

Detailed schedules for the qualification module "Social integration – Skills and key competences" of the Erasmus+-project „QualiProAIR“

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Day 1: Learning unit A and B

Beginning	Duration (min)	Title (learning unit)	Topic	Materials	Methods
9:00 AM	20	Welcome address + introduction	welcome address, personal introduction round, introduction to the module, initial testing		personal introduction
9:20 AM	60	Unit A1	Introduction to intercultural communication skills	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
10:20 AM	40	Unit A2,	Introduction to main concepts of intercultural communication	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
11:00	30	Break	coffee break		
11:30 AM	60	Unit A3,	Cultural competence	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
12:30 PM	45	Unit A4,	Cultural identity and national mentality.	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
1:15 PM	30	Break	lunch break		
1:45 PM	60	Unit B1,	Prevention of Discriminatory	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
2:45 PM	30	Break	coffee break		

3:15 PM	60	Unit B2,	Model of Mayer and Solve	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
4:15 PM	45	Unit B3,	Techniques for the prevention of discrimination	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
5:00 PM	end of day 1				

Day 2: Learning unit C and D

Beginning	Duration (min)	Title	Topic	Materials	Methods
9:00 AM	20	Introduction	Welcome address for the day, reflection of the previous day		lecture
9:20 AM	60	Unit C1	The phenomenon "time"	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
10:20 AM	40	Unit C2	Realize your own style and competencies.	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
11:00 AM	15	Break	Coffee break		
11:15 AM	60	Unit C3	Approaches to the effective use of organizational resources.	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
12:15 PM	45	Unit C4	Principles of prioritization	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
1:00 PM	30	Break	lunch break	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
1:30 PM	40	Unit C5	Pareto Rule - 20/80; Eisenhower matrix; Dominoes effect; Swiss cheese effect; Hofstadter Law	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
2:10 PM	50	Unit C6	Basic principles in time management	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
3:00 PM	15	Break	Coffee break		
3:15 PM	90	Unit D1	The IDEAL model of problem-solving	ppt slides, handouts with case studies; strategic games and role games materials	Presentation, practical exercises, role games, discussion
4:45 PM	end of day 2				

Day 3: Learning Unit E and F

Beginning	Duration	Title	Topic	Materials	Methods
9:00 AM	20	Introduction	Introduction to the topic, reflection of previous day		Lecture
9:20 AM	60	Unit E1	Verbal and non-verbal communication, body language	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
10:20 AM	40	Unit E2 (part 1)	Neuro-linguistic programming (NLP).	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
11:00	15	Break	Coffee break		
11:15 AM	50	Unit E2 (part 2)	Neuro-linguistic programming (NLP).	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
12:05 PM	60	Unit E3	Managing attention	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
1:05 PM	30	Break	Lunch break		
1:35 PM	60	Unit E4	Barriers to effective. interpersonal relationships.	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
2:35 PM	60	Unit F1	Strategies for critical moments.	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
3:35 PM	15	Break	Coffee break		
3:50 PM	60	Unit F2	How to deal with "accidents". Interference factors	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
4:50 PM	end of day 3				

Day 4: Learning unit G and H

Beginning	Duration (min)	Title	Topic	Materials	Methods
9:00 AM	20	Introduction	Introduction to the topic, reflection of previous day		Lecture
9:20 AM	25	Unit G1	Contemporary theory of stress	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	presentation
9:45 AM	40	Unit G2	Stress process, distress	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
10:35 AM	20	Unit G3	Stress in the workplace	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
10:55 AM	15	Break	Coffee break		
11:10 AM	25	Unit G4	Stress symptoms	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
11:35 AM	40	Unit G5	Effective adaptation strategies in stress conditions	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
12:10 PM	40	Unit G6	Stress management	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
12:50 PM	30	Break	Lunch break		
1:20 PM	40	Unit G7	Alternatives for reducing the accumulated psychological tension, etc.	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
2:00 PM	40	Unit G8	Barriers to effective interpersonal relationships;	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
2:40 PM	15	Break	coffee break		
2:55 PM	20	Unit H1	What is a conflict and causes of conflicting situations	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion

3:15 PM	40	Unit H2	Types of conflicts and their dynamics	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
3:55 PM	40	Unit H3	Mediation skills		
4:35 PM	end of day 4				

Day 5: Learning unit I

Beginning	Duration (min)	Title	Topic	Materials	Methods
9:00 AM	20	Introduction	Introduction to the topic, reflection of previous day		Lecture
9:20 AM	20	Unit I1	Introduction to the project management logic and why is it appropriate when managing any complex activity	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
9:40 AM	50	Unit I2	Pros and cons of different PM methodologies in the context of working with the target group	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
10:30 AM	15	break	Coffee break		
10:45 AM	120	Unit I3	Essential project management tools for the work of the volunteer	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
12:45 PM	30	Break	Lunch break		
1:15 PM	60	Unit I4	Establishing a team and successful team work	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
2:15 PM	40	Unit I5	Team Efficiency Factors	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
2:55 PM	15	Break	Coffee break		
3:10 PM	20	Unit I6	Effective Feedback	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
3:30 PM	20	Unit I7	Creating trust and support between team members and leadership	Ppt slides, handouts with case studies; strategic games and role games materials, , association games	Presentation, practical exercises, role games, discussion
3:50 PM	45	final test		questionnaire	introduction and performance
4:35 PM	25	open questions			clarification of open questions
5:00 PM	end of day 5				