'TRAINING THE TRAINERS' PROGRAMME
WORKSHOP 3, 10-13 NOVEMBER 2009, SINAIA

INSTITUTE OF EDUCATION TEAM

Dr Paul Temple, Reader in Higher Education Management, Institute of Education, University of London: Project Director for the Institute of Education and mentor for Strategy and Management of 'Third Stream' activities

Suzanne Alexander, Director, International Office, University of Leicester: mentor for Internationalisation

John Farrant, Managing Partner, Universitas Higher Education Management Consultants: Project Manager for the Institute of Education

AID TEAM

Jean Dănuţ Cărbunaru mentor for Role of civil society
Ion Ioniţă mentor for Communication

UEFISCSU TEAM

Elisabeta Mitroi, project deputy manager
Adriana Rotar, project assistant
Mihaela Damian, event expert
Maria Luiza Enaru, communication expert
Daniel Mitroi, IT assistant
Constantin Bratianu, WP Coordinator
Cezar Scarlat, WP Coordinator
Barda Ioana, WP assistant
Dragoş Ciripoiu, WP assistant

OBJECTIVES

1   To gain an understanding of three topics (Strategy, Internationalisation, Management of 'Third Stream' activities) from a UK and/or EU perspective, with presentations by the UK mentors and exercises using case materials.

2   To experience teaching and learning methods appropriate for managers in higher education, through the exercises on the three topics, and to review that experience and the guidance on case material.

3   To review all CDTs' draft outlines for their modules. An outline should identify:

❖   the components of the topic to be covered,

❖   the structure of the module (including the allocation of the 30 hours of learning between different modes of study, and the teaching methods to be used),

❖   the materials prepared or to be prepared, and

       ❖   any assistance required.

4   To progress completion of all the outlines and the accompanying handbooks.

PREPARATION REQUIRED

1   Read at least the first six pages of 'Case Material on Higher Education Management: Notes of guidance for the Curriculum Development Teams' by Ian McNay and identify any points for discussion.

2   Each CDT should be prepared to make a presentation, taking a maximum of 15 minutes including discussion, to report their progress (except that the Communications and the Role of civil society CDTs have extra time, to include contributions by the AID mentors). There is a session on Tuesday morning when CDTs will meet.

3   Five universities have six or more trainers:

Academy of Economic Studies
Babes-Bolyai Univ. Cluj
Univ. Lucian Blaga Sibiu
Univ. Al. I. Cuza Iasi
Univ. Politehnica Timisoara

The trainers in each of these universities should divide themselves into two groups, one group to undertake the preparation for the Strategy topic (as below, para. 4), the other group for the Third stream module (as below, para. 5). All other trainers should collect the information about their university, but they do not need to prepare presentations.

4   Preparation for the Strategy topic

Review your institution's strategic plan, especially the processes underlying it.

- *What processes were used to develop it?*
- *Who were the key actors?*
- *To what extent does or might the plan command a consensus?*
- *How is the plan reviewed and changed?*
- *Does it actually work, in the sense of providing a framework within which corporate decisions are made?*
- *What measures are used to assess its success? What measures do you think should be used?*
- *What are the processes by which the strategic plan is to be implemented?*

Prepare a short (15 minute) presentation on these points, which two trainers should be ready to present (one as back-up), to a group of about 10 trainers from other universities. That group will critique the presentation and prepare a report back to a plenary session.

5   Preparation for the Third stream topic

One definition of third stream university activity is as follows:

"Underlying our conception of the third stream is a broad view of the importance of engagement of universities with our economy and society. That engagement may bring benefits to the university, but will also inspire them in their teaching and research. We believe there can be mutual benefits from the engagement of universities with businesses, public and voluntary organisations and other social, community and cultural bodies—whether that engagement be local, regional, national or global."

Assemble evidence of such engagement by your university having regard to:

- *the size of the university and academic profile*
- *the economic and social profile of the region*

- *the management and governance structure for third stream work, if one can be described*
- *the impact (economic, social, or reputational) of the activities described.*

Prepare a short (15 minute) presentation on these points, which two trainers should be ready to present (one as back-up), to a group of about 10 trainers from other universities. That group will critique the presentation and prepare a report back to a plenary session.

6   Preparation for the Internationalisation topic

Please read the article "20 key factors in internationalising higher education", attached as a pdf document to the same email message as that to which this programme is attached.

Think about each of these factors in the context of your own university. Do you think they are important to Romanian higher education and/or to your own university? If they are not important, please be ready to say why not. In your opinion, are there other factors that are more important to the internationalisation of higher education in Romania, which are not mentioned?

For each of the key factors, please be ready to share information and examples from your own university. At the workshop, you will work in groups of about 10 trainers and seek to identify the priorities for internationalisation in Romanian higher education and supporting examples of good practice in the universities represented, and will report back on these to a plenary session.

	Monday 9 November
evening	Participants arrive in time for dinner
	Tuesday 10 November
9:00-9:20 plenary	Introductions, administrative arrangements, structure of the workshop, etc.
9:20-10:30 plenary	Discussion of Ian McNay's guidance on case material; and of teaching and learning for Continuing Professional Development
10:30-11:00	Pausa
11:00-12:30 15 groups	Meetings of Curriculum Development Teams
12:30-14:00	Lunch
14:00-15:30 plenary	Strategy, 1, presentation by Paul Temple and introduction to group exercise
15:30-16:00	Pausa
16:00-17:30 5 groups	Strategy, 2, exercise in groups
	Wednesday 11 November
9:00-10:30 plenary	Strategy, 3, report back from groups
10:30-11:00	Pausa
11:00-12:30 plenary	Internationalisation, 1, presentation by Suzanne Alexander and introduction to group exercise
12:30-14:00	Lunch
14:00-15:30 5 groups	Internationalisation ,2, exercise in groups
15:30-16:00	Pausa

16:00-17:30 plenary	Internationalisation, 3, report back from groups
	Thursday 12 November
9:00-10:30 plenary	Presentations by AID mentors and CDTs on Communication and on Community development
10:30-11:00	Pausa
11:00-12:30 Plenary; 5 groups	Management of 'third stream' activities,1, presentation by Paul Temple, introduction to case study and work in groups
12:45-14:00	Lunch
14:00-15:30 5 groups; plenary	Management of 'third stream' activities, 2, case study exercise in groups and report back
15:30-16:00	Pausa
16:00-17:45 plenary	Presentation of outlines by seven CDTs: Research management, Financial management, Resource management and sustainability, Human resource management, Marketing, Standards of integrity, and Quality management
	Friday 13 November
9:00-10:30 plenary	Presentation of outlines by six CDTs: Governance, Strategy, Internationalisation, Third stream, Services for students, and Educational policies
10:30-10:45	Pausa
10:45-11:30 plenary	Evaluation of workshop, review of the programme for the rest of the project
12:30-14:00	Lunch
	END OF WORKSHOP