



euromind

PROJECT FINAL REPORT

2024-1-PL01-KA121-VET-000200687

between

The Sending Organization

Zespół Szkół Ekonomicznych im. Jana Pawła II w Głogowie

and

The Supporting Organization

Euromind Projects S.L.

Sevilla

12/10/2024 - 26/10/2024

1. Profile Description

Euromind is an international training and education centre specialising in the comprehensive organisation of internships for VET mobilities and educational programmes for school and adult group and short-term mobilities.

Euromind also delivers job shadowing and courses for teachers from across the European Union in cooperation with its sister company idevelop Training (www.ideveloptraining.com).

Euromind has been operating in the European market since 2011 and employs around 60 people. The company's headquarters is located in Seville, Andalusia, south of Spain. Offices are located in 2 towns in Spain: Seville, Málaga, and one in Portugal: Setúbal. The company stands out for its great experience in organising training programmes.

As an active partner, it has supported more than 450 vocational training institutions in the preparation and implementation of mobility programmes.

More than 9,000 vocational and technical school pupils, students, graduates, unemployed people and employees have benefited from euromind's services over the years. A full list of projects with numbers and titles can be found on the euromind website, www.euromind.es under Past Projects. It should be noted that this list is constantly being updated.



Participant Name	Participant Profile	Host Organization
Katarzyna Kaszek	Logistics works	LiCO Cosmetics S.L.
Nikola Moskal	Logistics works	Mail Boxes Etc. ES0257 - Tamborastrans S.L.
Wojciech Jacak	Logistics works	Pepco - Dealz España S.L. (Avenida de Republica Argentina 37)
Aleksandra Urban	Logistics works	Pepco - Dealz España S.L. (C.C. Los Arcos)
Agata Gołabek	Logistics works	Pepco - Dealz España S.L. (Avenida de Republica Argentina 37)
Julia Antoszevska	Logistics works	LiCO Cosmetics S.L.
Dawid Śliwka	Logistics works	Pepco - Dealz España S.L. (C.C. Los Arcos)
Weronika Miskiewicz	General administrative assistance	iDevelop Training S.L.
Oliwia Zychla	General administrative assistance	Padilla Libros - Maria Padilla
Aleksandra Surma	General administrative assistance	Librería Triana - Martinez Martin S.C
Roksana Mroczkowska	General administrative assistance	Padilla Libros - Maria Padilla
Martyna Myhel	General administrative assistance	iDevelop Training S.L.
Sara Ławnik	General administrative assistance	Librería Papelería Falla S.C.
Joanna Woźniak	General administrative assistance	iDevelop Training S.L.



Host Organization: LiCO Cosmetics S.L.

Address: Avenida Ingeniería 9 (módulo 28)

Tutor's name: Estefania Ferrer

1. Description of the host organization

LiCO Cosmetics S.L. is a company that formulates skin treatments which combine engineering and nature. Their objective is to achieve cosmetic formulations that combine engineering and nature, high efficacy and sustainability. Their products are designed to achieve results for all skin types, applying innovative containment technologies to powerful active cosmetics and carefully selected sources of natural vitamins. They bring oils, extracts, aromas, and essences which are still unknown from all over the world. LiCo Cosmetics sells products online, through their webpage. Consequently, they have a warehouse with all the cosmetic products and they use computer technology to manage and track shipments through a central system, which allows the customer to verify the status of their packages in real time.

2. Main responsibilities & tasks carried out during the work placement

- Moving pallets and boxes to the store with the use of manual pallet truck
- Opening cases of merchandise and sorting products
- Placing all products in the warehouse (use staircase to access to shelves)
- Removing and placing products in the shop
- Handling carts, scanners, boxes and goods of large size
- Organizing products in the store and in the warehouse areas
- Marking and updating prices of products
- Supporting the data collection system
- Checking the expiry dates of products
- Observing the condition of store equipment and successive replenishment of missing products

3. Tutor's final note

6

4. Participant's opinion about their personal & professional development

Lico Cosmetics S.L. During my internship at Lico Cosmetics, I was responsible for preparing packaging for the shipment of cosmetics to customers. My tasks included folding boxes, placing products into packages, and assembling various components into the final packaging. I gained valuable experience working in a team, while also developing patience and precision in the tasks I performed. The positive aspects of my internship included a pleasant working environment and the opportunity to enhance my communication skills in Spanish. However, the challenges I faced were the repetitive nature of the tasks and the language barrier. Overall, my internship at Lico Cosmetics was a valuable experience, as I acquired practical skills that will be beneficial for my future professional endeavors.

6. Pictures



Host Organization: Mail Boxes Etc. ES0257 - Tamborastrans S.L.

Address: Calle Congreso 64 - Poligono Industrial PISA

Tutor's name: Juan Cistobal Lara

1. Description of the host organization

Mail Boxes Etc. ES0257 (Tamborastrans S.L.) is a company that operates in the business sector, offering services to make companies more efficient. It offers solutions in the areas of mail handling and packaging, printing (advertising gadgets, communication materials, personalised packaging materials, printing) and marketing (marketing materials preparation for fairs and events, corporate image creation), logistics (micro logistics, warehousing and fulfillment) and e-commerce (solutions for online shops, logistics automation, order management for e-commerce and others (address boxes, money transfers, office supplies, cartridges and toner cartridges).

2. Main responsibilities & tasks carried out during the work placement

- Performing administrative tasks related to the management of transport operations
- Assisting with packaging, labelling and storage of goods
- Entering shipment and receipt information into the computer programme
- Shipping and receiving products and parcels
- Creating and modifying documents using Microsoft Office
- Performing general logistics office tasks
- Using the photocopier, printer and scanner
- Preparing, scanning and uploading documents into electronic and paper filing systems
- Updating the customer database

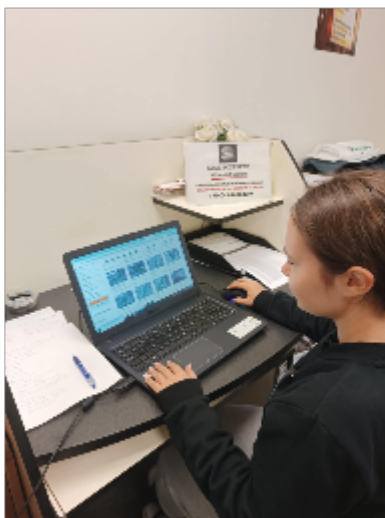
3. Tutor's final note

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4. Participant's opinion about their personal & professional development

NIKOLA MOSKAL MAIL BOXES ETC. During my internship, I help with activities related to the shipping process, such as: packing, securing, describing, labeling and addressing parcels; collecting parcels from customers; shipping parcels; tracking shipments in a special program; searching for potential contractors; computer work(various functions). During the internship, I learned how to cope with any situation, perseverance, strive for goals, overcome language barriers, I improved my level of English and I learned to communicate in Spanish sufficiently during the internship. professional life and during the entire stay in Spain. I also learned more about the entire transport process, the program for sending and tracking parcels, and much more. The positive aspects of my professional practice are meeting new people, a new culture, improving my knowledge of English and learning Spanish, visualizing logistic processes, gaining self-confidence, the ability to cope with new situations, integration with othersproject participants. The negative aspect is that the internship was accompanied by stress and pressure to do everything right and learn as quickly as possible. My internship was very valuable, developing and taught me how courier and parcel companies operate. I hope that the next internships will also be carried out in the company where I worked because it is a very good company, with valuable people who can teach a lot.

6. Pictures



Host Organization: Pepco - Dealz España S.L. (Avenida de Republica Argentina 37)

Address: Avenida de la República Argentina 37

Tutor's name: África Pérez

1. Description of the host organization

Pepco (Dealz España S.L.) belongs to the Pepco group, and it is a European retail chain offering clothing and household products at low prices. They sell more than 4,800 products in the categories of health and beauty, baby and pet care, cleaning products, household items, homeware, decoration, DIY, stationery, toys. But mostly, they are focused on the textile fashion: they have more than 800 garments for the whole family: women, men, and above all, a wide offer of childrens fashion. This company won several prizes, like the AI Business Excellence award, in 2017, amongst others.

2. Main responsibilities & tasks carried out during the work placement

- Moving pallets and boxes to the store with the use of manual pallet truck
- Opening cases of merchandise and sorting products
- Placing all products in the warehouse (use staircase to access to shelves)
- Removing and placing products in the shop
- Handling carts, scanners, boxes and large-size goods
- Organizing products in the store and in the warehouse areas
- Marking and updating the prices of products
- Supporting the data collection system
- Assistance in assembling the necessary delivery devices
- Observing the condition of store equipment and successive replenishment of missing products

3. Tutor's final note

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4. Participant's opinion about their personal & professional development

During my internship at Pepco, our main job was to manage the arrangement of goods in the store. We also took care of order. During the internship, we learned how to manage the appropriate arrangement of products throughout the store. The positive aspects of the internship were a good atmosphere at work, nice co-workers, and the professional experience gained. The disadvantages included the inability of employees to speak English, which made communication difficult. The narrow scope of duties performed by us. My internship was not adapted to our future profession, the company we were matched with did not have the opportunity to expand our competences to a greater extent, although the atmosphere at work made us willing to attend internships

6. Pictures



Host Organization: Pepco - Dealz España S.L. (C.C. Los Arcos)

Address: Avenida de Andalucía s/n - C.C Los Arcos

Tutor's name: África Pérez

1. Description of the host organization

Pepco (Dealz España S.L.) belongs to the Pepco group, and it is a European retail chain offering clothing and household products at low prices. They sell more than 4,800 products in the categories of health and beauty, baby and pet care, cleaning products, household items, homeware, decoration, DIY, stationery, toys. But mostly, they are focused on the textile fashion: they have more than 800 garments for the whole family: women, men, and above all, a wide offer of children's fashion. This company won several prizes, like the AI Business Excellence award, in 2017, amongst others.

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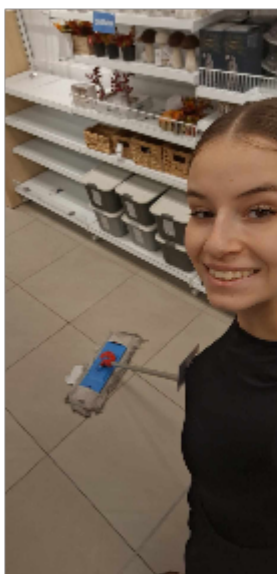
3. Tutor's final note

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4. Participant's opinion about their personal & professional development

During my internship at Pepco in Los Arcos, I washed the floor and hung clothes. I Take out the trash every morning. I don't learn anything new from a logistical point of view. The negative aspect is that you don't speak English, they don't even try. Some employees don't even understand that we don't speak Spanish. I think thqt they need to know a few words in English so that communication can be easier When it comes to positive things, it's a very nice atmosphere and thats all. Overall, coming here was a great idea because I saw a new country and culture, but it's a shame I didn't learn anything new.

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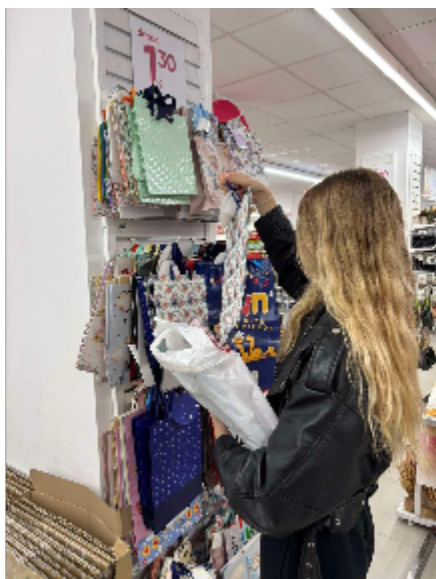
3. Tutor's final note

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4. Participant's opinion about their personal & professional development

During my internship at Pepco, our main job was to keep the store tidy and arrange the goods on the shelves. During the internship, we learned how to manage the proper arrangement of products throughout the store. The positive aspects of the internship were the nice co-workers, which created a good atmosphere at work and new experience gained. The disadvantages included the inability of the employees to speak English, which made communication difficult. The small variety of tasks we were given to do. My internship was not adapted to our future profession, the company we were chosen for did not have the opportunity to expand our competences to a greater extent, although the atmosphere at work made us willing to attend the internship.

6. Pictures



Host Organization: LiCO Cosmetics S.L.

Address: Avenida Ingeniería 9 (módulo 28)

Tutor's name: Estefanía Ferrer

1. Description of the host organization

LiCO Cosmetics S.L. is a company that formulates skin treatments which combine engineering and nature. Their objective is to achieve cosmetic formulations that combine engineering and nature, high efficacy and sustainability. Their products are designed to achieve results for all skin types, applying innovative containment technologies to powerful active cosmetics and carefully selected sources of natural vitamins. They bring oils, extracts, aromas, and essences which are still unknown from all over the world. LiCo Cosmetics sells products online, through their webpage. Consequently, they have a warehouse with all the cosmetic products and they use computer technology to manage and track shipments through a central system, which allows the customer to verify the status of their packages in real time.

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4. Participant's opinion about their personal & professional development

Lico Cosmetics S.L. During my internship, I prepared packages for shipping from scratch. We processed boxes, folded them, picked orders and packed them for shipment. I learned how many people and processes must go through the package that the customer will finally receive. This requires great precision and accuracy. I learned how to work in a team and how to make my work easier, look for easier but more effective solutions through trial and error. On the positive side, I learned a lot of new things. I tested myself while working and saw what the order fulfillment process looks like. However, I was not satisfied with the lack of communication. Using an interpreter instead of trying to start a conversation. Despite everything, I am very satisfied. I will remember this internship well. The atmosphere was good and the practices were pleasant. Many times I was stressed that I would do something wrong, but the team was really great. I'm glad I could take part in the project in Sevilla.

6. Pictures



Host Organization: Pepco - Dealz España S.L. (C.C. Los Arcos)

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3. Tutor's final note

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4. Participant's opinion about their personal & professional development

During the Erasmus plus project, I faced the challenge of working in the Pepco company. The tasks I performed were as follows: + hanging clothes on hangers + replenishing and arranging goods + generally taking care of order in the store What I gained from this job was primarily learning how to operate a forklift, sort goods and serve customers. I also realized what the work of employees of such a store looks like, which is difficult and very responsible. The positive experience I had was taking part in such a large project for the first time, just like working in any store, and I really like working and doing anything. The fact was that the Spaniards were surprised by how quickly Poles work ????? Also, contact with another culture, language gave me a lot to think about. I overcame my weaknesses. I also opened up to new acquaintances and the employees were very nice and understanding, we smiled at each other all the time. There are also negative aspects such as language barriers, poor knowledge of English among the Spanish, which caused difficulty in communicating, determining what to do and time-consuming translation by an interpreter or sign language, in which we had to guess what was going on and it was not always accurate. Often we had nothing left to do. Also the lack of too direct activities related to our profession. To sum up, My participation in the project brought me many impressions and lessons for the future. I could observe how the company works from the inside and what kind of activities I can expect working in my profession. I wanted to give it my all and I think I succeeded. I will never forget this trip, I am very

grateful for the opportunity to participate in such an event.

6. Pictures



Host Organization: iDevelop Training S.L.

Address: Avenida de Hytasa 36

Tutor's name: Inmaculada Doblado

1. Description of the host organization

iDevelop Training S.L. is a provider of structured courses and a language school aimed at school teachers and other adults. Considering that its mission is to promote, support and carry out educational activities, the company offers a wide range of courses and workshops for teachers from EU member and associated countries. To meet the professional development needs of teachers, the company offers a wide range of training programmes that meet the needs of modern and innovative schools in the 21st century. Topics address a wide range of educational issues, such as motivation, new teaching methods, the use of new communication and information technologies, the use of foreign languages, enhancing the quality of teaching and student activities, strengthening social cohesion in Europe, making a difference through modernization and international openness at school, increasing motivation for professional development and more.

2. Main responsibilities & tasks carried out during the work placement

- Attending project meetings when appropriate
- Assisting in the coordination of events during projects' delivery
- Undertaking general administration including text processing, dealing with enquiry's and routine correspondence, photocopying, scanning, filing, etc.
- Ensuring that project files are up to date
- Assisting the manager of the company in the maintenance of the database (enter data, make queries and prepare reports)
- Maintaining and updating the internal library and index including administration of photos and digital images
- Arranging and overseeing the recording of projects for the database and archive
- Preparing and delivering presentations
- Helping in the preparation of marketing materials
- Managing company's social media, Facebook

3. Tutor's final note

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4. Participant's opinion about their personal & professional development

iDevelop Training S.L. During my internship at iDevelop Training S.L., I had the opportunity to deal with various invoices, entering information into the database and other essential office activities. Positive aspects of my internship included the fact that I had the possibility to enhance my professional skills, have new experiences, gain a lot of beneficial knowledge and see how things work at the office in a different country. However, I think that there should be more attention put towards using foreign language because I didn't have an opportunity to practice English, which was really significant to me. My internship at iDevelop Training S.L. was a practical and valuable experience. I gain a lot of meaningful knowledge that I'll use in the future. It made me more confident about myself and the work that I'm doing.

6. Pictures



Host Organization: Padilla Libros - Maria Padilla

Address: Calle Trajano 18

Tutor's name: Maria Padilla Berdejo

1. Description of the host organization

Padilla Libros is a bookseller and publishing company that, in addition to publishing books, also offers book editing, personalized notebooks and handmade boxes, stamps and invitations for special occasions. Padilla Libros has published eight hundred titles, ranging from poetry, fiction, theatre, cinema, historical books, philosophical books, essays, literary studies to facsimiles.

2. Main responsibilities & tasks carried out during the work placement

- Handling invoices, receipts, and payments
- Receiving deliveries and stock management
- Taking care of the order of the bookshop: unpack books and organize them in the warehouse stationary
- Replacing, placing and sorting products in the shop
- Organizing the showcase
- Creating and modifying documents using Microsoft Office
- Using copy photocopier, printer, and scanner
- Preparing, scanning and placing documents in electronic and paper archiving systems
- Classifying books (date order, alphabetic etc.)
- Creating bibliographic records

3. Tutor's final note

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4. Participant's opinion about their personal & professional development

During my internship at Padilla Libros - Maria Padilla, I performed tasks such as packing books, postcards, and bookmarks, recording prices for new books, entering the quantities of remaining books into the computer system, and folding pages for notebooks that will be created by them. I learned a lot about recycling paper, creating books and notebooks, and paying attention to the smallest details of the products that later appear on bookstore shelves to attract and encourage customers to make a purchase. A positive aspect of my internship was that I could learn more about collaborating with others and listen to the process of creating their own products. A negative aspect was that not all the tasks assigned to us were fully aligned with our field of study. My internship at Padilla Libros - Maria Padilla was a rewarding experience that provided me with valuable knowledge about how such companies operate and the tasks involved.

6. Pictures



Host Organization: Librería Triana - Martinez Martin S.C

Address: Calle Condes de Bustillo 32

Tutor's name: Dolores Martinez Enrique

1. Description of the host organization

Librería Triana (Martinez Martin S.C) is a bookshop and stationery shop. The main activity of the company is the sale of books. It offers a wide range of books, but also a large selection of accessories, stationery and decorative items. In addition, the company provides copying and printing services, and the shop is equipped with good quality printers and other equipment needed for binding and making professional photocopies. Sales and administration are the main fields of work in this bookshop.

2. Main responsibilities & tasks carried out during the work placement

- Creating and modifying documents using Microsoft Office
- Performing general office duties
- Using a photocopier, printer, and scanner
- Preparing, scanning and placing documents in electronic and paper filing systems
- Maintaining and managing inventory control of materials and suppliers
- Processing sales invoices, receipts, and payments
- Analysing prices and purchasing office supplies
- Providing appropriate organization of invoices
- Maintaining and updating records management database systems

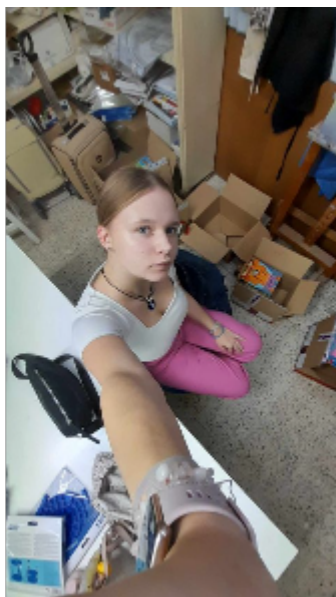
3. Tutor's final note

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4. Participant's opinion about their personal & professional development

During my internship in Libreria Martin Martinez I got to know the workings of a bookstore from the inside. I learned how used to many types of photocopiers. I saw invoices and what are the differences between them and the Polish invoices. I learned Spanish VAT rates. The biggest problem was language, but that also was challenge which we did. My internship at Libreria Martin Martinez was a valuable and enriching experience which gave me a lot of insight about how companies like that work and what tasks I should expect to be required to complete in the future.

6. Pictures



Host Organization: Padilla Libros - Maria Padilla

Address: Calle Trajano 18

Tutor's name: Maria Padilla Berdejo

1. Description of the host organization

Padilla Libros is a bookseller and publishing company that, in addition to publishing books, also offers book editing, personalized notebooks and handmade boxes, stamps and invitations for special occasions. Padilla Libros has published eight hundred titles, ranging from poetry, fiction, theatre, cinema, historical books, philosophical books, essays, literary studies to facsimiles.

2. Main responsibilities & tasks carried out during the work placement

- Handling invoices, receipts, and payments
- Receiving deliveries and stock management
- Taking care of the order of the bookshop: unpack books and organize them in the warehouse stationary
- Replacing, placing and sorting products in the shop
- Organizing the showcase
- Creating and modifying documents using Microsoft Office
- Using copy photocopier, printer, and scanner
- Preparing, scanning and placing documents in electronic and paper archiving systems
- Classifying books (date order, alphabetic etc.)
- Creating bibliographic records

3. Tutor's final note

6

4. Participant's opinion about their personal & professional development

During my internship at Padilla Libros Sevilla, I assisted in organizing the bookstore's inventory and helped with the management of book deliveries. I also contributed to cataloging I learned how to manage a book inventory system effectively and gained experience in customer service. Additionally, I became familiar with the logistics behind the process of stocking new publications. The positive aspects of my internship were that I had the chance to work in a calm and intellectually stimulating environment. I enjoyed being surrounded by books and learning about the operations of a bookstore. However, there were some challenges, such as the need to quickly adapt to this place, which was sometimes difficult due to language barriers. My internship at Padilla Libros Sevilla was a great opportunity to experience working in a unique cultural space. It gave me insight into the book industry and allowed me to develop skills in organization. The internship was both rewarding and challenging, as I had to adjust to the language and the different working pace compared to what I was used to. Overall, it was a valuable experience that has enriched my understanding of the book trade.

6. Pictures



Host Organization: iDevelop Training S.L.

Address: Avenida de Hytasa 36

Tutor's name: Inmaculada Doblado

1. Description of the host organization

iDevelop Training S.L. is a provider of structured courses and a language school aimed at school teachers and other adults. Considering that its mission is to promote, support and carry out educational activities, the company offers a wide range of courses and workshops for teachers from EU member and associated countries. To meet the professional development needs of teachers, the company offers a wide range of training programmes that meet the needs of modern and innovative schools in the 21st century. Topics address a wide range of educational issues, such as motivation, new teaching methods, the use of new communication and information technologies, the use of foreign languages, enhancing the quality of teaching and student activities, strengthening social cohesion in Europe, making a difference through modernization and international openness at school, increasing motivation for professional development and more.

2. Main responsibilities & tasks carried out during the work placement

- Attending project meetings when appropriate
- Assisting in the coordination of events during projects' delivery
- Undertaking general administration including text processing, dealing with enquiry's and routine correspondence, photocopying, scanning, filing, etc.
- Ensuring that project files are up to date
- Assisting the manager of the company in the maintenance of the database (enter data, make queries and prepare reports)
- Maintaining and updating the internal library and index including administration of photos and digital images
- Arranging and overseeing the recording of projects for the database and archive
- Preparing and delivering presentations
- Helping in the preparation of marketing materials
- Managing company's social media, Facebook

3. Tutor's final note

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4. Participant's opinion about their personal & professional development

During my internship at Ideveloping Training S.L., I managed the company's application, handled documentation matters, and assisted with the recruitment of participants for the Euromind program. I learned many new things, such as using various programs helpful for this work, organizing the workspace, time management, and I also developed my communication skills with employees in English. A positive aspect of my internship is gaining new skills and valuable knowledge that can be useful in the future. I also had the opportunity to meet remarkable people who shared a wealth of new knowledge with me. I definitely managed to overcome my language barrier to some extent, or at least this experience helped me reduce it. As for negative aspects, I didn't really notice any. Overall, it was a positive experience that will benefit me in the future.

6. Pictures



Host Organization: Librería Papelería Falla S.C.

Address: Calle Maestro Falla 26

Tutor's name: Benito Rico Hidalgo

1. Description of the host organization

Librería Papelería Falla S.C. is a bookshop and stationery shop. It offers a wide range of books, but also newspapers, office equipment and all necessary school accessories, as well as products for children such as educational games, toys, puzzles, etc. Products are also sold through the online store. The shop also provides photocopying and printing services and is equipped with good quality printers and other equipment needed for binding and making professional photocopies. SINLIB software is used to manage the work of the bookshop.

2. Main responsibilities & tasks carried out during the work placement

- Receiving clients
- Performing customer service (helping clients with their choices etc.)
- Supporting the sale process
- Promoting the library's image
- Performing general clerical duties that include: photocopying, faxing, mailing and filing, using SINLIB programme
- Using shop's equipment such as a photocopier, printer, and scanner
- Researching the price and purchasing office supplies
- Coordination delivery of supplies
- Processing sales invoices, receipts, and payments
- Ordering and archiving invoices according to the month

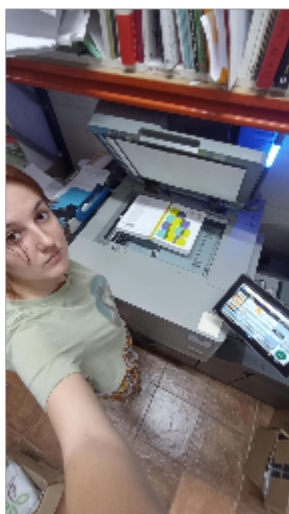
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4. Participant's opinion about their personal & professional development

During my internship in Librería Papelería Falla I carried out and inventoried goods, rotated magazines and entered new deliveries in the warehouse program. In addition, I operated photocopiers and other office equipment. I filled in and checked various documents, including invoices and documents for returning magazines to publishers. I learned how to use new computer program, like Sinlib. I also learned how to feel new kind of documents. Positive aspects of my internship included the fact that I learned a lot of new things. Also, the atmosphere at my internship was really good, which definitely influenced my assessment. I can't see any negative aspects of my internship, apart from a long time, that I need for go there. Honestly, my internship in Librería Papelería Falla was really nice and developing experience. The tasks assigned to me wasn't to hard and I was doing it without bigger problems. It was really good time, I learned a couple of new things and finally I was abled to use my knowledge and skills.

6. Pictures



Host Organization: iDevelop Training S.L.

Address: Avenida de Hytasa 36

Tutor's name: Inmaculada Doblado

1. Description of the host organization

iDevelop Training S.L. is a provider of structured courses and a language school aimed at school teachers and other adults. Considering that its mission is to promote, support and carry out educational activities, the company offers a wide range of courses and workshops for teachers from EU member and associated countries. To meet the professional development needs of teachers, the company offers a wide range of training programmes that meet the needs of modern and innovative schools in the 21st century. Topics address a wide range of educational issues, such as motivation, new teaching methods, the use of new communication and information technologies, the use of foreign languages, enhancing the quality of teaching and student activities, strengthening social cohesion in Europe, making a difference through modernization and international openness at school, increasing motivation for professional development and more.

2. Main responsibilities & tasks carried out during the work placement

- Attending project meetings when appropriate
- Assisting in the coordination of events during projects' delivery
- Undertaking general administration including text processing, dealing with enquiry's and routine correspondence, photocopying, scanning, filing, etc.
- Ensuring that project files are up to date
- Assisting the manager of the company in the maintenance of the database (enter data, make queries and prepare reports)
- Maintaining and updating the internal library and index including administration of photos and digital images
- Arranging and overseeing the recording of projects for the database and archive
- Preparing and delivering presentations
- Helping in the preparation of marketing materials
- Managing company's social media, Facebook

3. Tutor's final note

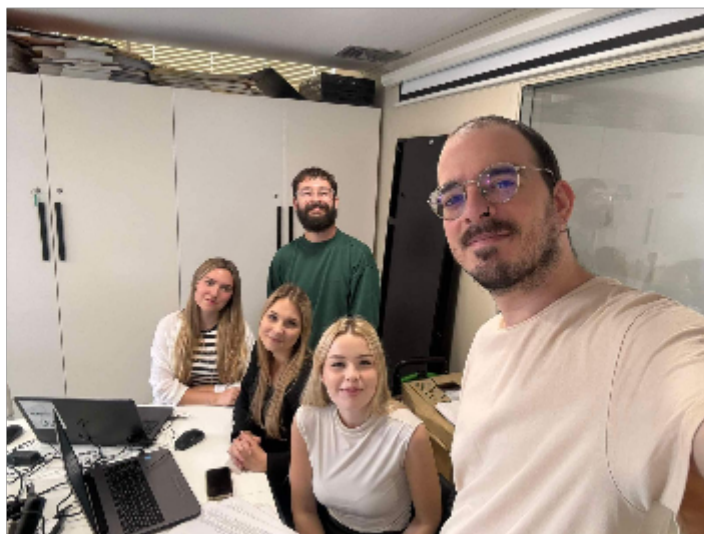
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4. Participant's opinion about their personal & professional development

During my internship at iDevelop Training S.L., I entered data for participants, printed and scanned documents, and assisted with organizational matters related to the internships. I improved my work organization and task prioritization skills, learned to use various programs and technologies essential in this industry, and developed effective communication and teamwork skills. Positive aspects of my internship included gaining valuable experience in work organization, communication, and time management. I worked with a cohesive team, which fostered the exchange of ideas and support. However, I found that some tasks were monotonous, which limited creativity. At times, there was a lack of more ambitious tasks that could have enhanced my skills. My internship at iDevelop Training S.L. was a valuable experience that provided me with insight into how such companies operate and what tasks can be expected. I gained practical skills like time management and organization, which are invaluable for my future career. Although some tasks

were monotonous, I learned to appreciate routine as a foundation for effective work.

6. Pictures



1. Mobility project preparation & Induction

Before the participants arrived, Euromind provided them with a pre-arrival guide packed with essential information about local transportation, social activities, and emergency contacts. Additionally, Euromind organized online meetings to introduce themselves to the participants and conduct interviews. Following these interviews, a dedicated group on social media was established, facilitating ongoing communication between Euromind, the selected participants, and their accompanying teachers, fostering a sense of community even before their arrival in the host country.

Drawing upon a thorough evaluation of participants' CVs and interview outcomes, Euromind carefully matched each individual with suitable host organizations. Ensuring compliance with all necessary regulations, Euromind individually prepared Learning Agreements for each participant and ensured that all involved parties signed the required documents.

Upon the group's arrival, Euromind hosted a welcoming meeting where participants were introduced to the Euromind team and briefed on the program agenda, accommodation guidelines, and dissemination strategy options. Subsequently, the Euromind team accompanied participants to meet their designated mentors at the host organizations, acquainting them with their workplace environment.

To aid in their integration into the local community, participants were taken on a neighbourhood tour, familiarizing them with nearby amenities such as banks, post offices, supermarkets, and bus stations. This comprehensive approach aimed to facilitate participants' smooth transition and adaptation to their new surroundings.

2. Monitoring & Mentoring

To ensure the fulfillment of Learning Agreement objectives and the seamless integration of participants into work culture, monitoring was conducted collaboratively by all project stakeholders. Euromind designated a coordinator responsible for introducing participants to the host organization(s).

Throughout the program, mid-term and final monitoring and evaluations were conducted to review participant tasks, progress, and gauge satisfaction levels from both participants and host organizations. Following the mid-term evaluation, the coordinator met with participants to discuss the results. Any areas of concern were addressed privately to allow for open discussion and problem-solving.

Host organizations appointed staff members as tutors to assist, inform, guide, and supervise participant work. These tutors held regular meetings with participants to assess their presence, discuss tasks, and adjust responsibilities as needed based on company and participant requirements.

At the program's conclusion, during a farewell session, Euromind distributed evaluation sheets for participants to assess their experience in Spain, their work placements, and Euromind's performance. Euromind remained available to participants 24/7 for emergency assistance.

3. Communication

Euromind takes good care of successful communication between companies and trainees. Each evaluation of work is aimed at improving the quality of cooperation. Each party is thoroughly checked and assessed and the necessary improvements are introduced. Moreover, Euromind mediates in this supervisor-trainee collaboration by translating and solving language-connected complicated matters.

4. Dissemination strategy

Euromind actively participated in preparing and disseminating project results alongside the sending organization and participants. Throughout the mobility program, Euromind organized weekly one-hour meetings with participants to monitor their progress and ensure they gathered all necessary information regarding their work placements and stay in the host country. The materials produced by participants served as valuable tools for disseminating project results to all stakeholders involved.

Participants had the flexibility to work either individually or in groups. On the first day, they were required to decide on the method(s) they would use to document their professional experiences. Typically, the entire group created a Facebook page, recognized for its effectiveness and accessibility to a wide audience. This platform appealed particularly to young people, allowing them to share their experiences instantly.



Apart from the Facebook fan page, the trainees were encouraged to prepare a PowerPoint presentation in English which they would be able to use to disseminate the results of the project back home (conferences, meetings with other students, parents, etc.).

Euromind also disseminates the project at a local level. It organises language and cultural exchanges between the international trainees and students from local vocational colleges. During those meetings both Spanish and International students are involved in a number of activities the aim of which is to get to know each other, share experiences related to work experiences and in general their stay in Spain. The students also exchange information about their countries and cultures.

5. Certification

At the conclusion of their stay, participants received comprehensive validation of their acquired skills, knowledge, and competencies through various recognition methods, including:

- Training Certificate
- Europass Mobility Certificate
- Transcript of Records reflecting acquired learning outcomes
- Language Course Certificate, if applicable



1. Basic cultural programme (1 day trip* + 1 cultural activity + 1 city tour with euromind) * Trip destination depending on availability, accompanying person & guide service not included)

A comprehensive cultural program has been crafted to enrich the Erasmus+ student experience. This program featured essential components aimed at deepening cultural immersion. Firstly, it included a guided tour of the student's city of residence, providing practical insights into local life and landmarks. Secondly, participants engaged in a culturally significant activity, such as traditional music or art, fostering appreciation and interaction with local customs. Lastly, an excursion to notable regional attractions offered the students a broader perspective on the country's heritage and geography. This structured initiative served as an introductory cultural package, designed to equip participants with foundational knowledge of their host country's rich traditions and practices.

2. Project promotion (dissemination) meetings with euromind Coordinator (1 hour per week)

The primary aim of the dissemination meetings was to create materials that would serve as promotional tools for the project once participants returned to their home country. These meetings were held weekly and facilitated by the Euromind Coordinator, who played a crucial role in ensuring the success of the dissemination efforts. During each session, the Euromind Coordinator met with the participants to review their progress, address any challenges they encountered, and provide answers to their questions. This consistent support helped to maintain momentum and ensure that any obstacles were promptly resolved. The coordinator also monitored the development of the dissemination tools, ensuring that they met the project's standards and objectives.

3. Cádiz (shuttle bus)

While in Cadiz, one of the oldest towns in the Iberian Peninsula, the students discovered its long history spanning over 3,000 years. Founded by the Phoenicians around 1100 BC, it has always been one of Spain's most important ports. They were amazed by the old town's wide squares, winding streets, and tall houses with towers, giving it a mysterious maritime feel. After exploring the Old City, the participants had a few hours to explore on their own and relax on the nearby pristine beaches. As they soaked up the sun, they enjoyed the fresh sea breeze and the sound of waves, fully immersing themselves in Cadiz's coastal beauty. The tranquil atmosphere and historic charm of Cadiz left a lasting impression on the students, making it a highlight of their journey through Spain.



The Euromind team worked hard to provide the trainees with an exceptional professional and cultural experience. They were always available to offer support, guidance, and solutions to any challenges the trainees encountered.

The participants were highly satisfied with their professional training abroad, which provided them with valuable experience. It's expected that they will apply this experience in their current roles back home or use it to enhance their job prospects.

Additionally, the participants learned the basics of the host country's language and demonstrated their ability to thrive in a multicultural work environment, both independently and as part of a team.

The Euromind team was extremely pleased with the participants' engagement and enthusiasm throughout the project. Overall, the project was a great success, and we look forward to collaborating on future projects with Zespół Szkół Ekonomicznych im. Jana Pawła II w Głogowie.

Sevilla, 26/10/2024

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