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Erasmus+ project

Web training “Short Term Learning-training Activity”

August 4th - 5th, 2020, Riga, Latvia

The main goal for the second meeting is

- To continue discussions and sharing about effective adult learning issues
- To focus on Train-the-trainer development process and methodology
- To summarize outcomes and set the next steps for the project.

Training venue for these 2 days is digital learning platform **Zoom.us**

Work agenda:

Tuesday, August 4th

The aim of this day is to continue building common ground for understanding the effective adult learning process and share experience on the trainer’s role in the adult learning process.

9.00 - 9.15 Check-in Zoom.us platform

9.15 – 9.30 Warm-up, introduction about Latvian training agenda.

9.30 – 12.30* Introduction in MBTI® (Myers-Briggs Type Indicator).

***MBTI®** - The World’s No.1 Psychometric tool for life-long personal development. MBTI provides a constructive, flexible and liberating framework for understanding individual differences and strengths.

12.30 Lunch

13.30 – 14.45 Train-The-Trainer session

- Training Cycle
- Planning training sessions
- Designing the training sessions.
- Experiential learning
- Learning Cycle.

14.45 Coffee break



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15.00 – 16.00 Virtual training methods

16.00- 16.10 Feedback and summary of the day.

Wednesday, August 5th

The aim - to continue building common ground for understanding effective adult learning processes, share experience on adult training methodology and training evaluation methods.

9.15 – 9.30 Check-in, welcome of Day 2

9.30 – 10.45 Diversity management and adult learning

10.45 Coffee break

11.00 – 12.00 Story Telling

12.00- 12.15. Closing the training.

Note!

The number and length of coffee breaks during the training sessions will be set by each trainer according to the training specification.

Trainers' introductions:

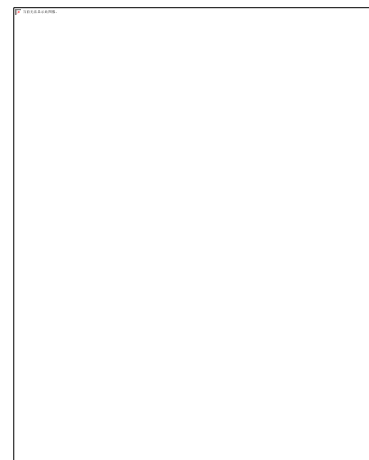
Aija Gudza (Spring Valley)

Aija is a consultant at the Organization Development Centre “Spring Valley” with 16 years of methodological educational experience. Aija is a certified ELT and has devoted a long period of time finding new paths in teaching English and training young adults. Moreover, Aija has a pronounced strength to challenge others to get involved in new projects and challenging activities.

She has a rich experience with international exams as well as studying opportunities abroad collaborating with experts who provide such thing while taking some of the Cambridge teacher exams herself in order to know what it is all about. Travelling abroad and assisting students in summer camps has broadened

Aija's horizons towards diverse aspects of education which does not stop only in the classroom based on Teacher-Student co-operation.

After acquiring Master's Degree in Education, Psychology and English Language Teaching, Aija has devoted her time to work in several educational institutions in order to teach English, assist in various projects as well as managed to complete a 2-month-long online course “The American





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English (AE) E-Teacher Program” about Integrating Skills into the Exploration of Culture in an EFL Setting, which has opened different doors to her professional future. Critical Thinking

Reinis Zarāns (Spring Valley)

The trainer and consultant of the Organization Development Centre Spring Valley, Reinis, is an expert on customer service and sales, team management. Certified MBTI coach. Reinis shall prepare and manage training programs as well as skill training in these areas.

He has a rich practical experience in this area, which has been acquired for 16 years by gradually developing a career for Swedbank as both a specialist and a manager (customer service specialist, sales manager, head of the telephone sales direction, head of the sales and marketing division, head of the financial centre). Reinis also served as the company's internal coach, regularly leading sales, product training, the introduction of a standard for customer service, the service training of young and experienced executives and customers since 2004.



Since 2012, Reinis has been cooperating with Spring Valley, preparing and managing training programmes. Reinis has graduated from Riga School of pedagogy and education management. Regularly complements its competence in the various training programmes: in 2011, he participated in the masterclass of the international training and development company Lorensberg (Sweden), Motivation and Leadership, in the end of the Spring Valley School of Teachers in 2012, which supplemented theoretical, methodological knowledge and practical experience in the development of organisations.

Žanete Drone (Spring Valley) Zanete is an Executive Coach and Leadership consultant at INSEAD, France and Spring Valley, Latvia. She is based in Riga, Latvia. She is designing and running integral coaching and leadership development programs both for individuals and groups. In Latvia and internationally she covers a large variety of sectors ranging from banking, pharmaceuticals, information technologies, telecommunications industries and government sector.

Zanete entered the organizational development field 13 years ago after a successful career in communications. She has been managing media and government relations for a major telecommunications operator and office of the Minister for Finance of the Republic of Latvia. She also successfully established and managed a communications agency for 5 years. Her personal and professional curiosity brought her to discovering her purpose and expressing her authentic voice in personal and organizational development.

Zanete is a fully credentialed Integral Master Coach from Integral Coaching Canada and also a





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certified MBTI practitioner. Having studied social pedagogy she holds a Master degree in Social Sciences from the University of Latvia and a Master degree in Communications from Leicester University in UK. Zanete is a member of Integral Coaching Canada Ecosystem, Support organization for analytical journalism in Latvia and Social initiative for the rights of stillborn children and their parents in Latvia.

Zanete has joined a Swiss-Latvian program to become a meditation teacher in 2022, loves maintaining strong bond with nature and finds a lot of joy in tending the bees in her country farm.

Rūta Lūse (Spring Valley)

Chairman of the Spring Valley SIA Board, OD Consultant, trainer, facilitator, mentor with 20 years of experience. Designs and delivers training programs in leadership, personal and team development, communication etc.

Holds the Master's degree of Social Sciences of the University of Latvia. The highest professional qualification for adult training and development was obtained at the University of Leicester, UK, and the qualifications in the group processes in the A.K.Rice Institute, USA.

Ruta is a certified consultant of the most widely used personal development tool in the world - Myers Briggs Type Indicator (MBTI). Ruta is one of the first mentors in the women start-up organisation and is a strategy expert at the Institute of Corporate and Social responsibility in Latvia.



Jānis Gredzens (Spring Valley)

Janis is a member of Spring Valley SIA Board, a consultant for change and personnel management, a trainer and mentor. Janis is one of the founders and active members of the Institute for Corporate Sustainability and Responsibility. The sustainability index shall act as coordinator of the Working Environment section and shall be actively involved in the activities of the Institute.

Since 2007, mentoring programmes have been operated by the women start-up organisation "Līdere". In 2012, the title of Latvian Annual mentor was awarded to Janis. When representing Spring Valley, he is an active member of both the Latvian Chamber of Commerce and Industry and the Latvian Business Consultants Association.



Practical management experience has been acquired in Lattelekom as a technical manager and is later increasingly involved in personnel management. Worked in different business units as head of staff and later became the director of Lattelecom Training Centre. Professional expertise in management was acquired Cable & Wireless College in Coventry, UK, Nordic Leadership Management programme in Tallinn, and obtained a consultant's certificate at the European Management Centre in Brussels.



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Ieva Veidemane (Spring Valley)

Ieva Veidemane is a seasoned and passionate Communication and Marketing Expert. Ieva's mission is to help organizations and managers to communicate better with peers, customers, and employees.

Her professional career is linked with the business environment as she has worked with several internationally admired Fortune 500 companies like Schneider Electric and Accenture. Ieva has been responsible for small and large community projects, making sure the top messages are shared in the most engaging way and the audience has ability to reflect on those. She has been leading internal communication practices in the global environment, more specifically France, Finland, Germany, USA, India, China and Baltics.



In 2020, Ieva has obtained an MBA degree from Riga Business School as well as a professional degree in User Experience and Design from Glasgow Caledonian University. She is also an advocate of life-long learning and a frequent speaker but also a student.

Ieva's professional belief is that it's not important what has been said by the speaker but what the recipient has done with the information received – has it made any impact?

Dace Helmane (InCSR) Dace has previously had great experience in public administration and in the field of communication, but for seven years her daily life has been linked to educating entrepreneurs on sustainable development, leading the Institute for Corporate Sustainability and Responsibility (InCSR). Responsible Business Week, Market for Responsible Ideas– these are just a few of the initiatives that have received recognition in recent years.

Dace Holds the Master's degree of Social Sciences of the University of Latvia. Since 2009, she has been coordinating the development of various tools to assess the performance of companies and organisations. The most widely known is the Sustainability Index, which helps to assess the compliance of organisations with the principles of responsibility and at the same time allows them to identify good practices to inspire others.



Taking into account the long-term work experience of the State Labour Inspectorate and as coordinator of the European Agency for Safety and Health at Work in Latvia, Dace continues her professional activities as a teacher in matters affecting the working environment, well-being at work, reconciling family and working life, as well as an inclusive working environment in general.