**Expression of interest**

Name | Address | Email, Tel.

Date

1. NAME

*The name of course should be informative and describe well the core content and focus of the course.*

*🡪* ***Specify the name of the course.***

1. COURSE CONTENT   
   *The content is the heart of the course. The content concerns subjects/ issues/ themes handled during the course. The content of the course is based on the expertise of the trainer as well as the needs of the audience.*

*🡪* ***Specify the content of the course as precisely as possible****. (max. ½ page)*

1. TARGET GROUP  
   *The target group refers to the group of the professional that the training is considered to be useful. It defines the required/recommended background of the participants, as well as outlines pre-required knowledge, skills and competences in order to attend the course.  
     
   🡪* ***Specify the target group and indicate a minimum / maximum number of participants.***
2. INTENDED LEARNING OUTCOMES

*Intended learning outcomes of the course give a shared vision to participants about the learning objectives of the course. They should be described on the perspective of the participants i.e. what the participant is expected to be able to do or master after the course,* ***not*** *on the perspective of the trainer i.e. what the trainer is going to do or present. ‘After the course the participants are able to…’ is a good way to start writing the list a learning outcomes.*

*🡪* ***Specify the intended learning outcomes of the course and check that they are written on the perspective of the participant.*** *(max. ½ page)*

1. COURSE DESIGN: TEACHING METHODS AND MATERIALS

*There are plenty of optional teaching methods that can serve reaching the defined learning outcomes. They can be categorized roughly in three groups: contact teaching (virtual of face-to-face), guided independent learning, and independent learning. All of these categories have several options to arrange teaching/ learning sessions, and they can be mixed in various combinations. Different kind of assignments can be used/ are recommended to be used for activating learning and increasing the effectiveness of teaching. Teaching methods should be accompanied with appropriate materials. The material can be delivered in several formats: books, articles, on-line-material, lecture material, videos, and auditory material.*

🡪 ***Describe your plans on teaching methods that will be applied on the course. Define the teaching activities of trainer and learning activities of participants. Specify the assignments that the* *participants will be expected to take during the course. Describe the materials that are used to support learning.*** *(max. 1 page)*

1. COURSE WORKLOAD AND TIMETABLE

*The course workload tells how much time a participant should allocate in taking the course: how many hours e.g. to contact learning (online lectures or activities, face-to-face lectures or other types of classroom activities), prior learning or preliminary exercises, assignments, evaluation and feedback, co-operative learning or teamwork.*

*🡪* ***Specify the time allocation required from a participant. Define the timeline and duration of the course.*** *(max. ½ page)*

1. ASSESSMENT OF LEARNING

*In professional training the purpose of assessment is not to control or grade the participants but to motivate and support their learning. The assessment tools used are typically different from those used in e.g. basic education. The training should include tasks that enable participants to reflect what they have learned and how they can apply it in their work. Through assessment the participant get feedback from the trainer or/and peers. Assessment can be executed by e.g. assignments, quizzes, reflective tasks or surveys.*

*🡪* ***Describe the means that will be used to assess and give feedback on participant’s learning.*** *(max. ½ page)*

1. TRAINER/TRAINERS

*A short summary about the professional career and the experience of the trainer(s) helps in promoting the course in the right way, as each summary (in addition to the course content) is considered a unique selling point in order to differentiate from the market.*

*🡪* ***Include a short summary of each trainer.*** *(max. ½ page per lecturer)*

1. COST ESTIMATE

*An estimate is required in order to set-up the course fee. Depending on the course format (e-education / face-to-face education /combination) the calculation should include the following points: preparation of the course, holding the course, developing the course materials, accommodation costs, travel costs (for flights: economy comfort class/ economy plus class; for rental car: rental fee and petrol as per receipts; for train/ public transportation: cost of ticket(s) as per receipts, 2nd class).*

*🡪* ***Specify the cost calculation.*** *(max. ½ page)*