**STAFF MOBILITY FOR TRAINING[[1]](#endnote-1)**

**MOBILITY AGREEMENT**

Planned period of the training activity: from ***22/11/2021*** till ***26/11/2021***

Duration (days) – excluding travel days: 5 days

**The Staff Member**

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| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F*] |  | Academic year | **2021/2022** |
| E-mail |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department |  |
| Erasmus code[[4]](#endnote-4)  (if applicable) |  |
| Address |  | Country/ Country code[[5]](#endnote-5) |  |
| Contact person  name and position |  | Contact person e-mail / phone |  |

**The Receiving Institution / Enterprise[[6]](#endnote-6)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | MASARYK UNIVERSITY | | |
| Erasmus code  (if applicable) | CZ BRNO05 | Faculty/Department | Faculty of Pharmacy, Institute of Lifelong Learning (ILL) |
| Address | Žerotínovo nám. 9,  601 77, Brno | Country/ Country code | Czech Republic |
| Contact person, name and position | Mgr. Filip Kňažek Lecturer & Trainer (ILL) | Contact person e-mail / phone | [knazekf@pharm.muni.cz](mailto:knazekf@pharm.muni.cz) +420776330522 |
| Type of enterprise:  NACE code [[7]](#endnote-7)  (if applicable) | P 85.42 | Size of enterprise  (if applicable) | <250 employees  >250 employees |

#### For guidelines, please look at the end notes on page 3.

#### **Section to be completed BEFORE THE MOBILITY**

#### **I. PROPOSED MOBILITY PROGRAMME**

Language of training: English

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| **Overall objectives of the mobility:**  The main purpose of the training course **Mentoring, leadership & coaching** is to provide participants with handy tips and techniques, which can be used while working with a team, facing difficulties at your work, with your friends or family, enhancing your performance or improving efficacy. The training course will focus on different situations where people are in different roles (either leaders or mentors or team members), on the differences and similiatrites that make us special and equal at the same time. Perticipants will be focusing on themselves personally, themselves in interaction with others in professional and/ or personal environmnent and the group as a whole. |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**  There are ways, how we can improve, how we can stand up for our opinion, navigate people around us more effectively, give ourselves and others better guidance. Thanks to this training course particpants will have opportunity to exchange knowledge and their experiences, compare similarities/differences how people in other countries/cultures do mentoring, coaching and leadership and how do they distinguish these roles. Participants will also have a chance to get to know different digital tools which may help them in the organisation of their work, team meetings, go through online tests which help them to define their personality type or team role etc. |
| **Activities to be carried out:**  The program will include topics and activities like: leadership & mentor role; differences between leader, mentor, coach and councelor, behavioural paterns and how to break them, conflict management, team roles and team dynamics, strenghts and weaknesses, motivation, self-regulation and self-coaching, new points of view, feedback and a lot of practice. |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  The training aims to help participants anchor themselves in the role of mentor, team member, leader and/or self/coach. It will strenghten communication, leading, cooperational, self-reflective, assertive and intercultural skills and competences. All parties (participant and both – sending and receiving institution) will have a chance to enhance networking and professional relationships with academic and non-academic staff members from various environments, inspire, motivate and support each other and establish opportunities for cooperation with other institutions. |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[8]](#endnote-8)** this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the sending institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

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| **The staff member**  Name:  Signature: Date: |

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| **The sending institution/enterprise**  Name of the responsible person:  Signature: Date: |

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| **The receiving institution**  Name of the responsible person: Mgr. Tereza Jůnová, Faculty Erasmus + coordinator  Signature: Date: |

1. In case the mobility combines teaching and training activities, **the** **mobility agreement for teaching template** should be used and adjusted to fit both activity types. [↑](#endnote-ref-1)
2. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-3)
4. **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives.. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-5)
6. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-6)
7. The top-level NACE sector codes are available at <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#endnote-ref-7)
8. Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). [↑](#endnote-ref-8)