

ERASMUS + TRAINING PROGRAMME

Sending organization: Srednja škola Stjepana Sulimanca

Dravska 41, 33405 Pitomača

Hosting organization: Aviva Poland Vocational Training Sp. z o.o.

Św. Antoniego street 2/4, Pasaż Pokoyhof, 50-073 Wrocław

Schedule of the work training for group of **administration**:

DATA	MAIN ACTIVITIES	ACHIEVED SKILLS	TIME
Day 1 Saturday	Travel Day: <ul style="list-style-type: none"> Arrival of project participants from Croatia, accompanied by tutors, Pick up from an airport by a representative of Aviva Poland, Transfer and accommodation. 		6h
Day 2 Sunday	Introductory Meeting with Aviva Poland host organization: <ul style="list-style-type: none"> Meeting with representatives and group's tutor, <u>Presentation of Poland</u>, including short introduction into Polish geography, basic facts and culture, led by AVIVA POLAND, Discussing the program's objectives, <u>Orientation tour</u> with tutor from host organization, focusing on practical aspects of moving around the dwelling-place. 	Having great opportunity to talk in foreign language about achievements and interest in administration, opportunity to ask questions. Furthermore learning about culture and customs of Poland.	6h
Day 3 Monday	Introduction day in the host company: <ul style="list-style-type: none"> Taking part in Introduction day, accompanied by tutor of the host organization. The host company ensures an appropriate induction to the work environment. Learning about daily work schedules, organization of the company, scope of duties and meeting the staff. Participating in <u>Health and Safety training</u>, provided by AVIVA Poland and also within the workplace. 	Project participant gets familiar with occupational health and safety requirements. After training, trainee is aware of health and safety rights and obligations and is able to prepare a workplace in accordance with the regulations.	8h
Day 4 Tuesday	Playing an active role in the administrative activities of the company , such us: <ul style="list-style-type: none"> entering data into spreadsheets, 	Familiarizing yourself with typical administrative operations. Improving written communication skills.	8h

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Steve Jobs

	<ul style="list-style-type: none"> typing correspondence, sending out emails and faxes, managing day-to-day operations. 		
Day 5 Wednesday	<p>Playing an active role in the administrative activities of the company, such as:</p> <ul style="list-style-type: none"> assisting with daily tasks, providing office equipment and supplies, ensuring that office machines are working properly, making copies and sorting the mail. 	Improving organizational skills. Ability to structuring schedule and prioritizing tasks. Acquiring knowledge in identifying a faulty office machine.	8h
Day 6 Thursday	<p>Playing an active role in the administrative activity of the company, such as:</p> <ul style="list-style-type: none"> Being responsible for communicating with clients, outside vendors on behalf of supervisor, Assisting with setting up interview, screening applicants, corresponding with applicants and verifying their references. 	Improving critical administrative soft skills – communication. Ability to cooperate in a team. The student improves foreign language skills through working in an international group.	8h
Day 7 Friday	<p>Playing an active role in the administrative activity of the company, such as:</p> <ul style="list-style-type: none"> Maintaining the office files, Developing and following the proper procedures to keep files secure, performing additional tasks as assigned by the supervisor. 	Ability to manage databases. Familiarizing with Enterprise resource planning. Staying organized in the workplace.	8h
Day 8 Saturday	<p>Acquainting with Wrocław tourist attractions:</p> <p>* tour around the city center, visiting Old Town Hall, the oldest restaurant in Europe – Piwnica Świdnicka, visiting the Church of St Mary Magdalena and Cathedral of St John the Baptist, Hansel & Gretel houses.</p>		
Day 9 Sunday	<p>Acquainting with Wrocław tourist attractions:</p> <p>* visiting Wrocław ZOO and the Africarium and watching special Multimedia Fountain show from the terrace and green areas at the Pergola.</p>		
Day 10 Monday	<p>Playing an active role under supervision, in administrative activities of the company, such as:</p> <ul style="list-style-type: none"> being responsible for updating records in the computer system, 	<p>. Learning basic tips how to create database and search information efficiently.</p> <p>Acquiring knowledge in all Microsoft Office programs.</p>	

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	<ul style="list-style-type: none"> generating monthly reports and spreadsheet, by using the information from the system. 		8h
Day 11 Tuesday	<p>Assisting with daily chores around company, such as:</p> <ul style="list-style-type: none"> providing full documentation and filling them in appropriate places in a timely manner, answering phones, filing, sorting mail, converting paper documents to electronic form. 	<p>Participating in various company's processes. Improving problem solving skills.</p>	8h
Day 12 Wednesday	<p>Assisting with daily chores around company, such as:</p> <ul style="list-style-type: none"> placing documents in online document-management programs, word processing, 	<p>Working knowledge of Microsoft Office. Following the instructions issued by co-workers with more experience.</p>	8h
Day 13 Thursday	<p>Helping with daily tasks assigned by supervisor.</p> <p>Operating a variety of technological tools, ranging from Microsoft Office Suite to online scheduling programs.</p> <p>Creating, under the supervision, balance sheets and spreadsheets.</p>	<p>Improving multitasking capability and interpersonal skills. Being extremely organized. Ability to plan and schedule things in advance.</p>	8h
Day 14 Friday	<p>Assisting with daily chores around company, such as:</p> <ul style="list-style-type: none"> providing business correspondence, greeting clients, maintaining office records, doing other tasks assigned by the supervisor. 	<p>Gaining professional experience through communicating with vendors and clients. Being responsible for own actions.</p>	8h
Day 15 Saturday	<p>Acquainting with Wrocław tourist attractions:</p> <p>* visiting observation deck of the tallest building in Poland: SkyTower, Taking a walk around the oldest part of the city, Ostrów Tumski and visiting Wrocław Botanical Garden</p>		
Day 16 Sunday	<p>A one-day trip to Topacz Castle and visiting Topacz Automobile Museum.</p>		
Day 17 Monday	<p>Assisting with daily chores around company, such as:</p> <ul style="list-style-type: none"> researching information for clients and presenting its in a report, setting up conference rooms and meeting rooms, 	<p>Improving work-related skills and forming professional relationship with group.</p>	8h

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Day 18 Tuesday	<p>Playing an active role under supervision, in administrative activities of the company, such as:</p> <ul style="list-style-type: none"> making catering arrangements, ordering and setting up audio-visual equipment, running office machines. 	<p>Being responsible for ordering office supplies and repairs to equipment to keep the office well- equipped and stocked for the staff. Developing planning and management skills.</p>	8h
Day 19 Wednesday	<p>Performing various administrative and clerical tasks to support office.</p> <p>Handling customers queries. Receiving and processing deliveries. Scheduling appointments.</p> <p>Updating and maintaining the company's website.</p>	<p>Familiarizing with all aspect of social media. Improving research, writing and organizational skills. Improving abilities of active listening and effective communication</p>	8h
Day 20 Thursday	<p>Meeting in Aviva Poland office:</p> <ul style="list-style-type: none"> final evaluation and conclusion of the training period, sharing experiences and opinions regarding the stay in Poland, completing an evaluation survey by project participant, handing of the documents pertaining to the project and "Certificates of Attendance" 		4h
Day 21 Friday	Transfer of the project participant to the airport. Departure.		

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