

## Invitation to an ETUI Education training course

27 February 2018

### To all organisations affiliated to the ETUC

Dear Colleagues,

ETUI launched in 2017 its online training offer, aiming at reaching a higher number of participants and providing them easy access to quality content. Based on the experience gained with the first pilot courses, distance learning on different trade union related topics will be further developed.

The design, the delivering and assessing of online courses requires specific skills and knowledge. Roles and tasks of teams involved differ from traditional face-to-face courses.

The training is meant to provide to trade union trainers an overview on online learning activities. Many national organizations could take stock of ETUI's experience before considering developing their own tools for online training.

The course will also prepare trainers to get involved in ETUI distance courses. An increasing number of online tutors, under ETUI Education coordination, will be needed to work on this project.

Having these two objectives in mind, ETUI Education organizes the first “**E-tutors training course**”, which will be held on from **30 May to 01 June 2018 in Brussels**.

### Aims

The following aims have been set in order to achieve these objectives:

- to appreciate how the pedagogy of online courses differs from face-to-face training;
- to outline the different kinds of learning activity online and how they work;
- to understand the steps in designing, producing and running an online course;
- to assess critically alternative ways of converting classroom activities to online one;
- to appreciate the skills of nurturing collective learning through online tutoring and facilitating online discussions.

### Working languages

English.

### Programme

The attached draft programme gives you an overview of the training course.

### Venue of the course

**The training course will be at:**

**ITUH**

Bd du Roi Albert II, 5, 7<sup>th</sup> floor, Room ETUI A&B  
1210 Brussels



## Participants

This course is intended for trade union trainers from ETUC affiliated Organizations with or without prior experience on distance learning activities.

## Arrival and departure

Participants are expected to arrive on Tuesday **29 May 2018 for dinner** at 19h30 and to leave on **Friday 01 June 2018, after lunchtime** (no departure from the airport before 15h00).

## How are enrolments processed?

A maximum of 20 participants can be accepted.

The final confirmation of the participants will be done by the team of trainers bearing in mind the requirements for the target group.

We ask you to bear in mind the recommendations of the ETUC Action Plan for women which call for the proportional representation of women in trade union activities. We also invite you to think about renewal and consider TU young members participation.

## Participants' registration

Please fill in a copy of the enclosed form for each participant and return it to the ETUI Education Secretariat (Sylviane Mathy, [smathy@etui.org](mailto:smathy@etui.org)) **no later than 23 April 2018**.

## Payment of registration

Participation fees vary depending on which group your country is from. (See tables on last page).

Participation fees for this course are:

- For group I: 180€ (3 days @ 60€)
- For group II: 72€ (3 days @24€)
- For group III: 45€ (3 days @15€)

An invoice will be sent to the organisation upon confirmation of the enrolment. We kindly ask you to pay this invoice before the start of the course.

**Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted (the total amount of respectively 180€, 72€ or 45€ will be invoiced).**

It is **essential** that you mention in your payment order the number of the invoice and customer reference number.

## Reimbursement of travel and accommodation costs

Travel and accommodation costs will be covered by ETUI Education, only for participants coming from member states of the European Union, Albania, Montenegro, FYROM, Serbia and Turkey.

Travel costs will be reimbursed on the basis of the most economic fare available (economy air fares) in accordance with European Commission regulations. **Taxis will not be reimbursed.**

#### Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat, Sylviane Mathy, e-mail: [smathy@etui.org](mailto:smathy@etui.org)

Yours sincerely,

Vera dos Santos Costa  
Director  
ETUI Education

Enclosed: Registration form  
Draft Programme

Group I : 100% of participation fees or 60€/day

Andorra
Austria
Belgium
Cyprus
Denmark
Finland
France
Germany
Iceland
Ireland
Italy
Liechtenstein
Luxembourg
Malta
Monaco
Norway
San Marino
Spain
Sweden
Switzerland
The Netherlands
United Kingdom

Group II : 40% of participation fees or 24€/day

Croatia
Czech Republic
Estonia
Hungary
Latvia
Lithuania
Poland
Portugal
Slovak Republic
Slovenia

Group III : 25% of participation fees or 15€/day

Bulgaria
FYROM
Greece
Montenegro
Romania
Serbia
Turkey