

Recommendations for schools on how to participate in the Erasmus+ Programme KA1 Learning mobility of individuals, Mobility projects for school education staff in the most effective way

Phases	Project coordinators	Teachers	Principals
PLANNING	Ask community about the needs for teaching innovations	Prepare the list of personal competence development needs	Evaluate situation in the school and prepare the list of school strategic development needs
	Discuss the alignment of personal and organizational needs taking into consideration school self-evaluation results and school strategic vision		
	Discuss and select the most suitable forms of mobility that fits best to the agreed needs of the school		
	Consider networking with other schools in the region (consortium application)		
	Look for suitable courses, find partners for job shadowing or teaching		
	Engage representatives of parents and pupils, if needed, when looking for suitable courses		
	Discuss the candidates for mobility		Align mobility plans with school year calendar Foresee the candidates of mobility Plan teachersubstitution
	Find the key teacher/s (change agent/s) at school for spreading project ideas and create the project support team		
	Keep transparency of staff selection according to the requirements of the ERASMUS+ Programme		
	Agree on dissemination and implementation of mobility results (in class, subject area, school, regional levels) for different audiences (colleagues, pupils, parents) The priority should be given to more collaborative, engaging forms of experience sharing		

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PREPARATION FOR MOBILITY	Coordinate the teacher preparation process	Prepare yourself for the topic of mobility, be ready explore another culture, be ready networking in new environment	Keep an eye on teacher preparation for mobility
DISSEMINATION OF MOBILITY RESULTS	Take care of this process	Share personal success with colleagues inside and outside the school	Create favorable conditions for dissemination Encourage engaging experience sharing activities
IMPLEMENTATION		Try, share and reflect ideas, methods, etc. from mobilities	
		Evaluate, reflect and support the implementation of changes taking into consideration pupils welfare	
		Share best practices with colleagues discuss how to improve their practices. If possible, invite colleagues to observe the activities in the class	Support discussions of teachers like communities of practice
AFTER THE PROJECT	Evaluate and discuss project results according to schools strategic vision, take decisions needed for project result institutionalization and sustainability		
	Find forms of networking in professional learning communities of mobile staff		