



# Training that Opens Doors

Skills. Knowledge. Organization. Together they form the most reasonable pathway to success. When combined with Experience they form an almost irresistible combination to will allow you to achieve your absolute best. At SKILLS International we have a long history of preparing people like you to excel in project start ups and management. We are a team of professionals with 15 years of experience in European and national projects in the field of research, education and innovation.

## Learning from Experts


By training with us you will not only be taught the basics of launching and managing projects but also gain invaluable insight from a team that has managed or initiated more than 50 European and National projects over the past decade. Know-how in acquiring funding, administration and organization or writing successful proposals are traits best taught by those who have the most experience with them.

Combining our efforts with the European Certification and Qualification Association (ECQA) we are presently offering a number of courses designed to improve your skills in such areas as Management of EU Projects and Innovation Management. By completing these courses and tests successfully you will receive certification in a European-wide network.


## Why Certification?

Certification not only helps set a high standard for training but also insures that the knowledge you attain is found acceptable anywhere you wish to use it. That is the idea behind the European Certification and Qualification Association which has to date established a common certification criteria in 18 countries across Europe.


Imagine being able to go anywhere on the continent while your training credentials follow you assuring those you work with of the high degree of professional training you possess. Whether you are applying as a project manager in



**SKILLS**  
INTERNATIONAL



**CERTIFIED  
TRAINING  
COURSES**



Italy or Ireland, Scandinavia or the Balkans or assembling a multinational consortium from Austria your skills and qualifications will be established through a European wide network.

## European Certification and Qualification Association

In the European Certification and Qualification Association (ECQA) ([www.ecqa.org](http://www.ecqa.org)) a partnership of 28 institutions in 18 countries agreed joint quality criteria and common certification rules which are applied across the different European regions.

This resulted in a pool of European professions in which a high level of European comparability has been achieved by a Europe wide agreed skills set, a European test questions pool and European exam (computer automated by portals). ECQA corresponds to the Bologna principles and **European Qualification Framework (EQF)**.

Actually there are 16 European training courses supported by European Certification and Qualification Association in the field of innovation, project management, IT, Finance, E-Business etc.

## Training

Select a training course from the ECQA professions' pool. The trainings usually have a duration between 3 – 5 days depending on the profession.

## Self Assessment

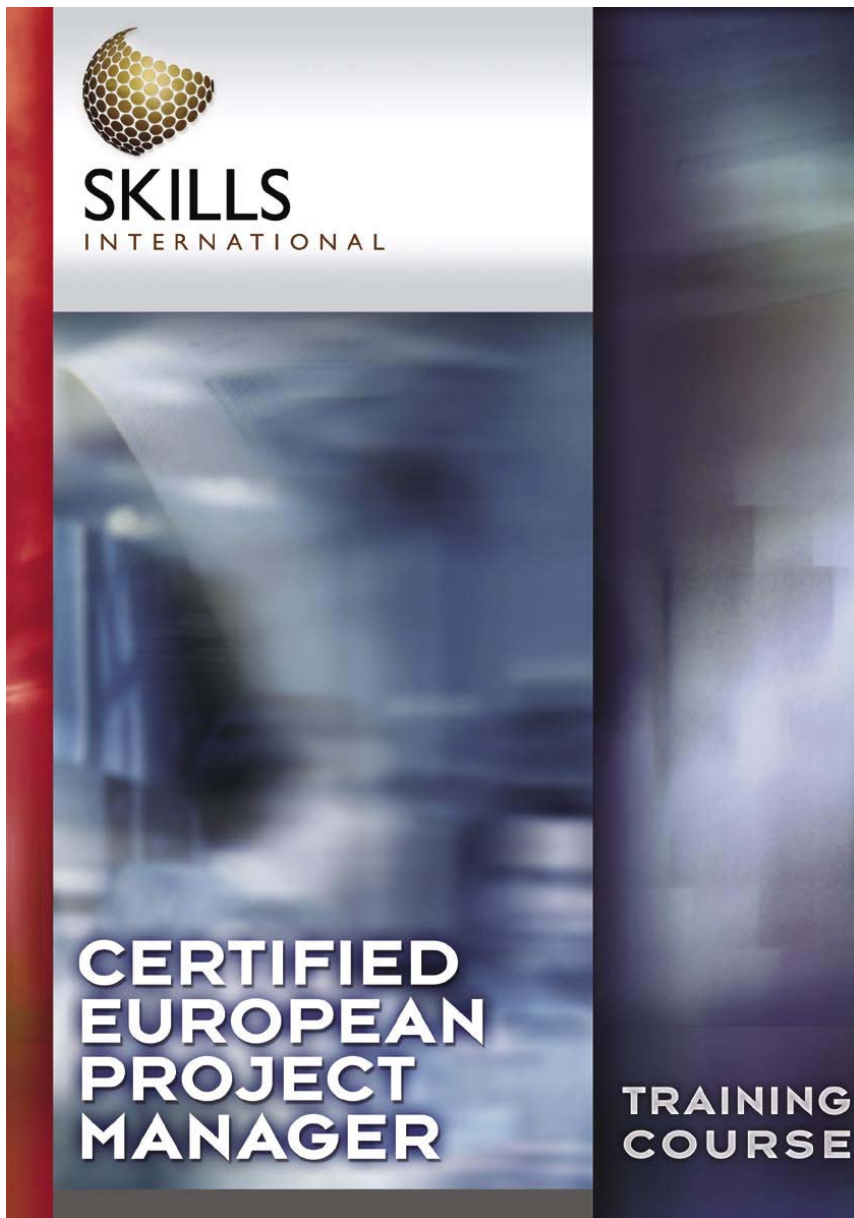
Perform the online Self-Assessment  
The existing skills assessment portals (already used by approx. 4000 students in different learning initiatives) were also extended to cover the new requirements of ISO 17024.

## Test & Certification

Certificates are issued by ECQA and recognized Europe-wide.

## ECQA Members

<i>4SUM Partners</i>	<i>Finland</i>
<i>Alexander Technological Educational Institute of Thessaloniki (A.T.E.I.)</i>	<i>Greece</i>
<i>Corvinus University of Budapest</i>	<i>Hungary</i>
<i>DANUBE European Training &amp; Technology</i>	<i>Austria</i>
<i>DELTA</i>	<i>Denmark</i>
<i>EQN LTD</i>	<i>Ireland</i>
<i>Falcon Leader Oy</i>	<i>Finland</i>
<i>FGUVA-General Foundation of Valladolid University</i>	<i>Spain</i>
<i>Grenoble INP</i>	<i>France</i>
<i>Institution of the Russian Academy of Sciences</i>	
<i>Geophysical center of RAS</i>	<i>Russia</i>
<i>IMC Fachhochschule Krems</i>	<i>Austria</i>
<i>ISCN Ltd.</i>	<i>Ireland</i>
<i>ISCN GmbH</i>	<i>Austria</i>
<i>ISCN Regionalstelle</i>	<i>Austria</i>
<i>ISQI – International Software Quality Institute*</i>	<i>Germany</i>
<i>James Madison University</i>	<i>USA</i>
<i>LOC Beratungsdienste – servizi di consulenza</i>	<i>Italy</i>
<i>Memolux</i>	<i>Hungary</i>
<i>MTA-SZTAKI (Hungarian Academy of Sciences)</i>	<i>Hungary</i>
<i>Plovdiv University</i>	<i>Bulgaria</i>
<i>Politehnica University of Timisoara</i>	<i>Romania</i>
<i>Pro Human</i>	<i>Slovenia</i>
<i>Public Research Centre Henri Tudor</i>	<i>Luxembourg</i>
<i>Real Security d.o.o.</i>	<i>Slovenia</i>
<i>Skills International GmbH</i>	<i>Austria</i>
<i>Skills International L.L.C.</i>	<i>Kosovo</i>
<i>SQS Software Quality Systems AG</i>	<i>Germany</i>
<i>TermNet – International Network for Terminology</i>	<i>Austria</i>
<i>University of Rijeka</i>	<i>Croatia</i>



# Management of EU Projects

## CONTENT OF THE TRAINING COURSE

The management of European projects is a complex process which requires experienced and trained experts. One of the main tasks of the Certified European Project Managers is to support project coordinators and partners in the development and application of international projects. Based on general know-how in project management, Certified EU Project Managers acquire the necessary skills to manage projects that are co-funded by EU. An experienced EU Project Manager will guide you through the training, where you also get an insight into practical examples from many successfully completed European projects. The participants will go through all the procedures of project implementation, from contract management to finances, reporting and exploitation of project results.

The main task of Certified EU Project Managers is to support project coordinators and partners in the development and application of international projects. The ECQA Certified EU Project Manager certification requires knowledge in four fields:

**Introduction into EU Projects** EU Structure and EU Programs, EU Programs for Research, Education, Structural Funds & Innovation

**Project Objectives and Finances** Start-up and Objectives, Management of Work Packages and Project Results, Finance Management & Contract Management

**Cooperation** Communication and Team Management, Reporting, Exploitation and Sustainability

**Quality Management** Quality Planning, Quality Assurance, Risk Management & Practical case studies

## TARGET GROUP

The Certified European Project Manager Training is especially designed to provide project managers, administrators and financial personnel with the skills needed to successfully implement European projects. ■ Project Managers ■ Administrations ■ Research Managers ■ Financial personnel ■ Coordinators or partners of EU-funded projects

## CERTIFICATION

Certificate: "ECQA Certified EU Project Manager"

## ECQA Certified Innovation Manager



MANAGEMENT SKILLS

INNOVATION MANAGEMENT

CORE COMPETENCES

### Creative Innovation Strategies

The original training course was developed with the financial support of the Commission of the European Communities under the Leonardo da Vinci Programme and under the Lifelong Learning Program

Project number:  
A/03/B/F/PP-158.026

### Training Course Content

- Unit 1 Understanding Innovation Management
- Unit 2 Teamwork
- Unit 3 Personal Characteristics
- Unit 4 Management Skills
- Unit 5 Communication Skills

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# Certified Innovation Manager Training

## CONTENT OF THE TRAINING COURSE

Innovation management is an important basis for successful development of business or research strategies based on core competence. The training course targets innovation managers who are responsible to transfer ideas into innovation, new businesses, strategies or products.

### *Understanding Innovation Management*

Knowledge Management, Skills Management, Customer Relationship Management, Networking, Market Research

### *Communication Skills*

Literacy in E-Skills, Reporting Skills

### *Team Working*

Team Communication, Conflict Management, Distributed Team Management, Motivation Building

### *Management Skills*

Corporate Innovation Management, Innovation Factors in Project and Process Management

### *Personal Characteristics*

Personal Characteristics Learning Culture, Cross Culture Learning & Practical case studies

## TARGET GROUP

Project managers, researchers, innovation experts, technology transfer experts, IT providers

## CERTIFICATION

Certificate: "ECQA Certified Innovation Manager"



## COURSE INFO

# EU Proposal Writing Training

### CONTENT OF THE TRAINING COURSE

This 2-day training course is a practical course for successfully preparing and writing European project proposals in European funding programs.

**EU-Programs Overview** Overview of EU funding possibilities and calls 7th EU Framework Programme for Research (FP7), CIP, Lifelong Learning Program (LLP), Structural Funds, Third Country Programs, Tempus, Mobility Programmes, IPA

**How to get funding: step by step** From the idea the project proposal

**Setting project goals** Clear project goals convince evaluators

**EU databases** For information and partners introduction into EU Planning of EU Projects How to plan finances in EU Projects How to write the "Impact" of the Proposal

#### TARGET GROUP

Project managers, researchers, innovation experts, technology transfer experts, IT providers

### Trainer References

**Mag. Andrea Fenz** is Director of Skills International ([www.skills-int.com](http://www.skills-int.com)), former Director of APS, Austria.

15 years of experience as co-ordinator or partner in more than 35 EU or national projects in EU Framework Programs for Research and Development,, EU Network of Innovation Relay Centres, LEONARDO DA VINCI (mobility, pilot, expert exchange), Lifelong Learning Program, TEMPUS, PHARE, INTERREG.

Regional Contact Point Southern Austria for FP4 - FP7 (1995 – 2008) on behalf of Austrian Ministry of Science, Austrian Ministry of Labour, Regional Government of Styria and Chamber of Commerce.  
National Contact Point (NCP) Austria FP6 Information Society Technologies.

**Robert Pollard** has worked as a creative director in advertising and graphic agencies in both New York city and throughout Austria. He has held workshops in creativity in business for graphic artists and has lectured businesses on how Creative Problem Solving and Divergent Thinking techniques can be applied to strategic planning . As a native English speaker and advertising copy writer he is co-trainer especially in the field of "EU Proposal Writing" and "Communication of Project Results".

### Registration

Registering for any of our courses is simple and easy and may be handle online, via email or by fax.

Training Program 2010 for Courses in Austria: Duration of the seminar: 3 days; Fee: 850 Euro + 20% VAT

In-house group fee (3-5 days training, up to 10 participants): 3.500 Euro + 20% VAT

Online training courses: 500 Euro + 20% VAT

Special conditions: Prices for Inhouse Group Training Courses can be agreed as well as for participants from Western Balcan Countries.

Test dates will be agreed for those who want to perform a test and receive a certificate. Fee to ECQA: 150 Euro + 20% VAT per participant.

Online Registration: [www.skills-int.com/training](http://www.skills-int.com/training)

**Training Organisation**



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Director of Skills International

Coordinator of the Job Role  
Committee for ECQA Certified  
EU Project Managers

Skills International is Founding Member of the European  
Certification and Qualification Association ECQA ([www.ecqa.org](http://www.ecqa.org))

[www.skills-int.com](http://www.skills-int.com)

