



“How to Make your Project a Success Story” Training on Project Management: Monitoring and Follow-Up

Sheraton Hotel, Bratislava, 21-22 November 2011

Draft Agenda

DAY 1

12.00 Registration

13.00 Welcome

13.15 Plenary Session:

Reporting in the CENTRAL EUROPE Programme - From Start to End of Project

- Reporting as It Is and How It Should Be
- Indicators of Project Progress

15.00 *Coffee Break*

15.30 Workshop 1:

How to Prepare Good Progress Reports and to Keep an Audit Trail

- Good-Practice Presentation
- Step-by-Step Training
- Discussion on Good-Practice

Workshop 2:

How to Close a Project and to Prepare for Audits

- Good-Practice Presentation
- Step-by-Step Training
- Discussion on Good-Practice

18.00 End of Day 1

DAY 2

08.30 Coffee and Croissant Breakfast

09.00 Welcome

09.10 Plenary Session:

Capitalisation of Project Results and Project Follow-Up

- General Principles
- How Projects can Leverage Investments
- Examples of Funding Opportunities
- Good-Practice Presentations

10.30 *Coffee Break*

11.00 Workshops:

How to Spread the Word about Project Results

- Practical exercises followed up by feedback and Q&A

How to Use Project Results Sustainably

- Practical exercises followed up by feedback and Q&A

13.00 Reporting from the Parallel Workshops and Wrap-Up

13.30 Networking Lunch

15.00 End of Day 2