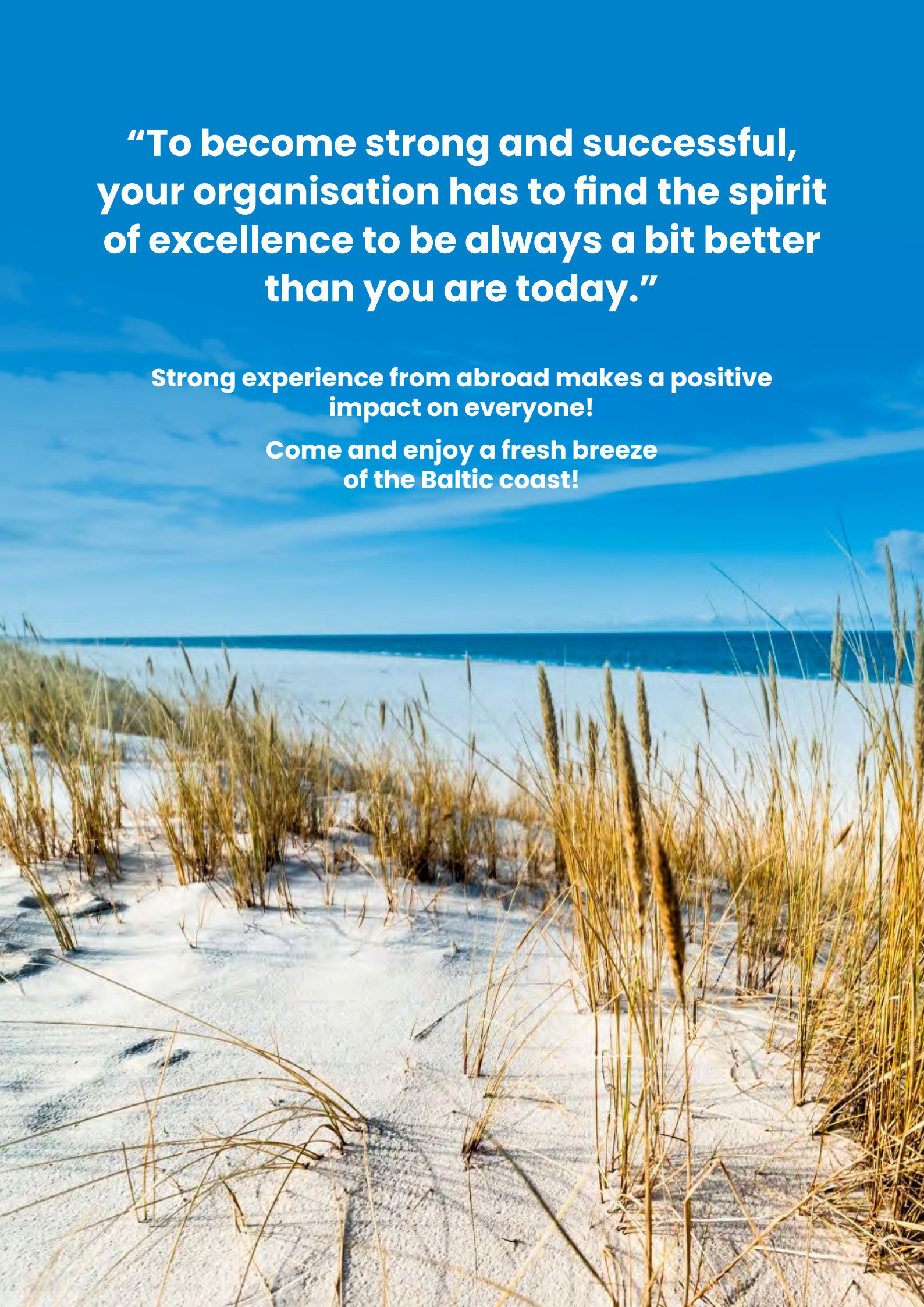




How to build the organisational excellence in schools



**“To become strong and successful,
your organisation has to find the spirit
of excellence to be always a bit better
than you are today.”**

**Strong experience from abroad makes a positive
impact on everyone!**

**Come and enjoy a fresh breeze
of the Baltic coast!**

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Welcome

Dear Sir/ Madam,

I would like to invite you to Latvia, a place of perfect mobility for you / your students and your colleagues.

The mission of Biedrība Eurofortis is to offer you an excellent training experience and to enjoy Latvia on maximum. As a small country, Latvia is not often under the radar like the major travel destinations, but we can guarantee you that there is a lot to see and enjoy. As the main aspect of your travel, we can offer you a unique training program for your school.

Our customers are the key engine for us! Safety and the high standard of service and customer satisfaction are the main aspects of every mobility.

Take your time to find out more about us and our offer.

I am looking forward to our future cooperation.

Adela Vitkovska
Director of Biedrība Eurofortis

Meet us

Biedrība Eurofortis is a non-governmental organisation that aims to facilitate schools, enterprises, and society **since 2007** (till 2011 under the name Eurofortis SIA). Our focus on education is one of our key pillars, and during the last **13 years**, we realised **50+** development projects and many mobilities.



Within our expertise, we specialise in 3 main areas of educational activities:

✓ Mobility projects

- Hosting of KA1 mobilities for students and staff
- Hosting of KA1 Trainings for school professionals (Organisational Excellence)

✓ EU educational project development

- eLearning development and technical support
- Content development and supporting activities

✓ Organisational Excellence implementation

- Organisational Excellence training
- EFQM coaching and Organisational Excellence implementation

To find complete information about Organisational Excellence, please follow to www.excellentorganisations.com.

Latest information about mobilities in Latvia you will find on www.mobilitiesinlatvia.eu.

More information about our development projects is available on www.eurofortis.lv.

Your participants will be in good hands.



Vanda Novokšonova is a training expert, certified EFQM Trainer, European EFQM Assessor and your local mobility coordinator. Vanda has 12 years' long expertise in the EU project field.

Having the experience of being the assessor of outstanding European organisations (EFQM Awards), Vanda can transfer her knowledge of organisational perfection into mobility. As an experienced trainer, is Vanda responsible for the training itself and the coordination activities during your stay.



Adela Vitkovska is a project manager of Erasmus+ projects and the director of Biedrība Eurofortis with almost 20 years of experience working with EU projects. Adela started in 2001 as an assistant for a Regional agency in the Czech Republic. Since 2004 she continued her career working on Lifelong Learning projects under Leonardo da Vinci call and later Erasmus+. Adela is a trained EFQM AIT Assessor with experience in Latvian award assessments. Adela can prepare the exclusive blend for your mobility, pointing to your exact needs.

Do you have any specific request or the question? We are here to answer!

Contact us by e-mail at
adela.vitkovska@eurofortis.lv.



Impact of the mobility experience

Every mobility abroad is an exceptional experience for everyone.

Mobility is bringing not just pure academic learning, and there is much more than that. Training experience itself, getting known the cultural differences in the new environment.

That all is the essential part of every mobility!

Benefits for the participants

- The participants will build their professional competencies.
- The participants will practise foreign languages.
- The participants will expand their knowledge about other nations and cultures.
- The participants will understand better the common European heritage background.

Benefits for your school /organisation

- Your school will obtain a competitive advantage on the market offering training abroad (foreign experience) for your staff.
- Your school will get more substantial recognition as the organisation following EFQM and best European practices.
- Your school will offer foreign training experience for your teachers and staff.
- Your teachers and other staff will experience the management of EU projects and connect with new organisations abroad with the possibility of further European mobility or development projects or other initiatives.
- Your school doesn't need to be worried about the mobility organisation. Biedriba Eurofortis as the experienced Latvian partner, will support you with a high standard of services.



Latvia is a fantastic place to be!

An excellent destination
for your students and staff

Reasons why?



Safe country to be – Latvia is ranked between safest countries according to terrorism and current health rating reflecting the pandemic of COVID-19.



The fast internet connection – Latvia is a country with one of the fastest internet connections globally. And Riga itself has one of the most robust networks of free Wi-Fi spots in the world.



Customer-friendly place – for visitors is effortless to adapt. Shops are opened every day till very late evening (shopping centres till 22:00). Almost every business accepts credit cards. People in services often speak three languages – Latvian, Russian and English.



Environmentally friendly place – Latvia is a very clean country, with cities full of parks. We can't mention pristine forests, wild and pure nature, and more than 500km of clean sandy beaches.



Rich heritage and culture – Riga is full of cultural heritage. The vibrant, colourful old town is full of idyllic streets and medieval charm. During your stay, you will have the chance to explore and enjoy Riga's vibe.



Fast developing economy – Latvia is a newly born economy with a fresh spirit and sense for the newest technologies.



A lot of unexpected experiences – Experience the mobility in Latvia allows providing lifetime experiences as playing curling, experiencing the authentic Nordic sauna rituals, seeing KHL hockey game, visiting the National opera, or flying in a vertical wind tunnel on the open air.

However, the most important are people, and I can guarantee you that you will always feel welcome, and together with our helpful and friendly staff, we will always care about you.

We like to care and share the Latvian experience, and the most important for us is to see happy participants! Customer orientation is our No. 1 rule to provide tailor-made custom service for every organisation interested in Latvian mobility.



Safety first

Your student's safety is non-negotiable. We would never bring you to locations we believe to be unsafe. And especially now, in times of the COVID-19 pandemic, we can see how essential it is to follow all safety measures.

When you decide to cooperate with us, we want you to feel secure in the decision. The world changes rapidly, and we react hand in hand with the ongoing situation. We are adapting, enhancing, and expanding our policies so that the future mobilities can be better than ever.

Your Excellence training

Do you want to understand how to structure your organisation, know how to inspire and lead better, or just want to improve communication between the teams?

All you need to do is develop sustainable growth and eliminate mistakes or repetitive problems, and the excellence approach can help you succeed.

There is just one "but" – you need to do it right. Otherwise, the "miracle" cannot happen.

Excellence means understanding the purpose, striving to be better than yesterday, and bringing real added value to your customers.

"Funny, how we don't have time to improve, but we have plenty of time to perform work inefficiently and to resolve the same problems over and over".

Dr W. Edward Deming

Fundamental aspects of the training



Duration

The training course itself takes six days. But if to think about the travel, including the arrival and departure day, you better count seven days (arrival on Sunday and departure on Saturday). Training is organised for groups of up to 15 participants and starts at 4:00 p.m. Sunday.



Dates

Will be flexibly chosen upon participants' preferences.

The training “How to build the Organisational excellence in schools” is internationally licensed training developed by leading European Business Excellence trainers and advisors who have experience implementing the Excellence approach.



Form

The course can also be organised on-demand as an open public course for participants from various organisations and countries or in-house training upon request.



Target group

School directors, vice-directors, teachers, and other school management personnel.



Language

English (on-demand training can be translated into the required language, additional charges for the translation will be made)



Location

The training location is in Riga with guaranteed social activities and a one-day visit to the countryside location.



Certification

Training is certified by Biedriba Eurofortis besides with an official EFQM Foundation training certificate.



Content of the training

Description

The training “**How to build the organisational excellence in schools**” is a combination of the theoretical and practical approach, which will help you build a culture of excellence and turn your school into a place with outstanding results, satisfied students, employees, and sustainable future.

This course will explain **how** the ‘**Excellence**’ **approach** helps in a school environment. You will get to know:

1	The nine ‘Excellence Criteria’;
2	Implementation of the ‘Excellence’ process, including self-assessment and usage of various supporting methods for schools;
3	Aspects of the continuous improvement
4	The fundamental concepts of EFQM (the most widely used European Excellence Model).

The theoretical part is combined with practical teamwork activities – **motivation for excellence in schools, exchange of experience with other schools practising, discussions, practical exercises with case studies and a self-assessment simulation.**

Participants will have a chance to visit and meet local school leaders who have been practising excellence approach for several years.

Objectives and training outcomes

The participants will:

- Be motivated to bring the 'Excellence' model into their school environment.
- Understand basics about the EFQM Excellence Model.
- Know how to manage a systematic and structured self-assessment process in their organisation.
- Know how to assess their own organisations with the EFQM Model.
- Know how to use various 'Excellence' techniques and methods.
- Know how to work with self-assessment results and turn them into an improvement plan.
- Exchange experience and connect to other schools also applying the 'Excellence' model.

Competences

The participants will receive:

- Knowledge about the 'Excellence' model concept used in European schools and basic knowledge about the EFQM Model.
- Be able to manage to run a systematic and professional self-assessment process through cooperation and efficient communication in their own school environment.
- Be able to use various methods and techniques, which are suitable for development activities in schools.
- Be able to compare and contrast different national applications of the 'Excellence' model and the other initiatives as ECVET etc.
- Competence to organise self-assessments, including the process itself, data consolidation and prioritisation of areas suitable for school's development.

Training concept

- Overview of 'Excellence' methods used in European schools
- EFQM Foundation training
- Introduction to the methodology of self-assessment according to EFQM
- Introduction to run your own self-assessment
- Self-assessment simulation
- Working with the self-assessment results and selecting and planning improvement projects
- Visit of a local school, working with EFQM concept, exchange of experience, the possibility of job shadowing in local school
- Presentation and discussion of the results in the plenary and with local experts and school leaders

Training materials

- training slides developed by Biedriba Eurofortis (English)
- Case Study & Workbook developed by Biedriba Eurofortis (English)
- EFQM Model short free brochure (English)
- In case of interest, there will be a possibility to purchase the full EFQM Model brochure at an additional price of 48,40 € (including VAT)

Trainer

Vanda Novokšonova, a senior partner of Biedrība Eurofortis, certified EFQM Trainer and Internal EFQM Assessor (IAT), European EFQM Awards Assessor, Latvian Quality Awards for Medical sector and International Innovation Awards assessor and your local coordinator. Vanda is the Board member of the Latvian Society for Quality, responsible for International relations and EFQM related activities. Vanda has 12 years' long expertise in the EU project field and ten years of experience with Organisational Excellence implementation. Having the possibility of being the best European organisations' assessor, Vanda can transfer her knowledge of organisational perfection into mobility. She is responsible for the training itself and the coordination activities during your stay.



Training package and pricing

Participation fee:

Course fee	420 €
Accommodation, meals, and social activities	570 €
Total programme fee	990 €

The programme package includes:

- Course fee
- Two certificates (Certificate of Biedriba Eurofortis and EFQM Foundation training certificate)
- Internationally recognised training materials
- Six nights' accommodation in a good standard 3*** hotel
- Daily lunch meals in local restaurants and two coffee breaks per day (coffee, tea, snacks, and beverages available during the whole day), everyday dinners in Latvian restaurants
- One day trip to local school for experience exchange including the social and cultural visit
- Tour in Riga city
- Support during the whole stay

After the agreement, possible arrangement of translation service for the training purposes

Training program

DAY 1

10:00 –16:00	Arrival
16:00 –19:00	Introduction & getting to know each other Course aims, course program introduction
19:00	Welcome dinner organised by Biedriba Eurofortis

DAY 2

9:30 – 11:00	'Excellence': An introduction, Excellence culture Leadership and motivation factor 'Excellence' Models in Europe – methods and implementation in schools
11:00 – 11:30	Coffee Break
11:30 – 13:15	Changing world, Organisation ecosystem The Value of the model
13:15 – 14:15	Lunch
14:15 – 16:30	The EFQM model – theory and practical work RADAR methodology – theory and practical work
16:30 – 18:30	Cultural visit to Riga
19:00	Dinner organised by Biedriba Eurofortis

DAY 3

9:30 – 11:00	Using the EFQM model and RADAR Teamwork: Criterion 6 (Strategic & Operational Performance)
11:00 – 11:30	Coffee Break
11:30 – 13:30	Teamwork: Criteria 1 (Purpose, Vision & Strategy) & 7 (Stakeholder perceptions)
13:30 – 14:30	Lunch
14:30 – 16:30	Teamwork: Criteria 2 (Organisational culture & Leadership)
16:30 – 17:30	Teamwork: Criterion 4 (Creating Sustainable value)
19:00	Dinner organised by Biedriba Eurofortis

DAY 4

7:30 – 13:30	Visit of a school implementing excellence principles Exchange of experiences, the possibility of job shadowing Discussion
13:30 – 14:30	Lunch
14:30 – 16:00	Teamwork: Criterion 5 (Driving Performance & Transformation)
16:00 – 16:30	Coffee Break
16:30 – 19:00	Cultural visit of the countryside
19:00	Dinner organised by Biedriba Eurofortis

DAY 5

9:30 – 11:00	Teamwork: Criteria 3 (Engaging stakeholders)
11:00 – 11:30	Coffee Break
11:30 – 13:30	Exchange of experiences with local schools' experts
13:30 – 14:30	Lunch
14:30 – 17:30	The EFQM digital platform, Self-assessment as a starting point for Continuous Improvement Next steps
19:00	Dinner organised by Biedriba Eurofortis

DAY 6

9:30 – 11:00	Self-assessment implementation Introduction to advanced self-assessment
11:00 – 11:30	Coffee Break
11:30–13:30	Participants presentations (improvement plans and self-assessment)
13:30 – 14:30	Lunch
14:30 – 17:30	Summarising the training Discussing the results achieved and feedback
19:00	Dinner organised by Biedriba Eurofortis

DAY 7

Departure

Voice of participants

"I completed the training "How to build the organisational excellence in school" in Riga, Latvia. The program was implemented through an Erasmus grant. Thanks to this program, I have mastered the methods of correctly applying systematic and conceptual self-evaluation in school management conditions. In addition, I gained knowledge and specific know-how from good practice abroad / visit the Dobeles Valsts Gimnazija school /. I added language skills: English, Russian. I have improved my knowledge of Latvia's social, linguistic, and cultural issues. I built new contacts and strengthened cooperation with a partner institution /e.g., for new Erasmus projects.

I had the opportunity to meet new people who care about Excellence implementation and personal, professional growth. From the Eurofortis site, it was a professionally managed organisation of activities, including full expertise in the program's content."

Miloš Harmady, teacher, KSŠ sv. Vincenta de Paul Levice, Slovakia



How to participate

An organisation interested in mobility can participate as a commercial customer or apply for a grant by taking part in the Erasmus+ programme.

Mobility covered by Erasmus+

Erasmus+ funding (Key Action 1) helps finance mobility training for staff, teachers, and professionals in the education sector. Grant covers travel costs, living expenses, course fee and preparation costs.

How to apply?

The applicant can apply for the grant from the local **National Agency**. The National agency's choice depends on the applicant organisation's country of origin.

This funding is for the individual participants, but the grants' applicants are the sending organisations (schools). Thus, a school applies for several people for one or more courses with a linked theme based on their professionalisation needs.

An organisation or consortium can only apply once per selection round, but organisations may be part of several separate consortia, all applying at the same time. Erasmus+ funding (Key Action 1) covers travel costs, living expenses and preparation/administration related costs.

Training mobility step by step

1	You will register for the training by filling the form https://forms.gle/t6hZu8CocUzFQeTT6 or contact us by e-mail.
2	You will apply for the grant from your National Agency for Erasmus+.
3	You will receive the information about your results (accepted / not accepted project).
4	We will agree on the date of the training.
5	You will receive detailed travel instructions, programme, venue to prepare for the training.
6	You will receive an invoice around one month before the training.
7	Shortly before the training, you will be once more ensured with all details.
8	Your training experience can start!

If you have not received a KA1 grant, your participation is automatically cancelled. But in case your school is interested in participating without Erasmus+ financial coverage, you are very welcome.

The Erasmus+ **Programme Guide** is the primary source of information for these opportunities; detailed information on the award criteria, eligibility criteria, and funding rules.

Call for KA1 mobility proposals runs once a year. This year the **deadline** for the call **"KA1 Mobility of individuals in VET, school education and adult education fields"** is on **11th May 2021 at 12:00 Brussels time**.

Please follow the **National Agencies** or, for Partner countries or **National Offices** (where available) for the specific news or information. There you can receive the further information needed for your application.

When your organisation is ready to apply for the Erasmus+ project, contact Adela Vitkovska on adela.vitkovska@eurofortis.lv (Adela Vitkovska, Director) project coordinator) to receive the information about Biedrība Eurofortis for your project application and discuss concrete project details and specifications.

We will be delighted to assist you with your project preparation!

Good luck with your project application!



**Study experience abroad
is waiting for you!**

**See you soon
in Latvia!**



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