

# WORKSHOP REPORT

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## NATIONAL WORKSHOP

organized in the framework of the project “NELLIP – Network of European Language Labeled Initiatives and Projects”

**14 FEBRUARY 2014**

SOFIA, BULGARIA

### 1) Information

The first NELLIP national workshop was organized on **14 February 2014 in Sofia, Bulgaria** (rented meeting room). The preparatory work before the workshop included distributing information on the project to relevant organizations active in the field of language learning and making reference to the project website, the developed databases and documents. 11 people signed up for the workshop, 10 of them attended. Invitations and event programmes were distributed online and on print well in advance through email, associated partners, relevant events, etc.

### 2) List of participants

**10 participants from the vocational education and training and adult education sectors** attended the workshop. It was decided the first workshop to be held with a smaller group of people experienced in project management and language learning initiatives. The goal was to test the methodology for the workshop and eliminate possible weak points for the next workshops.

The participants by sectors included:

- VET – 5
- Adult education – 5

The list of participants is enclosed.

### 3) Programme of the workshops

The programme of the workshop was focused on:

#### PRESENTATIONS:

- ▶ Presentation of the NELLIP project, performed activities and achieved results
- ▶ Presentation of the European Language Label award – opportunities and benefits
- ▶ Presentation of the NELLIP Guidelines – a guided tour via the project portal

#### DISCUSSIONS:

- ▶ Shared definitions of quality in language teaching and learning
- ▶ Criteria and strategies for improving quality

- ▶ Comparison of examples of good practices

#### **GROUP WORK:**

- ▶ Group work on a selected language learning initiative and strategies for improving its quality
- ▶ Production of an Improvement Plan for the selected initiative
- ▶ Interactive transnational meeting for exchanging ideas on the issues discussed (live online meeting with workshop participants from Spain)

#### **EVALUATION:**

- ▶ Evaluation of the workshop
- ▶ Evaluation of the NELLIP portal

The programme is enclosed.

#### **4) Moderators and the experts involved**

No external experts have been involved.

#### **5) Materials used**

- PPT presentation on the NELLIP project
- PPT presentation on the ELL initiative and the NELLIP Guidelines for quality in language learning
- Guided tour through the NELLIP portal
- Worksheets for group discussions
- Improvement Plan template
- Checklist for quality in language projects
- Preselected case studies in Bulgarian
- Form for evaluation of the workshop
- Form for evaluation of the NELLIP portal
- Attendance certificates
- Registration form
- Workshop invitations
- Workshop programmes
- NELLIP folders (with project logo and website)
- NELLIP pens (with project logo and website)
- NELLIP block-notes (with project logo and website)
- NELLIP posters (for announcing the workshop)
- NELLIP leaflets (with information on the project)

The materials are enclosed.

## 6) Conclusions

The workshop was highly appreciated by the participants and the provided information opened many discussions among them on issues related to language learning on national and European level as well as quality assurance in projects.

The participants exchanged ideas and good practices for language learning and promotion and raised issues about possible transfer of some of the best practices selected by the NELLIP project.

Particularly interesting aspect of the project were the developed Guidelines and models for quality management, dissemination and exploitation activities and networking.

However, the participants stated that the time for the workshop is not enough in view of the huge amount of information and outcomes produced by the project. Recommendation was directed towards splitting the presentations and leaving enough time for discussions in between. This will be taken into consideration for the next workshops.

The practical sessions were very interactive and with the active involvement of all participants who outlined them as one of the strongest points of the workshop.

The online meeting gave the opportunity to exchange ideas on recommendations for future promoters of language learning initiatives who plan to apply for the ELL.

The idea for posting comments in Facebook and commenting on Case Studies on the project website during the workshop itself did not work. It was agreed the participants to be provided with the password, take their time to get familiar with the case studies and then post their comments.

The conclusions are enclosed.

## 7) Minutes of the workshops

1. Opening words and explanation of the objectives of the workshop
2. The NELLIP project was presented and the participants were introduced to all developed products through the online portal of the project.
3. The ELL initiative and the Guidelines were presented and a discussion on quality issues was initiated. The participants suggested that the workshop starts with a presentation of the ELL since not everyone is well familiar with the initiative.
4. Coffee break
5. Group work on shared definitions of quality in language teaching and learning. The work was based on an adapted version of the worksheets provided by Richard Rossner from EAQUALS. The group work resulted in a discussion on quality issues related to the link "service-client-quality" extracting the main ideas of each group on a flipchart. As a follow-up the participants brainstormed on connecting their findings with the most important aspects of a quality project.
6. Work on the Improvement Plans. Two working groups were formed – the 1<sup>st</sup> of them undertook the improvement of an existing initiative and the 2<sup>nd</sup> one developed an idea for a new initiative.
7. Lunch
8. Online transnational meeting with participants in the workshop in Spain. The parties exchanged ideas on recommendations for future promoters of language learning initiatives who plan to apply for the ELL.
9. Work on the Improvement Plans continued.
10. Presentation of the results from the work groups on the Improvement Plans. Discussions on the presented ideas and feedback from the other group.
11. Evaluation of the workshop and the NELLIP online portal.

12. Closing of the event and announcing the next national workshop – 11 March 2014.

The minutes are enclosed.

### **8) Evaluation Report**

The evaluation of the workshop took place via 2 different questionnaires providing the participants' feedback on the organization, objectives and results of the workshop as well as on the NELLIP online portal and all project outcomes.

The evaluation of both was very high with an average score of 9,1 pts out of 10 pts.

The participants also provided their feedback and comments on what they considered most effective and useful.

The summary of the evaluations is enclosed.

### **9) Results and Deliverables**

- 2 Improvement Plans
- 1 online transnational meeting

### **10) Photos**

Photos enclosed.

### **11) Videos**

N/A