

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 **commerce**:

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 commerce and business, 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 activities of the company , such us: <ul style="list-style-type: none"> entering data into spreadsheets, 	Familiarizing yourself with typical business operations very according to business type, industry and size.	8h

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If you haven't found it yet, keep looking.
Don't settle. As with all matters
of the heart, you'll know when you find it."
Steve Jobs

	<ul style="list-style-type: none"> calculating and checking to make sure payments, amounts and record are correct, managing day-to-day operations. 		
Day 5 Wednesday	<p>Playing an active role in the activities of the company, such as:</p> <ul style="list-style-type: none"> assisting with daily tasks, getting acquainted with company's commercial offer – the assortment, the price, quantity, payment and delivery terms. 	Possibility to acquire knowledge of company's concept and offered products and service.	8h
Day 6 Thursday	<p>Playing an active role in the activity of the company, such as:</p> <ul style="list-style-type: none"> calculating profit margins, familiarizing with the company's main suppliers and their offers. 	Working knowledge of Microsoft Office. Gaining experience in such areas as business calculation and research.	8h
Day 7 Friday	<p>Playing an active role in the activity of the company, such as:</p> <ul style="list-style-type: none"> planning process of creating database, assisting in consolidating supplier database, performing additional tasks as assigned by the supervisor. 	Spending time on the planning process ensures that you have a clear idea of the type of database your organization needs. Ability to multitask and work independently.	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 activities of the company, such as:</p> <ul style="list-style-type: none"> creating database of potential suppliers, searching for new costumers. 	Ability to cooperate in a team. The student improves foreign language skills through working in an international group. Learning basic tips how to create database and search information efficiently.	8h

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Day 11 Tuesday	Assisting with daily chores around company, such as: <ul style="list-style-type: none"> providing full documentation of selling process, answering phones, filing, sorting mail, converting paper business' documents to electronic form. 	Participating in various company's processes. Understanding the significance of various documentation processes in establishing and sustaining commerce.	8h
Day 12 Wednesday	Assisting with daily chores around company, such as: <ul style="list-style-type: none"> responding to customer service inquiries, organizing customer service activities, organizing and storing documents, such as: invoices, payment reminder letters, sales brochures. 	Complying with and maintain knowledge of applicable rules, regulations, standards and best practices. Getting more experience in customer service.	8h
Day 13 Thursday	Helping with daily tasks and support cleaning in warehouse. Assisting co-workers with securing sales, assisting customers and general maintenance of stock on the floor in warehouse. Creating and managing, under the supervision, balance sheets, spreadsheets and sales report.	Improving multitasking capability and interpersonal and social skills.	8h
Day 14 Friday	Performing tasks, such as: <ul style="list-style-type: none"> learning how to use accounting software for business, communicating with customers and vendors via mail, doing other tasks assigned by the supervisor. 	Gaining experience with the public side of marketing by representing company by communicating with vendors and business partner.	8h
Day 15 Saturday	Acquainting with Wrocław tourist attractions: * 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		
Day 16 Sunday	A one-day trip to Topacz Castle and visiting Topacz Automobile Museum.		
Day 17 Monday	Assisting with daily chores around company, such as: <ul style="list-style-type: none"> verifying the correctness of the goods against the delivery note, during the acceptance of delivery into stock, evaluating internal controls for financial security, using copiers, faxes product packing equipment. 	Verification consists in counting the quantities of delivered goods. Learning about policies and procedures management uses to achieve the goals.	8h

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Day 18 Tuesday	Assisting co-workers with conducting the sales conversation. Making the sales presentation - providing information about the goods and the sale offer. Learning how to determine an individual customer's needs. Preparing goods for sale. Inspecting quality of sold goods.	Improving of work-related skills and forming professional relationship with group. Learning how to improve sales proficiency with relevant sales conversations.	8h
Day 19 Wednesday	Performing various administrative and clerical tasks to support office. Carrying out direct or indirect marketing and sales activity. Coordinating sales and shipment. Updating and maintaining the company's website and marketing tools. Revamp the existing website.	Familiarizing with all aspect of social media. Improving research, writing and organizational skills.	8h
Day 20 Thursday	Meeting in Aviva Poland office: <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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