

## PROGRAMME

### Final Conference

#### COMET

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#### **Communication for European Training Managers**

Thursday, September 23<sup>rd</sup> 2010 - 9.00-16.00h  
Castle Retzhof, Leibnitz, Austria (AT)

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<b>9.30 – 10.00</b>	<b>Registration</b>
<b>10.00 – 10.15</b>	<b>Official address of welcome</b>
<b>10.15 – 10.45</b>	<b>“Leadership, Teambuilding and Communication in EU Projects”</b> <i>Doris Kiendl-Wendner</i> <i>Chair, International Management and Vice Rector,</i> <i>FH JOANNEUM University of Applied Sciences, Graz, Austria</i>
<b>10.45 – 11.15</b>	<b>“Communicational aspects in the quality management (ISO 9001:2008) of adult education institutions”</b> <i>Joachim Gruber</i> <i>Principal of education institute Castle Retzhof and lecturer at the</i> <i>department of educational science – further/continuing education of the</i> <i>University of Graz, Austria</i>
<b>11.15 – 11.45</b>	<b>Coffee break and project fair</b>
<b>11.45 – 12.15</b>	<b>“Comedian break and project unfair” - Prominent guests discuss different aspects of communication</b> <i>Oliver Hochkofler, Graz, Austria</i>
<b>12.15 – 12.45</b>	<b>“COMET project and introduction to workshops”</b> <i>Michela Calabrese – Project Coordinator</i> <i>TK Formazione Srl, Italy</i>
<b>12.45 – 14.00</b>	<b>Buffet lunch and project fair</b>
<b>14.00 – 15.00</b>	<b>Workshop I &amp; II</b>  <b>Workshop I – Effective Communication</b> <i>Academy of Management Lodz, Poland</i>  <b>Workshop II – EU Programmes &amp; Networking</b> <i>Spi, Portugal and E.N.T.E.R., Austria</i>
<b>15.00 – 15.30</b>	<b>Summary and conclusions</b>

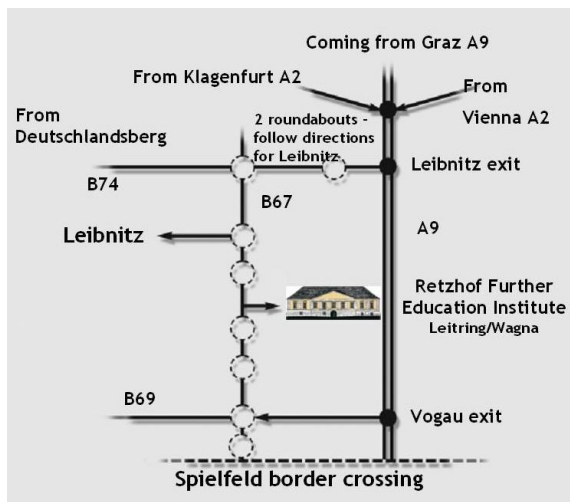
**Moderation:** *Georg Müllner - E.N.T.E.R.*

**Hosted by**

E.N.T.E.R. on behalf of the COMET Project Consortium

**Venue**

Castle Retzhof  
Dorfstrasse 17, 8430 Leitring/Leibnitz (approx. 36km from Graz), Austria.



For further information please visit: <http://www.retzhof.at>

**Travel and Accommodation**

Graz is the second largest city in Austria and can be reached easily by air, rail and road. Then the venue can be reached by train from Graz airport or central station. Accommodation is available directly at the castle or in the close neighborhood. For further information related to travel, accommodation options and reservations please contact [petra.kampf@enter-network.eu](mailto:petra.kampf@enter-network.eu).

**!! Extended Deadline for Registration !!**

Wednesday, 15th of September 2010

**Contact**

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**Workshops**

Workshop "Effective Communication"

Aims:

- Outline the behaviours related to effective active listening
- Define active listening
- Practice listening skills

Methods: Demonstration, Group discussion, Individual activity, Written exercise, Presentation

Workshop "EU Programmes & Networking"

Aims:

- Provide information on EU programmes in education and training
- Develop a project area in groups
- Provide information on networking in EU programmes

Methods: Demonstration, Presentation, Group work

**Project fair**

Participants are very welcome to display project promotion material (flyers, posters, brochures...) and products (handbooks, DVDs, manuals, strategy papers, guidelines etc.), to exchange and to discuss this material with other conference participants. For this purpose there will be tables available in the conference rooms. In order to reserve a table for your exhibition of project material and results please contact Petra Kampf.

**Further information and updates can be found at:**

<http://www.spi.pt/comet> and <http://www.enter-network.eu>