



**e-SPICES** - 2008-1-IT2-GRU06-00547 1

electronic **S**ocial **P**romotion of **I**ntercultural **C**ommunication **E**xpertise and **S**kills  
Grundtvig Learning Partnership

[www.e-spices.net](http://www.e-spices.net)

## **e-SPICES meeting & training programme**

### **Hotel Ilgo - Perugia, 17-21 October 2009**

#### **17 October**

Arrival & Warm-up meeting

#### **18 October**

Morning: Cultural Excursion to Assisi

4 pm: Introduction

<b>18/10</b>	<b>min</b>	<b>DAY 1</b>
16.00	15	Welcome speech - Gabriella B. KLEIN, Koffi M. DOSSOU, Colin CALLEJA
16.15	15	Presentation of participants
16.30	10	Purpose of the meeting & programme & organisational issues - Gabriella B. KLEIN
16.40	20	Participants expectations
17.00	60	Presentation of the SPICES Grundtvig Training Course Project (2005-2007) – Gabriella B. KLEIN SPICES stands for <b>S</b> ocial <b>P</b> romotion of <b>I</b> ntercultural <b>C</b> ommunication <b>E</b> xpertise and <b>S</b> kills. It provides a training methodology concerning intercultural communication (ICC) between public service providers and foreign citizens, a setting which is becoming more and more common without that the respective interlocutors possess the necessary communication and behaviour skills. Educators, education administrators, education politicians as important public service providers, can benefit in particular from this challenging training methodology by applying and disseminating it in their everyday professional activity.
18.00	30	Questions & discussion
20.00		Dinner at hotel

  

<b>19/10</b>	<b>min</b>	<b>DAY 2</b>
9.00	120	The SPICES Methodology - Koffi M. DOSSOU & Gabriella B. KLEIN The starting points and the basis for the SPICES methodology will be presented through material originating from real-life communication: written texts (forms, instructions, contracts etc.) and spoken texts (video-recorded interactions in service settings). Such texts are mainly from Italy (in Italian) and Malta (in English). The communicative characteristics of such types of texts will be presented applying typical analytical categories from verbal, paraverbal, non-verbal and visual communication theories. It will be explained how to collect such texts, analyse them and make a training use out of them. [N.B.: Participants are required to bring with them (esp. written) texts from their everyday professional life for carrying out the below mentioned assignments.]
11.00	30	coffee break
		<b>GROUP WORK</b>
11.00	30	Explanation of the assignment 1 & Division into groups – Koffi M. DOSSOU
11.30	30	Work on assignment 1
12.00	60	Presentation and discussion in plenary
13.00		<b>LUNCH</b>
		<b>GROUP WORK</b>
14.00	30	Explanation of assignment 2 & Division into groups - Gabriella B. KLEIN
14.30	30	Work on assignment 2
15.00	50	Presentation and discussion in plenary
15.50	10	Conclusion - Gabriella B. KLEIN
16.00		Individual meetings with members of the Italian coordinating team
20.00		Dinner in a typical restaurant



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<b>20/10</b>	<b>min</b>	<b>DAY 3</b>
9.00	60	The SPICES Guidelines - Gabriella B. KLEIN
10.00	60	The SPICES website – Koffi M. DOSSOU The SPICES GUIDELINES (2007), and the SPICES WEBSITE ( <a href="http://www.trainingspices.net">www.trainingspices.net</a> ) as main outputs of this European project for lifelong learning in ICC, will be presented in its different sections (Theoretical issues of ICC; How to produce tailor-made and trainees oriented didactic material; lesson planning; Prototypes of training materials) and, through the following assignments (based on the participants needs), participants will get to experiment them. Participants will then present the results of their experimentation in the plenary sessions.
11.00	30	coffee break
		GROUP WORK
11.00	30	Explanation of the assignment 3 & Division into groups – Paola DE ROSA
11.30	30	Work on assignment 3
12.00	60	Presentation and discussion in plenary
13.00		LUNCH
		GROUP WORK
14.00	30	Explanation of assignment 4 & Division into groups – Magdalena MOŚ
14.30	30	Work on assignment 4
15.00	50	Presentation and discussion in plenary
15.50	10	Conclusion - Gabriella B. KLEIN
16.00		Individual meetings with members of the Italian coordinating team
20.00		Dinner in a typical restaurant
<b>21/10</b>	<b>min</b>	<b>DAY 4</b>
9.00	60	The e-SPICES project - Gabriella B. KLEIN
10.00	60	The e-SPICES website – Koffi M. DOSSOU The development from the SPICES Grundtvig Training Course Project into the e-SPICES Grundtvig Learning Partnership Project (2008-2010) will be explained. The website structure and contents of this new project will be presented ( <a href="http://www.e-spices.net">www.e-spices.net</a> ).
11.00	30	coffee break
		GROUP WORK
11.30	90	The e-SPICES platform and Workshop on the platform – Maurizio PATTOIA The structure and the different sections and areas of the platform will be presented and participants will have the opportunity to concretely experiment its functionalities. Furthermore, through the following assignment, participants will get to deliver some online training activities they will then have to present and discuss in the plenary session.
13.00		LUNCH
		GROUP WORK
14.00	30	Explanation of assignment 5 & Division into groups – Maurizio PATTOIA
14.30	30	Work on assignment 5
15.00	50	Presentation and discussion in plenary
15.50	10	Conclusion – Colin CALLEJA
16.00		Individual meetings with members of the Italian coordinating team
20.00		Dinner in a typical restaurant