

ONE FOR YOU ONE FOR ME - OUTCOMES OF THE PROJECT

Key elements of successful mobility project to achieve all possible benefits and to contract to basic employability

In the final phase of the project and based on practical experience with reciprocal exchange we have developed the content and identified the key elements to achieve all possible benefits. The key elements of successful mobility project are as follows:

1. SELECTION PROCESS

Much attention should be given to the selection process of candidates. The application should include a Europass CV and a motivational questionnaire. Selection process is easier when it includes informative meeting /skype meeting. Candidates, who show above average motivation and readiness to learn should have priority in the selection process.

2. PREPARATION PERIOD

The preparation period is of extreme importance and is mandatory in order to have positive results and beneficiary outcomes. The objective of the preparatory period is to prepare the candidates for new challenges they are about to face when going on mobility abroad. The main emphasis is on integration of the candidate into the new and unknown environment. One of the examples of good practise is the 2 week preparatory period at Zavod za novodobno izobraževanje.

The two week preparatory period includes work, cultural, language and personal preparation. Participants are assigned a mentor, which monitors them throughout their programme. We simulate the work environment and a variety of situations which participants are most likely to encounter during their mobility so as to stress-check their abilities to integrate into the new environment and feel comfortable and confident enough to go about their daily routine.

Language and cultural preparations: During the preparation period the communication language at the office is English which prepares the candidate for new language environment and improves the candidate's foreign language skills. The participants find themselves in a multicultural environment (with the participants from other EU countries) which demands their openness, flexibility, tolerance, adaptability and the ability to effectively communicate in a foreign language. While socializing with international candidates in the office and in their free time they familiarize themselves with different ways of life, customs and thinking, and share their experiences and best practice. At the same time ZNI organizes a short Slovenian language course and group activities such as visiting the capital city Ljubljana and the Slovenian Parliament, which are designed to introduce and discover Slovenia and its culture.

Personal work preparation: Candidates are assigned different tasks, which are always monitored by the mentor. Mentor's role is to provide guidance, support and feedback as well as to ensure that the

candidates are always in an active role. In the implementation and performance of duties there is a special emphasis on professional approach and execution of tasks, taking responsibility for their work, motivation, persistence, consistency, flexibility, resourcefulness and initiative. Also, the candidate is informed of the advantages that come with the continuous upgrading of their skills through informal learning and experience based learning; they become aware of the value of living and working abroad. Whilst working on different tasks at ZNI they recognize the importance of lifelong learning and constant development of soft skills and the advantages that come with the right behavioural competencies such as adaptability, flexibility, motivation, can do attitude and positive mindset. Throughout the entire process ZNI encourages team work. With this type of preparation the candidates start their work placement with plenty of motivation and ready to acquire new knowledge.

3. MONITORING OF THE PARTICIPANTS DURING MOBILITY

Monitoring of the participants during mobility is necessary to avoid and/or prevent problems and difficulties of any kind. The best way for monitoring the participants is through weekly reports, which participants send every Monday for the previous week and that consist of two sections – work report and personal impressions. Another good way for monitoring is via skype meeting (every 2-3 weeks). For example, ZNI uses both methods – the reports and the skype and also encourages the participants to publish (disseminate) their stories on their website / social network media etc.

4. PARTNER COMMUNICATION

Much attention needs to be paid to partner communication before, during and after mobilities.

Before mobility

The sending partner needs to provide the other partner with detailed information on the participant (in accordance with the requirements of the hosting partner):

- Europass CV,
- motivational questionnaire or letter of motivation, which is to include three different work sectors and expected tasks,
- emergency contact details,
- booking form,
- travel details,
- any other relevant information.

The hosting partner needs to provide the other partner with a detailed programme information which is to include:

- transfer service,

- accommodation details,
- preparation period,
- work placement,
- local transport,
- health services,
- and all other relevant information in accordance with partner's requirements.

During mobility

Regular contacts on 2 weeks basis should be carried out between partners throughout the mobility. In case any problems arise during participant's mobility it is of extreme importance to attend to the issue immediately. Partners should discuss the issue together and have the same stand towards resolving the issue with the participant. The communication should include email, skype and telephone contact (the emails alone are insufficient).

After mobility

Partners should take time after each mobility to assess and evaluate each participant as well as partner's cooperation during the programme.

5. EVALUATION

Evaluation period is intended for final evaluation of the programme by the sending, intermediary, hosting organisation and the participant, who also needs to self-reflect and self-assess the experience. The organisations assess the applicability of participants knowledge and results to the needs of the institution, attitude towards work, social skills and personal qualities. The participant assesses the preparation period, the intermediary organisation, work placement and overall experience.

Evaluation is also important to encourage the participants to make the most of their trans-national mobility experience in regards to becoming more active and thus more employable as well as to consider working and living in other european countries.

Prepared by

- ZNI (Sonja Markič, Daša Culiberg Jontes) and
- CESVIL (Giacomo Cugliari, Marco Arcella, Anna Maria Arcella)