training Course for project managers of cross-border projects developed by the CBN¹ within the Pat-Tein project².

The Course aims to give the participants the possibility *to enter in*, analyse in depth and make practice of all the phases of the life cycle of a cross-border project: identification and definition of the idea, establishing the partnership, planning, implementation and assessment.

The present **Module** focuses one important moment of the “Implementation phase”:
the kick-off meeting.

One of the most important rules to learn and keep in mind for working with others in a positive and successful way is “starting in the right way”. The kick-off meeting is the most important occasion (because the first!) for establishing TRUST and CREDIBILITY among the cross-border partners.

This module aims to make the participants able to organise the kick-off meeting of a cross-border project with Austrian, Italian and Slovenian participants paying particular attention to the intercultural aspects.

Exercises, case-study analysis, active activities, discussions will be alternated with some theoretical rules. This is why participants will be asked to take active part and interact with colleagues and the trainers as to make possible practice and “live” the learnings.

¹ CBN: Cross-Border Network for Applied Research and Training founded in 2011 by the Carinthia University of Applied Sciences, ForSer Formazione per la Pubblica Amministrazione, Regione Friuli Venezia Giulia, Italy and the University of Ljubljana, Faculty for Administration, Slovenia - www.cross-border-network.net

² Pat-Tein is a project funded by the Leonardo da Vinci program involving 8 partners of the 5 border regions. The aim of the project is to transfer after adaptation, a “**specific toolkit for managing cross-border projects**” developed and already used by the project leader Euro-Institut.



PROGRAM

- 09:30** **Welcome and presentations**
Introduction of the Pat-tein project and of the training for Manager of Cross-Border Projects. Presentation of the trainers. (*ForSer - Udine*)
- Introduction of participants.** (*Cuas-Villach*)
- 10.00** **Presentation of the daily program and Expectation Analysis** (*ForSer - Udine*)
- 10:10** **Premises**
Exercise 1
Development of a Kick-off meeting Program and invitation for the partners coming from the border areas (Carinthia, Slovenia, Friuli Venezia Giulia) (*Faculty of Administration - Ljubljana*)
- 10.30** **coffee break**
- 10.45**
1st session: Get knowledge of the “partners’ culture, habits, patterns, identity
Culture&Stereotypes (*Cuas-Villach*)
- 11:30**
2nd session: “Project Objectives”- Reaching an agreement on the objectives, activities, interests among the partnership. (*Cuas-Villach*)
- 12.30** **Lunch break**
- 13.15**
3rd session: **Communication in a cross-border context.** (*ForSer – Italy*)
- 14.00**
4th session: **How to cope with differences - Learning from the experiences.** (*Faculty of Administration - Ljubljana*)
- 14.45** Final reflections on lessons learned during all the sessions³ and feed backs
(*ForSer Udine, Cuas Villach, Faculty of Administration Ljubljana*)
- 15:30** Wrap-up and bye-bye

³ After each sessions the participants are asked to pencil in the “lessons learned” which will be discussed during the Final Reflection.



Specific Objectives:

- Introduce participants in the cross-border projects specificity
- Improve the knowledge on the partners countries
- Increase the awareness of the importance of the intercultural issues in the management of cross-border projects.
- Improve the ability to recognize and overcome obstacles deriving from cultural differences among partners coming from the border Countries
- Get the main rules for the organization of a kick-off meeting of a cross-border project.

Didactical Methods: workshop based on case studies relating to the specific border area At-It-SI, role playing, exercises, discussions

Language

The language used during the training is English.

Registration

For a better organization please confirm your participation to:

Austria

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The participation to the Module is free of charge.



How to reach ForSer Centre: <http://www.forser.it/forser/index.jsp?idPagina=55>

