



Invitation to an ETUI Education course

June 22, 2023

Dear Colleagues,

ETUI Education invites you to attend the 5th edition of the online training activity “**Intermediate project management for trade unionists**”. It will be delivered from **2 October to 19 November 2023** and it will involve about 21 hours of work. Learners will be free to access the course at the time they prefer. The training activity includes one live webinar with an ETUC expert. Online tutors will support participants during the entire training. This course, hosted on Moodle, is provided in English and is free of charge.

Getting involved in projects helps unions in Europe achieve their objectives. In times of economic restraint project funding can make an important contribution to allowing unions to address important strategic objectives.

But the benefits are not just financial. Project management skills can also lead to more effective and efficient achievement of trade union work more generally – and in planning, communication, teamwork and task delivery.

The course, based on the ETUI solid experience in project management training, includes different types of activities that participants should take part in, including:

1. reading and watching to find out more about the course topics;
2. reflecting on, analysing and describing your own experience in relevant areas;
3. sharing opinions and experiences with fellow learners;
4. critically reviewing information, including formal documents and informal comments;
5. raising questions for discussion and responses in a webinar towards the end of the course.

Aim and objectives

After completing this online training, participants will be able to:

1. draft a project outline relevant to a union organisation or workplace setting;
2. prepare a detailed schedule and budget for a trade union project;
3. apply tools and techniques for the effective management of a project;
4. identify potential problems or solutions;
5. know how to evaluate a trade union project;
6. devise appropriate strategies for dissemination of a trade union project.

Working languages

An intermediate level of English knowledge is required.

Participants

Trade unionists from ETUC affiliated Organizations with already a basic knowledge and/or experience of project management.

How are enrolments processed?

A maximum of 50 participants can be accepted. The final confirmation of the participants will be done by ETUI bearing in mind the requirements for the target group. Selection of participants follows the criteria “first come, first served”.

Participants' registration

The individual expression of interests must be done before **21 September 2023** by filling the online form available here: <https://bit.ly/3Xkz8Ni>

Once the 50 available places are filled, registrations will be closed. Given the high numbers of requests, this can happen before the deadline.

Payment of registration

Participation is free of charge.

Additional information

Should you need any additional information please do not hesitate to contact Sylviane Mathy, e-mail: smathy@etui.org

Yours sincerely,

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