



**CEDEFOP**

European Centre for the Development  
of Vocational Training



Education and Culture DG

Lifelong Learning Programme

## The study visits programme Knowledge-sharing seminar for study visit organisers

Workshops on preparing and running successful study visits,  
25 June 2010

### Workshop I: Preparing a programme

The study visits programme is a rich learning experience and inspiration for new activities and projects both for the participants and the organisers. The more time and effort you put into preparing your visit, the more rewarding it will be for all. A well-constructed and balanced programme is the cornerstone of a successful visit. The Handbook for organisers that Cedefop prepared for you based on ideas, reflections and suggestions of former organisers and participants is your main reference source. You will also have to mobilise your own creativity. But nothing can be more useful than meeting and talking to other organisers. This workshop is an opportunity for you to discuss how to prepare an interesting and effective programme for the visit.

### Objectives:

- to explore ways of preparing an interesting programme for your participants;
- to draft a sample programme for a visit on a selected topic.

### Key points for discussion:

- 1) What are the main elements of a programme? What is a balanced programme?
- 2) How to get to know your participants better before meeting them and how to build a warm working relationship?
- 3) How and where to find speakers and organisations to visit? How to get them interested?
- 4) What materials should you prepare and distribute before the visit? To whom?
- 5) How can your national agencies help you?
- 6) How can your local community, authorities and those responsible for education and training contribute to the success of your visit?

### Reference source:

Cedefop (2009). Handbook for organisers of study visits for education and vocational training specialists, pp 26-39.

[http://studyvisits.cedefop.europa.eu/assets/upload/study/Publication/2009\\_handbookEN.pdf](http://studyvisits.cedefop.europa.eu/assets/upload/study/Publication/2009_handbookEN.pdf)