

## PROJECT REPORT

# Learning Square

Project Reference: 2014-1-HU01-KA104-000157

## Project Report

**Job Shadowing – NAXTA S.r.l.**

ITALY, BOLOGNA

04-15 SEPTEMBER 2016

To gain practical knowledge for better implementation of project management techniques a job-shadowing was implemented at a professional partner organization for our educational staff member, who is responsible for leading our educational center. It allows an overview of tasks applied methods and procedures for conducting the successful leadership tasks.

Before mobility it was ensured that the outgoing participant was well prepared including the monitoring of necessary level of linguistic proficiency. During mobility a full assistance was ensured by the receiving organization to manage and help the participants in receiving all the necessary information and improve skills.

The detailed programme was the following:

Detailed programme:

### **Day 1:**

Introduction, getting to know each other

Meeting with assigned mentor, exchanging thoughts, expectations, goals

### **Day 2:**

Understanding the company's human resource management

Discussion with HR manager

### **Day 3:**

Cognition of the cooperation with external experts, getting to know the progress of work processes with them and their contribution to the company program

Observation of meeting with external experts for a project „kick-off”

**Day 4, 5 and 6:**

Demonstration of business executive management, responsibilities, work processes, work sharing. Observing the work-flow of the organization.

Meeting with Director

**Day 7:**

Getting to know the management of projects, preparation, application, follow up

Observation of project manager's work, review of documents, work-flow

**Day 8:**

Presentation of projects, programs in progress

Participation in project development session

**Day 9 and 10:**

Introduction of the preparation, organization and implementation of trainings and courses

Meeting with trainer co-ordinator

**Day 11:**

Participating on a training as observer

Visiting partner institution(educational field) and participate in meeting

**Day 12:**

Summarizing the learnt and observed activities; comparison and integration opportunities to the ideas of contribution and integration to our organization.

All the programmes were carefully planned in order to use all the possibilities to learn about the management processes at Naxta srl and also to get to know some best practices, visit other organizations, partner institutions.

The gained skills and acquired competences were the following:

- became familiar with new funding programme for Education, Training, Youth, and Sports
- acquired skills for on the job learning, career development, and leadership development intervention
- understood the essential elements for successful project planning and management in practice
- understood how to prepare a sound plan and implement projects
- got familiarised with techniques for ensuring a professional project management and high quality standards of results from the project
- improved business management skills



#### Overall comments:

„After participation on a project management training, I could experience the practical side of the project management. After the job-shadowing has been implemented at an organization that has more years of experience in combining different complementary experiences in designing projects and providing technical assistance in the fields of European integration, international cooperation and internationalization, besides develops and delivers project design, technical assistance, project management and monitors opportunities within European and international development programmes the experience, new skills gained will be very useful to implement within Innovaform. These skills will allow an overview of tasks applied methods and procedures for conducting the successful leadership tasks.” – Kriska-Jámbor Judit