

# **Evidence Exploitation seminars by P 2 – BBW in der DAA, Germany 01/11/2013 until 31/10/2015**

## Content

- 1) 27/07/2015 round table/seminar
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## Basic facts

1)

Date: 27 of July 2015

Time: 09:00 to 12:00

Location: DAA Wismar, Lübsche Straße 21, 23966 Wismar, Germany

Table round for an introduction to the training handbooks:

- Introduction STAY IN and ESL in Germany and DAA
- Current examples of teachers and coaches
- Discussion goal, aims of project
- Explanation analysis for ranking topics for development of modules / training handbooks
- Introduction training handbooks and explanation with daily life example
- Distribution digital version of training handbooks

## Participants

Amount of participants:

- 7 representatives of the training and education institution “Deutsche Angestellten-Akademie” Wismar
- Participants are: teachers, coaches and social pedagogue for pre-vocational programmes, vocational and general secondary education programmes (commercial education) e.g.
  - further education: car salesman / woman, Specialist for warehouse logistics, merchant in wholesale and foreign trade
  - retraining education: commercial clerk for office management, business English, health knowledge
  - integration courses for immigrants



## Meeting Agenda

Wismar – 27.07.2015

DAA, Lübsche Straße 21, 23966 Wismar

Project STAY IN

PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

### Themen:

- Introduction STAY IN and ESL in Germany and DAA
- Current examples of teachers and coaches
- Discussion goal, aims of project
- Explanation analysis for ranking topics for development of modules / training handbooks
- Introduction training handbooks and explanation with daily life example
- Distribution digital version of training handbooks



## Meeting Agenda

Wismar – 27.07.2015  
 DAA, Lübsche Straße 21, 23966 Wismar  
 Project STAY IN  
 PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

### Participant/Teilnehmer

Nr.	Name	position	Standort
1	Nadja Bernas	trainer	DAA Wismar
2	Frank Dalibek	trainer	DAA Wismar
3	Frankiska Drax	trainer	DAA Wismar

4	Caroline Diskop	coaches	DAA Wismar
5	Ute Eggert	coaches	DAA Wismar
6	Ralfner Fiedler	Trainer	DAA Wismar
7	Bligit Geisel	Trainer and local manager	DAA Wismar

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## Basic facts

2)

Date: 27 of July 2015

Time: 13:00 to 16:00

- Location: DAA Schwerin, Pampower Straße 3, 19061 Schwerin, Germany

Table round for an introduction to the training handbooks:

- Introduction STAY IN and ESL in Germany and DAA
- Current examples of teachers and coaches
- Discussion goal, aims of project
- Explanation analysis for ranking topics for development of modules / training handbooks
- Introduction training handbooks and explanation with daily life example
- Distribution digital version of training handbooks

# Participants

Amount of participants:

- 37 representatives of the training and education institution “Deutsche Angestellten-Akademie” Schwerin and “BBW in der DAA”
- Participants are: teachers, coaches and social pedagogues for pre-vocational programmes, vocational and general secondary education programmes (commercial, industrial and technical education) e.g.
  - further education: Masseur and medical hydrotherapist, Nursery Assistant
  - retraining education: Physiotherapist, additional care in nursing homes, elderly nursing assistants
  - integration courses for immigrants
  - Activation measures for youth e.g. JuSt - JUGEND STÄRKEN im Quartier, assistierte Ausbildung, accompanying training (e.g. abH)
  - Activation measures for beneficiaries e.g. applicant centre, application management
  - Job centre measures for beneficiaries/ “unterstützte Beschäftigte” (supported employees)

## Meeting Agenda

Schwerin – 27.07.2015  
 DAA, Pampower Straße 3, 19061 Schwerin  
 Project STAY IN  
 PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

### Themen:

- Introduction STAY IN and ESL in Germany and DAA
- Current examples of teachers and coaches
- Discussion goal, aims of project
- Explanation analysis for ranking topics for development of modules / training handbooks
- Introduction training handbooks and explanation with daily life example
- Exchange with trainers and coaches who have been participated at the pilot phase in spring 2015
- Distribution digital version of training handbooks

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## Meeting Agenda

Schwerin – 27.07.2015  
 DAA, Pampowerstraße 3, 19061 Schwerin  
 Project STAY IN  
 PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

### Teilnehmer/Teilnehmerin

Nr.	Name	position	Mandat
1	Angela Bredahl Brandt	Trainer and lead manager	BBW in der DAA Schwerin
2	Heide Caster	Trainer and lead manager	DAA Schwerin
3	Hilke Heidebeck	Trainer	BBW in der DAA Schwerin
4	Doreen Heidebrant	coaches	DAA Schwerin
5	Silke Harned	coaches	DAA Schwerin
6	Silke Jahn	Trainer	BBW in der DAA Schwerin
7	Cordis Knoll	Trainer	BBW in der DAA Schwerin
8	Therese Kruse	Trainer	DAA Schwerin
9	Christine Kuebel	Trainer	DAA Schwerin
10	Katja Lohar	Trainer	BBW in der DAA Schwerin
11	Hilke Lueders	Trainer	BBW in der DAA Schwerin
12	Inger Meibohm	coaches	DAA Schwerin
13	Hilke Meibohm	coaches	DAA Schwerin
14	Silke Moritz	coaches	DAA Schwerin
15	Uwe Wenzel	coaches	DAA Schwerin
16	Katrin Neumann	coaches	DAA Schwerin
17	Hilke Neumann	Trainer	DAA Schwerin
18	Hilke Pöschke	Trainer	DAA Schwerin
19	Sabine Pöschke	Trainer	DAA Schwerin
20	Hilke Pöschke	Trainer	BBW in der DAA
21	Hilke Pöschke	coaches	DAA Schwerin
22	Hilke Pöschke	Trainer and coaches	DAA Schwerin
23	Hilke Pöschke	Trainer and coaches	DAA Schwerin
24	Hilke Pöschke	coaches	DAA Schwerin
25	Hilke Pöschke	Trainer	DAA Schwerin
26	Hilke Pöschke	Trainer and coaches	DAA Schwerin
27	Hilke Pöschke	Trainer and coaches	DAA Schwerin
28	Hilke Pöschke	Trainer	DAA Schwerin
29	Hilke Pöschke	Trainer	BBW in der DAA
30	Hilke Pöschke	Trainer	BBW in der DAA
31	Hilke Pöschke	Trainer	DAA Schwerin
32	Hilke Pöschke	Trainer	DAA Schwerin
33	Hilke Pöschke	coaches	BBW in der DAA
34	Hilke Pöschke	Coaches and trainer	DAA Schwerin
35	Hilke Pöschke	Trainer	DAA Schwerin
36	Hilke Pöschke	Trainer	DAA Schwerin
37	Hilke Pöschke	Trainer	DAA Schwerin
38	Hilke Pöschke	Trainer	DAA Schwerin
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41	Hilke Pöschke	Trainer	DAA Schwerin
42	Hilke Pöschke	Trainer	DAA Schwerin
43	Hilke Pöschke	Trainer	DAA Schwerin
44	Hilke Pöschke	Trainer	DAA Schwerin
45	Hilke Pöschke	Trainer	DAA Schwerin
46	Hilke Pöschke	Trainer	DAA Schwerin
47	Hilke Pöschke	Trainer	DAA Schwerin
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96	Hilke Pöschke	Trainer	DAA Schwerin
97	Hilke Pöschke	Trainer	DAA Schwerin
98	Hilke Pöschke	Trainer	DAA Schwerin
99	Hilke Pöschke	Trainer	DAA Schwerin
100	Hilke Pöschke	Trainer	DAA Schwerin



## Basic facts

3)

Date: 29 of July 2015

Time: 09:00 to 12:00

Location: DAA, Möllner Str. 51, 19230 Hagenow, Germany

Table round for an introduction to the training handbooks:

- Introduction STAY IN and ESL in Germany and DAA
- Current examples of teachers and coaches
- Discussion goal, aims of project
- Explanation analysis for ranking topics for development of modules / training handbooks
- Introduction training handbooks and explanation with daily life example
- Distribution digital version of training handbooks



This project has been funded with support from the European Commission. This publication (communication) reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. PROJECT

NUMBER – LLP-LDV-TOI-13-AT-0010

# Participants

Amount of participants:

- 10 representatives of the training and education institution “Deutsche Angestellten-Akademie” Hagenow
- Participants are: teachers, coaches and social pedagogue for pre-vocational programmes, vocational and general secondary education programmes (commercial and technical education) e.g.
  - further education: retail clerk, sales clerk, clerk for informatics
  - retraining education: Business administrator, EDV, accountancy
  - integration courses for immigrants
  - Activation measures for youth e.g. accompanying training (e.g. ubH)
  - Activation measures for beneficiaries e.g. applicant centre, application management



## Meeting Agenda

Hagenow – 29.07.2015  
 DAA, Möllner Str. 51, 19230 Hagenow  
 Project STAY IN  
 PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010^

### Themen:

- Introduction STAY IN and ESL in Germany and DAA
- Current examples of teachers and coaches
- Discussion goal, aims of project
- Explanation analysis for ranking topics for development of modules / training handbooks
- Introduction training handbooks and explanation with daily life example
- Distribution digital version of training handbooks

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## Meeting Agenda

Hagenow – 29.07.2015  
 DAA, Möllner Str. 51, 19230 Hagenow  
 Project STAY IN  
 PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

### Participant/Teilnehmer

Nr.	Name	position	Standort
1	Sonja Henning-Manhold	Trainer and local manager	DAA Hagenow
2	Rüdiger Braun	trainer	DAA Hagenow
3	Katrin Busch	trainer	DAA Hagenow
4	Michael Grahmann	coaches	DAA Hagenow
5	Bernd Berthold	coaches	DAA Hagenow
6	Ute Jonas	Trainer	DAA Hagenow
7	Doris Kelm	coaches	DAA Hagenow
8	Hanna Klatt	coaches	DAA Hagenow
9	Reiner Kussmann	coaches	DAA Hagenow
10	Manfred Sens	coaches	DAA Hagenow

## Basic facts

4)

Date: 29 of July 2015

Time: 13:00 to 16:00

Location: DAA, Seminarstraße 3, 19288 Ludwigslust, Germany

Table round for an introduction to the training handbooks:

- Introduction STAY IN and ESL in Germany and DAA
- Current examples of teachers and coaches
- Discussion goal, aims of project
- Explanation analysis for ranking topics for development of modules / training handbooks
- Introduction training handbooks and explanation with daily life example
- Distribution digital version of training handbooks



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NUMBER – LLP-LDV-TOI-13-AT-0010

# Participants

Amount of participants:

- 6 representatives of the training and education institution “Deutsche Angestellten-Akademie” Ludwigslust and Parchim
- Participants are: teachers, coaches and social pedagogues for pre-vocational programmes, vocational and general secondary education programmes (commercial education) e.g.
  - further education: clerk health service, clerk for tourism, clerk for sport
  - retraining education: Human resource administrator, office organisation, SAP basics
  - integration courses for immigrants
  - Activation measures for youth e.g. accompanying training (e.g. ubH)
  - Activation measures for beneficiaries e.g. applicant centre, application management

# Evidence



## Meeting Agenda

Ludwigslust – 29.07.2015

DAA, Seminarstraße 3, 19288 Ludwigslust

Project STAY IN

PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

### Themen:

- Introduction STAY IN and ESL in Germany and DAA
- Current examples of teachers and coaches
- Discussion goal, aims of project
- Explanation analysis for ranking topics for development of modules / training handbooks
- Introduction training handbooks and explanation with daily life example
- Distribution digital version of training handbooks



## Meeting Agenda

Ludwigslust – 29.07.2015

DAA, Seminarstraße 3, 19288 Ludwigslust

Project STAY IN

PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

### Participant/Teilnehmer

Nr.	Name	position	Standort
1	Alice Selling	Trainer and local manager	DAA Ludwigslust
2	Ute Eriksen	trainer	DAA Ludwigslust
3	Svend Herlemann	trainer	DAA Ludwigslust
4	Dirk Grünet	coaches	DAA Ludwigslust
5	Lena Hilsendegen	coaches	DAA Ludwigslust
6	Andreas Krull	Trainer	DAA Ludwigslust

## Basic facts

5)

Date: 16/10/2015:

Time: 13:00 to 16:00

Location: BBW in der DAA, Zeppelinstr. 1, 19061 Schwerin ,Germany

Table round for an introduction to the training handbooks:

- Introduction STAY IN and ESL in Germany and DAA
- Discussion goal, aims of project
- Dissemination of brochures, poster, newsletter, information about the results/products (Link for download and entry at the internal virtual platform MWS for trainers and coaches)
- Explanation analysis for ranking topics for development of training handbooks
- Introduction workshops for the four topics of the training handbooks (incl. explanation with daily life examples and role plays) (preparing management for distribution the handbook sin their locations)

# Participants

Amount of participants:

- 10 representatives of the training and education institution “Deutsche Angestellten-Akademie” Schwerin, Wismar, Hagenow, Parchim, Bergen, Rostock, Anklam, Ludwigslust
- Participants are: first local managers, branch managers and branch deputies and secondly teachers, coaches and social pedagogues for pre-vocational programmes, vocational and general secondary education programmes (commercial, industrial and technical education) e.g.
  - further education: clerk health service, clerk for tourism, clerk for sport
  - retraining education: Human resource administrator, office organisation, SAP basics
  - integration courses for immigrants
  - Activation measures for youth e.g. accompanying training (e.g. ubH)
  - Activation measures for beneficiaries e.g. applicant centre, application management





### Meeting Agenda

Schwerin – 16.10.2015  
 BBW in der DAA, Zeppelin Straße 1, 19061 Schwerin  
 Project STAY IN  
 PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

#### Themen:

- Introduction STAY IN and ESL in Germany and DAA
- Discussion goal, aims of project
- Dissemination of brochures, poster, newsletter, information about the results/products (Link for download and entry at the internal virtual platform MWS for trainers and coaches)
- Explanation analysis for ranking topics for development of training handbooks
- Introduction workshops for the four topics of the training handbooks (incl. explanation with daily life examples and role plays) (preparing management for distribution the handbook sin their locations)

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### Schulung

Schwerin – 16.10.2015 08:00 – 15:30 Uhr  
 BBW in der DAA, Zeppelinstr. 1, 19061 Schwerin  
 Project STAY IN  
 PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

#### Participant/Teilnehmer

Nr.	Date/Datum	Name	Standort	Signature/Unterschrift
1	16.10.2015	Angela Brindl-Brandt	BBW in der DAA, Schwerin	<i>[Signature]</i>
2	16.10.2015	<i>[Signature]</i>	-	<i>[Signature]</i>
3	16.10.2015	Verónica Ramos	Schwerin	<i>[Signature]</i>



4	16.10.2015	<i>[Signature]</i>	DAA Rostock	<i>[Signature]</i>
5	16.10.2015	Celina Klau	BBW - Bogen	<i>[Signature]</i>
6	16.10.2015	Beate Kuhn	DAA Schwerin	<i>[Signature]</i>
7	16.10.2015	Christoph Böhndel	DAA Wismar	<i>[Signature]</i>
8	16.10.2015	Kristin Christiane	DAA Banzorf	<i>[Signature]</i>
9	16.10.2015	Peter Carl	DAA Schwerin	<i>[Signature]</i>
10	16.10.2015	Andrea Gaus	DAA Rostock	<i>[Signature]</i>
11	16.10.2015			