

## Training Overview

**Brussels Academy** which equips professionals with skills that will facilitate their access to the job market via structured training sessions and mentorship programs. Within this scope, a professional training session on EU project proposal writing and project management is being offered in cooperation with **Vocal Europe**.

The training aims at providing a thorough understanding of the basic techniques for designing a project proposal for an EU programme, including the Logical Framework Approach which is mandatory in many EU programmes, and will allow the participants to acquire the hand-on experience and practical knowledge on how to write winning project proposal and how to implement/manage successfully obtained projects.

At the end of the training session, the newly trained Project Proposal Writers or Project Managers will be able to:

- Work within the framework of funded projects of EU calls
- Write winning project proposals and obtain an important budget
- Implement and monitor project activities, budgets, time schedules, and work packages

This training session aims to provide participants with the expertise required to apply for the following positions:

- Project Officer
- Project Assistant
- Junior Project Manager
- Project administrator
- Project proposal writer

## Target Audience

The training is designed for members of the universities, research institutes, private sector, SMEs, NGOs, students and individuals who are interested in deepening their expertise on writing project proposals and implementation of approved project. This training will be focused on application for anyone of the most popular open calls for EU competitive grants and other tenders/funders.

## When

The training will be taking place on **26 November 2021** and **27 November 2021**.

## Training Content

The training lasts for eight consecutive hours. Please find below the agenda for the event:

## Day I

### How to Write A Winning Project Proposal

<u>Time slot</u>	<u>Topic</u>
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10:00 – 12:00	Module I: basic design techniques: the Logical Framework Approach
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12:00 – 13:00	Lunch Break
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13:00 – 15:00	Module II: designing the project proposal: partnership, objectives, workplan
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15:00 –	End of the 1st Day
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## Day II

### How to Successfully Implement and Manage EU Projects

<u>Time slot</u>	<u>Topic</u>
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10:00 –12:00	Module III: designing the project proposal: project management, dissemination
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12:00 –13:00	Lunch Break
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13:00 –15:00	Module IV: Budgeting and financial issues.
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15:00 –	End of the 2nd Day
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## Certificate

Upon completion of the entire training, participants will receive an official certificate of attendance.

## Trainer

[Raniero Chelli](#), Senior Trainer

## Venue

The training will take place via Zoom. Each participant will receive a link to have access to the platform from Vocal Europe.

**PLEASE NOTE** | The training session's working language is English.