



**CEDEFOP**

European Centre for the Development  
of Vocational Training



Education and Culture DG

Lifelong Learning Programme

## **Knowledge sharing seminar for study visits organisers**

### **Workshop II**

#### **How to stimulate participants' involvement in a study visit; Practical issues during the study visit**

The organisers participating in this workshop are expected to:

- share their experiences in
  - a. stimulating participants to participate actively in the visit,
  - b. dealing with practical issues during their visit,
- discuss how the handbook helped them to prepare for the visits.

The handbook for organisers of study visits gives clear guidelines supporting the organisers to prepare their participants and run their study visit. The assessment of the group reports in the past shows that some of the recommendations provided in the handbook are not always implemented. Participants stressed that their learning experience would have been more beneficial if:

- the participants could provide in advance about their specific interests, this information was circulated before the visit and considered when developing the content of the visit;
- the management information system was used to share information among organisers and participants prior to the study visit;
- presentations by the participants were more focused on the topic of the visit and more structured, thus, providing more time for sharing experiences;
- presentations and field visits were coordinated in such a way that the information did not duplicate and the speakers and hosts were well informed about the study visits programme and the participants' backgrounds, this would give more time for discussions and exchange with the speakers and within the groups;
- presentations by the hosts were in the working language of the visit and were accompanied by visual aids; it is essential to allocate time for question-answer sessions during field visits;
- more opportunities to meet young people/students/beneficiaries were provided that would have helped better understand the realities and get rich insight into the presented systems of education and training;
- time was allocated at the end of each day for reflecting on and summarising the experience of the day;
- sufficient time, space and ICT resources were allocated to draft the group report.



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**Moderators should structure the discussion and reporters should report on the following:**

1. Which were the difficulties that experienced organisers had in dealing with the above mentioned issues and what can be done to overcome those?
2. What recommendations would experienced organisers make to new organisers in dealing with practical issues such as late cancellations, accompanying persons, participants' insufficient language skills, intergroup dynamics, cultural differences, early leavers and how did they manage to overcome those?
3. What is your opinion of the handbook for organisers? Are there any issues that should be added or described more clearly?