



# EBU TRAINING LIMITED

*Global Training Solutions*

## INTRODUCTION TO THE MANAGEMENT OF EU FUNDED PROJECTS

**2 Day Course – Residential or Non-Residential**

***This course is also available as a bespoke training event***

Managing European Funded projects successfully entails effective project management skills, good knowledge of the project subject plus sound understanding of the European technicalities. Our 2 day course provides a platform for projects to achieve successful outcomes and reduce risks that might lead to non-compliance and grant repayment. It is intended to support project managers and teams who are new to managing activities funded through EU sources including European Regional Development Fund, European Social Fund/co-financing, Interreg IV, Leader and the trans-national funds eg Leonardo, Comenius. The format of the course is interactive and practical. All delegates will receive a comprehensive course pack which includes a CD library of essential reference documents and project delivery templates

The course is scheduled to start at 11am and end at 4.45pm on Day One and will resume on Day Two at 9.15am and will close at 3.30pm. A full programme will be sent with the joining instructions. Certificates of attendance will be supplied to all participants completing the course.

### **Participants will learn:**

- The intricacies of EU Programme funding documents and the meanings behind the EU jargon contained within
- How basic project management techniques can be used to better define and control project delivery
- How to set up project systems to help improve management information and reduce the risk of adverse audits (which can lead to grant repayment)
- Tips and hints to help new postholders “pick up and run” with a newly contracted or existing project

### **Who should attend?**

- Project managers and programme/project co-ordinators
- New and existing project teams
- Senior managers with responsibility organisation responsibility for the delivery of EU projects
- Policy programme managers and monitoring officers seeking insight into project delivery

### **Course Trainer**

The course will be delivered by *Anne Eastwood* or *Stefan Sykes* of Kalliopi Associates Ltd. Please see their profiles on our web site under “Who are we”.