



HiP Air

High Performance Work Practices for
Competitive SMEs in Aviation Sector

ORGANISATION OF THE SHORT TERM JOINT STAFF TRAINING EVENT &
E3 INTERNATIONAL MULTIPLIER EVENT "ROADMAP FOR BETTER SKILLS UTILISATION"

SHORT TERM JOINT STAFF TRAINING EVENT

SPAIN, MADRID JUNE 12-16TH 2017

Meeting Location	Universidad Politecnica de Madrid. School of Aerospace Engineering (See attached file for information on how to reach the meeting venue)
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MEETING ADDRESS



Escuela Técnica Superior de Ingenieros Aeronáuticos (Edificio A - E.T.S.I.A.E.)
 Plaza del Cardenal Cisneros nº 3
 Universidad Politécnica de Madrid (UPM)
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EVENT DETAILS			
Learning/Teaching/Training Activity	C1 - SHORT TERM JOINT STAFF TRAINING EVENT		
Meeting Title	SHORT TERM JOINT STAFF TRAINING		
Date od meeting	12 th -16 th June 2017		
Start time	12 th June 2017, 15:00	Finish time	16 th June 2017 , 15:00
Meeting Location	Escuela Técnica Superior de Ingenieros Aeronáuticos, UPM, Madrid , Spain		





PROGRAM

	9:00-13:00	Lunch 13:00- 14:30	14:30-18:30	20:00-23:00
Day 1			Welcome meeting & Presentation of HiPAir project to the 9 participants	Dinner/organizational meeting
Day 2	Start of the pilot training sessions: Module 1: Introduction	Lunch	Pilot training - session 2: Module 3: Self-Assessment module	
Day 3	E3 – International Multiplier Event	Lunch	Company Visits	
Day 4	Pilot training- session 3: Module 3: Selection module		Pilot training –session 4 : Module 4 Return Of Investment module	
Day 5	Workshop: • Feedback about the training CV and modules • Discussion about possibilities for further exploitation Wrap-up meeting	Lunch		

- **DAY 1** → Activities will start on Day 1 one in the afternoon.

Welcome meeting & Presentation of the activities program and HiPAir project to the 9 participants: the objective of the welcome meeting is present the HiPAir project (objectives, consortium, main results) and its activities to the 9 trainee participating in the blend training activities, as well as to present them the program of activities they will be following for the whole week.

- **DAY 2** → **Training program:** The training program will effectively start on day 2. The first session in the morning will be devoted to the Module 1: Introduction. The rest of the day will be dedicated to some visits to companies.
 - **Pilot training module 1: Introduction module:** in the morning the first module of the CV training materials is going to be presented in order to make easier the comprehension of the contents and spread the presentations during all the week and not only on Thursday.
 - **Pilot training module 2: Self-Assessment module:** second module of the training materials. The objective is show the participants the tools and the support materials for the correct evaluation of level of maturity of the company in terms of HPWP implementation and the identification of the future expectations. The duration of the module training is expected to be between 3 or 4 hours.
- **DAY 3** → **International Multiplier event & Company visits**

International Multiplier Event: "ROADMAP FOR BETTER SKILLS UTILISATION". This event will be an occasion to present the training package and Roadmap to the wider audience. Specific





elements of the Roadmap will be presented and explained. Future exploitation of project results will be discussed. Both partners and trainees will jointly participate in this meeting, that will take place during the morning session. Detailed organisation and agenda are provided later in this document.

Plot training: Company visits: two visits to Spanish companies are scheduled. One to a company involved in the elaboration of the Best Cases and another to a company of interest inside the aviation sector (TBD).

- **DAY 4** → Day for will be mainly dedicated to advance on the training program covering modules 3 and 4 of the CV. Provisions need to be made by the partners participating as teachers in these sessions.

Pilot training module 3: Selection module: the objective of the third module is provide the necessary information to identify which is the most suitable group of practices according to the characteristics of the company. The duration of the module training is expected to be between 3 or 4 hours.

Pilot training module 4: Return of Investment module: the last module of the CV training materials is going to be presented on day 5 in order to let the participants absorb the knowledge presented on day 4. Show how to evaluate the return of investment is the main objective of this part. The duration of the module training is expected to be between 3 or 4 hours.

- **DAY 5** → It will cover the finalisation of the pilot training activities.

Workshop: A workshop session will be organised the last morning with the following objectives:

- Obtain feedback about the training CV and the training modules.
- Promote discussion about possibilities for further exploitation of this tools by VET learners at their our companies

Wrap-up meeting: a summary of all the events of the week with the most important remarkable concepts should be done before departures.



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E3 INTERNATIONAL MULTIPLIER EVENT

"ROADMAP FOR BETTER SKILLS UTILISATION"

SPAIN, MADRID 14TH JUNE 2017

CONFERENCE DETAILS			
Multiplier Event	E3 - International Multiplier Event		
Meeting Title	ROADMAP FOR BETTER SKILLS UTILISATION		
Date of meeting	14th June 2017		
Start time	9:30	Finish time	13:30
Meeting Location	Escuela Técnica Superior de Ingenieros Aeronáuticos, UPM, Madrid , Spain		

Time	Title	Presenter
9:30 – 9:45	<i>REGISTRATION</i> , Welcome of Conference participants by the Host institution (UPM)	
9:45 – 10:05	Presentation of the HiPAir project	INNpuls, PL
10:05-10:30	Current problems in skills management within SME	SME representative or QUASAR (TBC)
10:30-11:00	ROADMAP for better skills utilisation	INNpuls, PL
11:00 - 11:15	HiPAir training curricula outline	UPM, ES
11:15– 11:35	<i>Coffee break</i>	
Workshop: HPWP CV and training Package: How companies can used and benefit from them		
11:35 - 12:00	HiPAir training modules presentation	UPM, ES
12:00 - 12:45	Open discussion about the topic, including ideas and proposal for future topics and projects	Moderated by UPM, ES
12:45 - 13:00	Wrap-up & conclusions	

