



## Gijón Meeting Minutes

### Core Skills Development - The Capacity of Changing People's Lifestyle Socrates Grundtvig 2 Programme

#### First Project Meeting from 08 to 12 November 2006

Partners present at the meeting:

Romania: Dña. Monica Muresan, Dña. Elena-Maria Bolog Barbos  
Italy: Don Carlo Mastroeni, Don Giuseppe Capilli  
Holland: Don Henk G. Kiezebrink  
France: Dña. Claudine Richard, Dña. Laurence Masson  
Spain: Don Edwin Arnold Lawton M.A. (Cantab), Dña Maureen B. Lawton

On Tuesday, 07 November Ms Monica Muresan and Ms. Elena-Maria Bolog Barbos representing the project promoter, the Chamber of Commerce, Industry and Agriculture, Bistrita–Nasaud, Romania, were received and transferred to hotel on arrival and accompanied at dinner by Edwin and Maureen Lawton, representing the hosting partner, Lawton School.

On Wednesday, 08 November the Chamber of Commerce, Industry and Agriculture, Bistrita –Nasaud and Lawton School met at ten o'clock to finalise organising the meeting. A draft of the code of conduct for project implementation and the project evaluation tools were drawn up. It was decided to use the image designed by Lawton School for the flyer for this transnational meeting as the image for the project. The remaining partners were picked up and transferred to the hotel. All the partners met for dinner.

Thursday, 09 November.

The meeting began at 09.30 in the premises of Lawton School S.L. Edwin Lawton welcomed all the partners to Gijón and thanked them for their presence, regretting the absence of Acare Environment. Elena Baros went over the Activity Planning Table and requested the results of the seminars carried out. Lawton School provided the results of desk research on attitude and skills development as a key to success in SMEs, based on a skills management seminar carried out by the University de Alcalá. It was decided to replace the experimental seminar in activity A11 with desk research. Partners from France, Italy and Holland were requested to send the results of this research to the project promoter by the 27 November.

In order to set the basis for the development of the in-company training model, existing systems in the European Union were analysed. The background, differences and training needs of the target group in each project partnership country were analysed and the difference in approach between systems in the West and new member states was noted. Mr. Lawton pointed out the pendulum swing from one system to another but suggested the best attributes in the old system should not be discarded but rather a balance should be found, respecting the best attributes of each system, to achieve a common framework.

The partners were interviewed by a reporter from the daily paper El Comercio.

At midday the partners attended a reception in the Town Hall, where the Mayoress, Doña M<sup>a</sup> Paz Fernandez Felgueroso showed interest in the Core Skills Development Project and introduced the partners to Dr. Enrique Rodríguez Martín, Director of the International Affairs Department in Gijón Town Hall., who

offered the project his support. The local press and TV were present at the reception, using their presence to disseminate the Grundtvig 2 Project.

On return to Lawton School the dates for further meetings were decided on unanimously. March 14<sup>th</sup> to 18<sup>th</sup> were set as dates for the second meeting in France, the 14<sup>th</sup> and 18<sup>th</sup> being travelling days. The third meeting will be in Sicily from May 2<sup>nd</sup> to May 6<sup>th</sup>. The final meeting will take place in Romania. The dates will be decided in the meeting in France.

After lunch internal monitoring and evaluation was discussed. The project monitoring sheet was presented and accepted unanimously. On the sheet the result of local meetings will be filled in by each partner who organises a transnational meeting, whereas the Chamber of Commerce, Industry and Agriculture will monitor the activities and send the sheet to each partner. The template will be forwarded to all partners by Lawton School.

Discussion on and creation of a model of in-company training followed. The characteristics of the old, teacher centred system were found to be:

- The teacher is the source of information
- The teacher transmits the information
- There is a lack of interaction
- There is no exchange of opinion
- The knowledge is applied
- The knowledge is reproduced
- Positive or negative results are achieved
- It develops technical skills only.

The characteristic of the new learner centred system were found to be:

- It develops transversal skills
- A group spirit is formed
- The teacher is a facilitator
- There is interaction
- There is a sharing of experience
- The learners sources the information
- The learner produces
- There is two way communication
- There is an evaluation of knowledge

The principles of a proposed system are:

- Concentrated on common interests
- The trainer acts as a coach and mentor
- A group spirit is developed
- The trainer's authority is maintained
- There is interaction
- Learners and trainer share experiences
- There is a final evaluation
- Results

As a result of this analysis and further discussion, the following Training Module was decided on:

### **Group Centred Training Model - Steps**

1. A) Familiarization with the Working Environment of the group  
B) Definition of the target group  
C) Characteristics of the trainer
2. Training needs analyses for the target group
3. Establishing training Objectives
4. Establishing the training plan
  - I. Curricula

- II. Learning instruments
- III. Mid term assessment
- 5. Building the group spirit
- 6. Setting the means of delivery according to learners expectations and needs
- 7. Acting and adapting
- 8. Evaluation
- 9. Results
- 10. Certification
- 11. Label of quality

It was decided to continue work on this theme the next day.

Mr. Henk Kiezebrink from Celtas BV. joined the partners for dinner

On Friday, the 10<sup>th</sup> November each of the project partners intervened in the Workshop on “How membership of the EU changes HRM - Skills Need Analysis”. With a view to conveying a global vision of skills and competences needs in the Spanish labour market representatives of local stakeholders were invited to intervene. The results were of great interest.

It was found that the situation Romania is going through was experienced in Spain some twenty years ago. Immigration to cover less skilled jobs is common to all the partnership countries and the “brain drain” of highly skilled workers to other regions and countries is a common feature in all areas of the European Union. All of the represented countries in the EU suffer from “delocalization” of industries and services resulting from globalization. Although labour legislation tries to find a balance, the desires of the Trade Unions do not necessarily coincide with employers, especially SMEs who find the results of negotiations between unions and big enterprises detrimental to growth. More specific aspects such as the access of the disadvantaged to the labour market and the North –South divide were also taken into consideration. The major importance of a language as a transversal skill also became very apparent in the debate.

The sharing of knowledge and expertise through the discussions provided a realistic insight into the changes and challenges posed by European Union membership to companies and subsequently the skills needed by the workforce to meet these challenges. The discussions on the topic continued over lunch.

In the afternoon, the code of conduct was presented to the partners followed by discussion. It was approved and signed by all partners except the representatives of CRIDF, who requested time to consult with the members of their organization.

There was a parenthesis to welcome the promoters of the Leader 11 project “Escultura y Paisaje en el Arco Atlantico”.

The existing Web page was viewed and a decision to update the content was taken without defining exactly what should be done. Links will be made to each partner’s webpage.

As there was a delay on the planned schedule it was decided to finalise work on the project on the Saturday morning.

The meeting continued at 9.30 the following day.  
In the meeting the following points were agreed on:

The Chamber of Commerce would fill Henk Kiezebrink in on the progress made in the meeting on Thursday.

Discussion was renewed about the Project Training module.

To achieve progress before the next meeting the development of these steps was shared out to the partners. The tasks were allotted as follows:

1. Familiarization with the Working Environment of the group
  - Interview with Human Resource Management to establish the companies training policy.
  - Model Form for the interview
  - Check list of installations.
  - To be done by Celtas BV.

2. Definition of the target group  
Individual Needs analyses form  
Choice of material  
How to do the analyses  
To be done Lawton School
3. Establishing training Objectives  
To be done CRIDF
4. Establishing the training plan  
To be done ACARE
5. Building the group spirit  
To be done by the Chamber of Commerce
6. Setting the means of delivery according to learners expectations and needs  
To be done Club Amici Salvatore Quasimodo

The deadline is 15th February 2007. Output is to be circulated among all partners.

Work for the activities in A 13 was decided upon.

- A questionnaire to define gaps and barriers will be prepared within a month and another month will be allowed for the reports. Henk agreed to send background notes before 1st December 2006. The questionnaire will look at how people can define who they are and what their needs are and is to be applied to both trainers and trainees. 10 report will be produced by each partner.
- Lawton School will define an assessment concept for formal and non formal learning.
- Carlo Mastroeni will forward information on the French system of evaluation of non formal learning to Lawton School before the 15 of December 2006.

The assessment plan is to be presented at the meeting in March. However in order for each partner to give their point of view it will be circulated to all partners by the end of February.

Each partner will give development of steps one to six in the training module consideration for the next meeting.

The exact format of the training manual has to be decided on but it will contain a guideline for trainers, an introduction and chapters, and each step will include objectives and means to achieve them.

The afternoon was dedicated to a cultural visit in Oviedo and local customs in Gijón.