

to ALL UNIVERSITY STAFF (academic & non-academic)

Back in March 2014, all the eligible Universities throughout Europe have applied to receive funding for their staff part of which is for training activities with a training provider of choice in any of the eligible countries of the Erasmus+ program.

More information about Erasmus Plus program can be found on the official EU's website, [here](#).

All members of a Higher Educational Institute (HEI) (academic and non-academic) can participate in the Erasmus+ program for training activities under Action KA1 (mobility).

Academic and non-academic staff can benefit from the Erasmus+ scheme by taking part in training visits to enterprises/companies. The funding received by the University for training depends on the country of the training provider and the duration of training; on average, the funding received by Universities ranges from 1100 to 1400 Euros (except travel) for a 5 day training course, with which **all expenses including training fees and subsistence costs (food & accommodation) are covered for the participant.**

So, do not miss the opportunity to participate in a fully funded training course by Erasmus+ KA1 (mobility).

The procedure for applying for an Erasmus+ training visit depends on the procedure established from each University, however, the most common one is as follows:

1. Any member of staff fills in a Declaration of Interest form for Training abroad.
2. The form is examined by the Erasmus Committee of each University
3. The Erasmus+ committee decides on those who fulfill the criteria for training abroad.

Usually, for those interested to participate in training funded by Erasmus+ KA1 between September 2014 and January 2015, they have to fill in the Declaration of Interest form by end of June 2014. For those interested to participate in a training organised from February 2015 to June 2015, they have to fill in the form by October 2014.

DOREA Educational Institute has designed 12 unique structured courses for HEI (Higher Education Institutions) staff. Courses will run in Limassol, Palermo, Prague and Vilnius throughout the school years 2014 - 2015 - 2016, starting from September 2014.

These courses are designed to meet the highest of the professional needs and they are delivered in great locations around Europe, such as Limassol, Prague, Palermo and Vilnius.

Join us in the sunny and cosmopolitan cities of Limassol, Cyprus and Palermo, Italy or in the majestic Prague, Czech Republic and the wonderful city of Vilnius, Lithuania and attend one of our quality training courses throughout 2014 and 2015. All participants will get an attendance certificate and a Europass mobility certificate by a training institution, DOREA, registered under ECVET (European Credit System for Vocational and Educational Training). An opportunity not to be missed!

See below a short description of each one and tell us which course or courses meet your needs.

Important update: choose one of the dates available, or, if your group is 6 persons or more, set your own date for the training.

- **First Aid at Work**

Dates and location:

22 - 26 September 2014, Limassol, Cyprus

08 - 12 June 2015, Limassol, Cyprus

Educational Institutions are a common ground for injuries or illnesses. The provision of appropriate first aid in the workplace can contribute positively to maintaining life, minimizing the consequences of injury or illness and accelerating the time of convalescence. With the completion of this course, participants will be able to provide adequate aid to the person in need, until the advent of specialized care.

- **Health and Safety in Educational Institutions**

Dates and location:

13 - 17 October 2014, Limassol, Cyprus

11 - 15 May 2015, Limassol, Cyprus

School principals, managers and teachers should know about health and safety when engaged in work or as future members of the workforce. This course will help you to identify risks and hazards in school, your duties and responsibilities and understand health and safety legislation.

- **Managing Safely**

Dates and location:

01 - 05 December 2014, Limassol, Cyprus

Safety at work is fundamental and health and safety requires a committed management to be effective. Managing safely is suitable for managers, supervisors and any other responsible authority in any sector, and any organisation. It's designed to get managers up to speed on the practical actions they need to take to handle health and safety in their premises.

- **Train the Trainer**

Dates and location:

17 - 21 November 2014, Limassol, Cyprus

23 - 27 March 2015, Palermo, Italy

25 - 29 May 2015, Limassol, Cyprus

This programme provides practical help to enable participants to grasp the mind set of an expert trainer. Appreciating the "inner game" of beliefs and values is crucial when designing and running a training program. The course also covers six skills sets that are essential to facilitating dynamic and powerful training events.

- **Understand Yourself, Understand Your Learners (Enneagram)**

Dates and location:

20 - 24 October 2014, Limassol, Cyprus

16 - 20 February 2015, Palermo, Italy

04 - 08 May 2015, Prague, Czech Republic

The seminar is based on personality typology called Enneagram. The system describes 9 basic personality types with their specific motivations, values, strong points and challenges. The aim of the seminar is to introduce Enneagram and enable the participants to apply the model in educational setting.

- **Problem Solving and Decision Making**

Dates and location:

03 - 07 November 2014, Limassol, Cyprus

09 - 13 February 2015, Prague, Czech Republic

01 - 05 June 2015, Limassol, Cyprus

Learn to apply decision-making and problem-solving skills to reduce risk and choose the best course of action while strategically achieving business objectives. The overarching aim of this particular seminar is to help participants develop soft skills and enhance understanding on conflict management, contempt and negativity.

- **Emotional Intelligence**

Dates and location:

10 - 14 November 2014, Limassol, Cyprus

16 - 20 February 2015, Vilnius, Lithuania

04 - 08 May 2015, Limassol, Cyprus

The seminar gives opportunity to the teachers to enhance the understanding of emotional intelligence and how to apply that understanding in a teaching role in informal environments, and helping others to manage change and deal with stress.

- **Managing Cross Cultural Issues in Education**

Dates and location:

27 - 31 October 2014, Limassol, Cyprus
16 - 20 March 2015, Prague, Czech Republic
08 - 12 June 2015, Vilnius, Lithuania

This programme aims to equip teachers and trainers with the essential skills, knowledge and competencies required for working globally, cross culturally and remotely both in formal and informal roles, and helping others to develop their multi-cultural awareness.

- **Team Work as a Means for Enhancing Productivity**

Dates and location:

06 - 10 October 2014, Limassol, Cyprus
23 - 27 March 2015, Limassol, Cyprus
18 - 22 May 2015, Vilnius, Lithuania

Delegates will be shown how they can best appreciate the other team members and coach them to develop the skills they have in order to create a confident, relaxed, and constructive team. Experiential and group exercises demonstrate how to bring teams closer together by making communication more clear and direct.

- **Identify the Talent Hidden in Your Classroom**

Dates and location:

10 - 14 November 2014, Limassol, Cyprus
08 - 12 June 2015, Palermo, Italy

This unique programme, developed by a team of experts in clinical, educational and occupational psychology, aims to teach the participants to identify strengths and abilities of a pupil/youth that can go undetected in the formal educational environment.

- **Securing EU Funding for 2014 - 2020: The Key to Success**

Dates and location:

15 - 19 September 2014, Limassol, Cyprus
24 - 28 November 2014, Limassol, Cyprus
25 - 29 May 2015, Limassol, Cyprus

This is a Masterclass course designed for people involved in the preparation and submission of EU funded proposals. The participants will have the chance to acquire in depth knowledge of the key issues related to drafting a quality proposal that has increased chances to secure funding from any of the major programmes within European Union.

- **Handling Stress and Avoiding Burnout**

Dates and location:

29 September - 03 October 2014, Limassol, Cyprus
18 - 22 May 2015, Limassol, Cyprus

Stress is inevitable. It walks in and out of our lives on a regular basis. Burnout is a mixture of professional exhaustion, and disillusionment with other people, the organization, or the career, over the long term. Fortunately, there are many things you can do to minimize and cope with stress and learn how to avoid burnout.

ALL IN ONE INVESTMENT PACKAGE

The participant fee equals to 1090EUR and it includes:

- *Tuition fee and training material*
- *Welcome supper*
- *Accommodation (6 nights)*
- *Full Board (5 days)*
- *Airport transfer*
- *Cultural visit*

Why at DOREA?

- Twelve unique training courses to meet the highest of professional needs
- Pool of qualified trainers with vast experience in continuing professional development. Please see the list of DOREA trainers [here](#).
- Each course is specifically designed and delivered by an accredited professional for this specific course. DOREA employs more than 12 trainers from the fields of sociology, occupational, clinical and educational psychology, coaches and teachers.
- Possibility of choosing your convenient dates in case of a group of 6 or more people from the same Institution.
- All in one package that removes the hassle from the participants regarding accommodation, subsistence, airport transfers, etc. The price of the package is less than the overall funding received per delegate, hence, the participants won't pay anything.
- Great locations where the courses are being delivered. Please see [here](#) the photos from the hotel where courses in Cyprus are delivered.

We have an [analytic website](#) where the various activities of DOREA can be seen.
Please also see:

- [Facebook company page](#)
- [LinkedIn company profile](#)

Looking forward to hearing from you,

Kind Regards,
DOREA Team

Contact us at info@dorea.org for more information and assistance.

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