

Interreg Project Management Camp



Agenda

12 - 15 September 2017

Utrecht, The Netherlands





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Objectives

During the event you will:

- Discuss all stages of the project management cycle in the context of Interreg. For each phase of the cycle you will be asked to identify at least three main aspects of Interreg project management which call for programme officers' assistance and guidance. These will be highlighted throughout the event in order to enable you to discuss these with colleagues back at your workplaces.
- Practice your facilitation and presentation skills, which are essential for effective communication with project beneficiaries and applicants. Through dynamic discussion, role-play and peer review you will have the chance to reflect on your own practice and identify useful tips on how you can communicate more effectively.



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Draft Timetable

Day 1: Tuesday 12 Sep 2017

08.30 – 09.00 **Registration**

09.00 – 10.00 **Welcome and introduction**

- Welcome and introduction to the Project Management Camp
- Objectives for the event, working agreement and method
- Introduction of participants

10.00 – 13.00 **Introduction to facilitation skills**

- Introduction to the basics of facilitation skills
- Giving and receiving feedback skills
- Understanding your facilitation style
- Facilitation techniques

**Coffee break
at 11.00**

At the end of this session participants will be able to:

- *Define what is meant by facilitation.*
- *Practice listening and questioning skills to improve understanding of other team members.*
- *Identify facilitation considerations when working in multi-national, virtual teams.*
- *Identify appropriate facilitator interventions for different stages of group development.*
- *Identify techniques that can be used during a facilitated session to help groups achieve a required outcome.*

13.00 – 14.00 **Lunch**

14.00 – 17.30 **Introduction to Interreg project management**

- Introduction to the project management cycle and the project management specificities in the Interreg context

**Coffee break
at 15.45**

At the end of the session participants will be able to:

- Identify the main attributes of the project management function and identify main characteristics that make project management “special” in Interreg project context.
- Identify the main stages of the project management cycle and will allocate the main activities pertinent to each stage of the cycle.

Project idea generation

- Interreg project characteristics
- Project context and project scope
- Project partnership development
- Stakeholder involvement



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At the end of the session participants will be able to:

- Identify the main aspects that make a project idea worth spreading, and standing out from the rest.
- Agree on the benefits of involving stakeholders during the project generation phase.

19.00 **Networking dinner for the participants on invitation from Interact Programme**

Day 2: Wednesday 13 Sep 2017

08.45 – 09.00 **Recalling the main learning points from day 1**

09.00 – 12.30 **Project development**

- Project intervention logic basics (objectives, results, outputs)
- Programme intervention logic's effect on projects
- Practical work on creating links between the project and the programme levels
- Level of details needed at the application stage (work packages and activities, project budget)

**Coffee break
at 10.30**

At the end of the session participants will be able to:

- *Go step by step through the process of linking the project and programme intervention logics.*
- *Propose solutions for the potential bottlenecks during the development phase of Interreg projects.*
- *Define advantages and disadvantages of detailed project planning.*

12.30 – 13.30 **Lunch**

13.30 – 14.30 **Project development continuation**

14.30 – 17.30 **Presentation skills**

- How to design engaging presentations
- How to present a complex message to applicants and engage them in discussions
- Practical work

**Coffee break
at 15.30**

At the end of the session participants will be able to:

- *Define the difference between presentation and facilitation.*
- *Create an action plan to resolve 3 issues that may arise when designing, preparing for and delivering a presentation.*



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- *Prepare and deliver a group presentation on key concepts used in Interreg programmes.*

Day 3: Thursday 14 Sep 2017

08.45 – 09.00 **Recalling the main learning points from day 2**

09.00 – 10.00 **Contracting and start-up**

- Project selection process
- Project start-up
- Complaints procedure

At the end of the session participants will be able to:

- *Point out important matters to consider when communicating committee decisions.*
- *Clearly communicate to projects in what cases a complaints procedure can be initiated (depends on programme rules) and describe the main stages that should be followed as part of this procedure.*
- *Identify the main aspects of smooth project start up.*

10.00 – 12.30 **Project implementation**

- Implementation of the work plan and reporting
- Managing risks and ensuring quality
- Internal project communication - specificities of working in multi-national and virtual teams

**Coffee break
at 10.30**

At the end of the session participants will be able to:

- *Point out important matters to consider when implementing an Interreg project.*
- *Advise projects on tools and practices to use when implementing an Interreg project.*
- *Give project staff tips for successful team work.*

12.30 – 13.30 **Lunch**

13.30 – 17.30 **Facilitation skills**

- Facilitation and dealing with conflict – methods to deal with disagreement and conflict to reach consensus
- Practical work

**Coffee break
at 15.00**

At the end of the session participants will be able to: revise

- *Identify their preferred working style and reaction to conflict.*
- *Identify how to use at least 5 different facilitation methods to facilitate a group meeting.*



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- *Work as a group to prepare and facilitate a contentious meeting.*

Day 4: Friday 15 Sep 2017

08.45 – 09.00 **Recalling the main learning points from day 3**

09.00 – 12.00 **Project communication**

- Planning communication activities
- Targeting communication activities
- Telling the project's story

**Coffee break
at 10.30**

At the end of the session participants will be able to:

- *Recognise the importance of identifying communication objectives (why) and target group (to whom) before deciding on the communication activities (how).*
- *Prepare and deliver within groups an inspirational story telling brief.*

Project closure

- *Main obligations and responsibilities when closing a project*
- *Creating a project legacy*

At the end of the session participants will be able to:

- *State the most important aspects to consider when closing a project, including what the main obligations and responsibilities are during the final reporting phase.*

12.00 – 12.30 **Closure of the event**

12.30 – 13.30 **Farewell brunch**