

**TRANSFER OF INNOVATION, LEONARDO DA VINCI  
LIFELONG LEARNING PROGRAMME (2007-2013)  
Agreement No: 2008-1-TR1-LEO05-03251**

**"KEYtoFUTURE"**

**"SOFT SKILLS EDUCATION IN INITIAL VOCATIONAL TRAINING"**

**TEACHER TRAINING**

**3- 4- 5- 6- 7 May, 2010**  
Afyonkarahisar, TURKEY

DATE	TIME		PERIOD	TOPIC	TEACHER(S)
03.05.2010	09:15	10:45	10 min	Official Ceremony	Mehmet AYDOĞUŞ
			10 min	Welcome speech	
			70 min	Introduction to Keytofuture	
	10:45	11:00	15 min	Break	
	11:00	12:30	15 min	Introduction to the training days	
			30 min	Soft Skills Concepts	
			40 min	Key 1: Effective Communication	
	12:30	13:30	60 min	Lunch	
	13:30	15:00	40 min	Key 6: Efficiency	
			40 min	Key 8: Problem Solving	
10 min			Recap		
04.05.2010	09:15	10:45	10 min	Introduction	Eva MICKOVA, Jiří BALCAR, Marek PROROK
			10 min	Training rules	
			15 min	My expectations	
			10 min	A real life episode	
			10 min	Model of Communication	
	10:45	11:00	15 min	Break	
	11:00	12:30	10 min	Why we talk to each other	
			20 min	Social perception as a part of communication	
			10 min	Verbal communication	
			10 min	Pronunciation practice	
			10 min	Non-verbal communication	
	12:30	13:30	30 min	What is a presentation	
	12:30	13:30	60 min	Lunch	
	13:30	15:00	20 min	Before we start making a presentation	
10 min			Fear of performing		
50 min			Individual presentations		
10 min			Recap		
05.05.2010	09:15	10:45	10 min	Introduction to training day	Jiří BALCAR, Marek PROROK
			10 min	Brainstorming to K6	
			45 min	The successful people I know	
			25 min	How to keep yourself motivated	
	10:45	11:00	15 min	Break	
	11:00	12:30	30 min	How to keep yourself motivated	
			30 min	Small ball or where are the reserves in the efficiency?	
30 min			Helium stick		



LEONARDO DA VINCI



Lifelong Learning Programme

	12:30	13:30	60 min	Lunch	
	13:30	15:00	10 min	Brainstorming to K8	
			45 min	Rough Mountain	
			10 min	Recap	
			10 min	Description of training materials	
			10 min	Q&A	
			10 min	Dividing tasks for tomorrow	
06.05.2010	09:15	10:45	10 min	Introduction to training day	Candidates for certification
			80 min	Trainer's presentation	
	10:45	11:00	15 min	Break	
	11:00	12:30	60 min	Training group 1	
			10 min	Feedback	
			20 min	Training group 2	
	12:30	13:30	60 min	Lunch	
	13:30	15:40	40 min	Training group 2	
			10 min	Feedback	
			60 min	Training group 3	
			10 min	Feedback	
			10 min	Recap	
07.05.2010	09:15	10:45	20 min	Introduction to training day	Candidates for certification
			60 min	Training group 4	
			10 min	Feedback	
	10:45	11:00	15 min	Break	
	11:00	12:30	60 min	Training group 5	
			10 min	Feedback	
			20 min	Recap	
	12:30	13:30	60 min	Lunch	
	13:30	15:00	50 min	Discussion and final evaluation	
			20 min	Satisfaction questionnaires	
			20 min	Certification	