



**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 II: Practical running of a study visit

Organising a study visit is a stimulating learning experience for you and your institution. 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 need your time management and communication skills when your participants come and the visit starts. Talking to other organisers in this workshop is an opportunity for you to discuss hints and practical suggestions on how to make your visit run smoothly.

#### Objectives:

- to explore and discuss effective ways of implementing the programme of your visit;
- to create a list of frequently asked questions (FAQ) and answers for dealing with unexpected situations during the visit (for example, What should I do if ... ?).

#### Key points for discussion:

- 1) What creates a good atmosphere during the visit?
- 2) How can you make all the participants active throughout the visit, especially if the group turns out to be much larger than you expected?
- 3) How would you encourage group discussion and reflection on the issues presented during the visit?
- 4) How would you balance your planned programme and the participants' expectations during the visit?
- 5) How can you learn about and accommodate many diverse cultures in five days?
- 6) How can you ensure that your participants take back home as much as possible of what you have told them and showed them during the visit?

#### Reference source:

Cedefop (2009). Handbook for organisers of study visits for education and vocational training specialists, pp 40-47.

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