

## **Learn to Lead**

**Grundtvig Learning Partnership No: 2009-1-GB2-GRU06-01466**

10<sup>th</sup> -11<sup>th</sup> -12<sup>TH</sup> October 2013

Gijón, Spain

### **Project Meeting Minutes**

Partners participating in the meeting:

#### **Lawton School S.L –Gijón-Spain**

Maureen B. Lawton  
Edwin A. Lawton  
Anna Liisa Hayward

#### **SpeakEurope –Poland**

Agnieszka Pawłowska  
Carolina Albano  
Maria Rubaj  
Rafał Linkiewicz  
Jarosław Gądek

#### **Turgutlu MEB - Turkey**

Levent Uslu  
Aydin Maramuroğlu  
Hayri Erçakir  
Ali Avcibaşı

#### **Fun & Learn - Austria**

Dr. Christof Fink  
Dr. Stefan Haigner  
Mag. Gerald Kern  
Mag. Rupert Fink

## **Day 1 – Thursday 10th October 2013**

Partners were welcomed to Gijón by the host partner Lawton School.

Levent Uslu and Aydin Maramuroğlu speaking for the lead partner Turgutlu MEB in Turkey reviewed work done and spoke about evaluation during the project lifespan.

Turgutlu MEB presented a questionnaire on the first year of the project which the partners duly filled in.  
They requested a written report on the evaluations of the last two partner meetings.  
The partners who organised the meetings should deliver this.

A report is needed on the workshops organised by the individual partners, which should include the name of the participants, photos of the event and a written report.

Turgutlu MEB showed the results of their workshop. They have two outputs – the evaluation form and the presentation.

### **Evaluation**

If no written questionnaires are available on the workshops that partners organised, the oral feedback from the participants should be sent to Christof who has kindly offered to produce a report on the learners' experiences. This will be an additional product and should include.

Date

Place:

Name of participants

Pictures

Context plus slides/ presentations if possible

Experiences

Deadline: ?????

Outputs of the 1<sup>st</sup> year were reviewed.

Outputs were on motivation and pedagogical tools to avoid conflict

The survey and report

The curriculum (Christof to circulate again)

Workshops and videos

In the second year, based on the survey results, work will be on Leadership through consensus, negotiation and discussion, bearing in mind the desired end results.

### **Webpage**

The capacity of the webpage is sufficient to upload documents, a picture gallery and video or links to Youtube.

The former member of the Turgutlu team Suna Tocali, who has been posted to a school in a different part of Turkey, will be asked to send the access codes for the website.

### **Blog**

The blog so far has been in the Facebook group. It was decided that the blog in Facebook would be integrated into the Learn to Lead webpage.

However, it needs to be animated, by both teachers and learners. The blog is to be implemented through the website. For translations the translator provided in Facebook can be used though it is not accurate in Turkish. To facilitate a good translation the original needs to be well written in simple, concise and clear English. Turkey will attend to this. Reports should be sent to Turgutlu MEB again for uploading.

### **Leaflet**

A shorter version of the first year's leaflet has been produced. It should be uploaded to the website.

The content for the second year's leaflet will be content, results, contacts and outcomes. Photos will make the leaflet more attractive. The translated versions of the leaflet will be uploaded to the website.

For impact, partners should send the leaflet to a mailing list, if possible to 100 institutions.

Partners are to send their logos to SpeakEurope – Poland

The deadline for the leaflet in English is the end of October.

### **Dissemination**

A press release is to be sent by all partners to their local press on the project.

The table at the end of the Dissemination strategy is to be filled in by each partner and sent to Turgutlu MEB by 15<sup>th</sup> November. Partners requested that the strategy document be circulated again. Partners have a link to the project website on their webpages and to their Facebook pages.

Turgutlu MEB will attend to the Grundtvig Virtual Community database. Lawton School offered to make out the dissemination report for the end of the project based on the dissemination tables delivered by the partners in the consortium.

Lawton School will prepare a questionnaire for teachers who are learning to lead. It will be directed at both teachers who are learning and real learners, repeating the audience from the initial survey.

At the end of the project there will be an overall evaluation of the project progress covering partner involvement and the visits. Aydin Maramuroğlu will adapt one he has used in previous projects and will present it in the meeting in Poland.

**The dates for the meeting in Poland are:**

21<sup>st</sup> of May 2014 arrival day

25<sup>th</sup> May 2014 departure

Partners will attend the meeting with a short report on their respective responsibilities. Day one will be spent writing a draft of the final report. The second day there will be a presentation of the project outcomes and a workshop with active participation.

Tasks in the report allotted to the partners are as follows:

E1: Summary – Turkey

E2: Results – Austria

E3: European Added Value –Poland

E4/5: Objectives and work plan – Spain

E6 : Turkey and Spain jointly

E8/1 : Evaluation - Turkey and Spain jointly

Deadline for delivery of the above: 5<sup>th</sup> May 2014.

Impact and the EST database and sustainability will be discussed in the meeting in Warsaw.

There was a dissemination activity: Lawton School presented the e-learning course developed in the HENGE TOI project to the consortium.

The content of the handbook was decided upon.

The handbook of conclusions and experiences will consist of:

1. Introduction: project description, content of the leaflet and 5 chapters.
2. Results of the survey
3. Curriculum
4. Guidelines. 2 inputs per partner – 1 on avoiding conflict, making communication skills better and resolving conflict, and 1 case study.

5. A compendium of tools, methods and tips. A compilation of difficult situations in the classroom, case studies with conclusions, one for each partner country – best practices.
6. Links to other applicable tools. All partners to provide 5 links in their language to games, tools, methods.

Partners are to draw up a list of possible problems and coordinate. Deadline 15<sup>th</sup> January 2014.

If Internet is consulted the partners should provide a reference to the link to avoid copyright issues.

Christof will do the formatting of the manual, which will also include the videos produced during the project.

SpeakEurope will make out a final questionnaire on conflict management skills acquired through the workshops at the end of the meeting in Warsaw. Agnieszka will send a draft version to the partners based on the questionnaires already done to be reviewed. The deadline is the end of February. It will be presented on Survey Monkey and the questions will take into consideration the impact on learners. Two weeks will be allowed for revision and two weeks to provide the final version. Then it will be translated and sent out to the target audience. In the same style as the summary, the questionnaires will be sent out, one for learners and one for teachers.

Lawton School will produce an evaluation questionnaire on the meeting in Gijón.

Turgutlu MEB will evaluate communication in the project.

### **Day 2 – Friday 11th October 2013**

Partners were transferred to the Rey Pelayo Tryp Hotel, venue for the workshop on Leadership through Consensus and Dialogue. Twenty-five teachers took part in the workshop.

After an icebreaker, Turgutlu MEB presented a series of questions on conflict for discussion. This was followed by role-plays where difficult situations were presented and solutions proposed. A further discussion took place on the outcomes of the role-play.

### **Day 3 – Saturday 12th October 2013**

The partners spent a day visiting places of historic and cultural interest.

**Deadlines**

<b>Activity</b>	<b>Who</b>	<b>Deadline</b>
Evaluation of the workshops	Christof	???
Blog	All partners	???
Leaflet	SpeakEurope	End of October
Dissemination strategy is to be filled	All partners	15 <sup>th</sup> November
Draw up a list of possible problems for the Manual	All partners	15 <sup>th</sup> January 2014.
A final questionnaire on conflict management skills acquired	SpeakEurope	End of February
Tasks in the report	All partners	5 <sup>th</sup> May 2014
Dissemination report	Lawton School	21 <sup>st</sup> May
Meeting in Poland	All partners	21 <sup>st</sup> May 2014 arrival day 25 <sup>th</sup> May 2014 departure