**STAFF MOBILITY FOR TRAINING[[1]](#endnote-2)**

**MOBILITY AGREEMENT**

Planned period of the training activity: from ***24/06/2024*** till ***28/06/2024***

Duration (days) – excluding travel days: 5 days

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-3) |  | Nationality[[3]](#endnote-4) |  |
| Sex [*M/F*] |  | Academic year | **2023/2024** |
| E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department |  |
| Erasmus code[[4]](#endnote-5) (if applicable)  |  |
| Address |  | Country/Country code[[5]](#endnote-6) |  |
| Contact person name and position |  | Contact persone-mail / phone |  |

**The Receiving Institution / Enterprise[[6]](#endnote-7)**

|  |  |
| --- | --- |
| 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.Vendula Stará Faculty Erasmus+ coordinator  | Contact persone-mail / phone | +420602247584starav@pharm.muni.cz  |
| Type of enterprise:NACE code [[7]](#endnote-8)(if applicable) | P 85.42 | Size of enterprise (if applicable) | [ ] <250 employees[x] >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 **Effective communication** is to provide participants with handy tips and techniques, which can be used in your everyday life in interactions with others or even with yourself. The training course will focus on communication complexly - from the individual through the teams, groups and up to whole university or public. We will be focusing on differences between us, similarities and connections as well, verbal, but also non-verbal language, online communication, team effectiveness and many other topics. We will go step-by-step, ending up with the every part of the week clicking into each other. |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**Communication is our strongest weapon. It is the one and only characteristic that makes us so different from other mammals in animal kingdom - our ability to use words and connect them with our emotional and bodily sensations. Unclear communication is the most common cause of misunderstandings and conflicts. Thanks to this training course particpants will have opportunity to encounter them, learn how make themselves clear, how to avoid misunderstandings or conflict communicate effectively and assertively, listen actively, give and receive self-developmental feedback. The topic of digital technologies and online communication will be also very present with us by discussing different troubles with it and also sharing useful tips. |
| **Activities to be carried out:**The 5-day program will include these topics and activities:* Personality types
* Team roles
* Team efficiency and group dynamics
* Communication model and channels
* Working with silence
* Verbal, para-verbal and non-verbal level of communication and their importance
* Non-violent communication
* Assertiveness
* Online communication
* Active listening techniques
* Feedback
* and a lot of practice everyday

Participants will be focusing on themselves, each other in the group, give a lot of feedback and will go step-by-step through the structure of the training course with professionals. |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**The training aims to improve and strengthern the skill of delivering a presentation or having a speech, strenghten language, communication 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-9)** 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. Vendula Stará, Faculty Erasmus + coordinatorSignature: 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-2)
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-3)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-4)
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-5)
5. **Country code**: ISO 3166-2 country codes available at: [https://www.iso.org/obp/ui/#search](https://www.iso.org/obp/ui/%22%20%5Cl%20%22search). [↑](#endnote-ref-6)
6. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-7)
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-8)
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-9)