

Organiser



Coordinator



Competence Coach  
Leonardo Transfer of Innovation

### Programme

Competence Coach  
Kick-off meeting:

Steering group meeting: 4th - 7th December 2008 in Tübingen/Germany  
Meeting of project managers of all partners

One focus will be team building activities (presentation of partners, institutions and persons, getting to know each other, clearly defining roles and responsibilities, agreeing how to handle conflict situations, recognising and sharing individual expertise, agreeing on basic rules for the team work).

The aim of the steering group meetings is

- to solve management and financial problems,
- to review work packages and planning of working plan until next meeting,
- to monitor project process,
- to exchange ideas with decision-makers.

Date

4<sup>th</sup> - 7<sup>th</sup> December 2008

Organiser

ttg team training GmbH  
Holzmarkt 7  
72070 Tübingen  
Tel. 07071 - 5 13 96  
Fax 07071 - 25 29 76  
team-training@team-training.de  
www.team-training.de

Contact person

Friederike Schröder  
Mobile: 01520 - 1797525  
projektassistenz@team-training.de

Seminar room

ttg team training GmbH  
Holzmarkt 7  
72070 Tübingen

Recommended accommodation

<http://www.hotel-hospiz.de/> (nice, not too expensive and almost in the heart of the old city)  
<http://www.tuebingen-info.de/hotels/privat-st.htm> (private rooms, some of the guesthouses are very hospitable and friendly - maybe not all of them speak English, but give it a try)  
[http://www.tuebingen-info.de/hotels/hotel\\_en.htm](http://www.tuebingen-info.de/hotels/hotel_en.htm) (for further information about Hotels please see also this webpage, where you also find Hotel Hospiz (which we recommend) but also many other places)

Thursday,  
December 4<sup>th</sup>, 2008

Arrival of participants at Tübingen

20.00

Dinner - our recommendation

Spagetteria Al Dente  
Clinicumsgasse 22, 72070 Tübingen, Tel.: 07071-25157

Friday,  
December 5<sup>th</sup>, 2008

09.00 - 13.00	<b>Annerose Walter / Friederike Schröder: Welcome</b>  <b>Presentation of partners: organisations and persons</b>  Work on content, aims and objectives of <b>Competence Coach</b>  <b>COME TOGETHER:</b> Ideas concerning the project activities: how to make objectives and proposal concrete with all partners
13.00 - 14.00	Lunch at Restaurant Museum Wilhelmstraße 3, 72074 Tübingen, Tel.: 07071-22828
14.00 - 17.00	Work on content, aims and objectives of <b>Competence Coach</b>  <ol style="list-style-type: none"><li>1. Needs analysis</li><li>2. Study "Skills for competence coaching"</li><li>3. Study "Best practices of training for guidance practitioners across Europe"</li><li>4. Learning from experience</li></ol>
15.30 - 16.00	Coffee break
16.00 - 18.00	Further work on content, aims and objectives of <b>Competence Coach</b>
18.00 - 20.00	Sightseeing / Visit to the Chocolate Festival
20.00	Dinner at Neckarmüller Gartenstraße 4, 72074 Tübingen, Tel.: 07071 27848

Saturday  
December 6<sup>th</sup>, 2008

09.00 - 13.00	Discussing the tasks and responsibilities stemming from the grant contracts, discussing management and financial questions; reviewing work programme as presented in project application  A cooperation agreement will be closed
13.00 - 14.00	Lunch at Ludwigs Umlandstrasse 1, 72070 Tübingen, Tel.: 07071 - 133121
14.00 - 15.30	Planning of Project Work
15.30 - 16.00	Coffee break
16.00 - 18.00	Further detailed planning of work until next meeting Evaluation
18.00 - 20.00	Sightseeing / Visit to the Chocolate Festival
20.00	Aperitiv @ Ann Dinner at Bella Vista Stäudach 31 - 72074 Tübingen, Tel.: 07071 - 84014

Sunday,  
December 7<sup>th</sup>, 2008

Departure