



**Agenda of Capacity Building Event:
INTERNATIONAL CAREER CENTER FOR
ENTREPRENEURSHIP**

September 11 -15, Riga, Latvia



AGENDA of Intensive Capacity Building Event in Riga

Specific objective: The purpose of this intensive program for teaching staff is to establish the ICCE (International Career Centre for Entrepreneurship) workshops, which would be implemented in the second and third semester of the project period. Teaching staff will receive guidance, skills and new methods for implementing the workshops at their respective institutions. Draft versions for each of the 6 workshops will be defined, including the themes and study materials that will be provided.

Day 1: Monday, 11.09.2017		
Time	Event	Details
11:30-12:00	<ul style="list-style-type: none"> - Registration of the participants - Welcome coffee 	Venue: EKA Lomonosova 1/5, Riga
12:00-13:00	<ul style="list-style-type: none"> - Welcome speech by EKA Acting Rector - Welcome speech of SPIDE project leader at EKA - Presentation of EKA - Presentation of Riga and Latvia 	
13.00-14:00	<ul style="list-style-type: none"> - Lunch 	Venue: EKA
14:00-16:00	<ul style="list-style-type: none"> - Presentation of the Career Centre of the University of Ljubljana/Faculty of Administration - Presentation of the Career Centre of University for Applied Sciences, Kiel - Presentation of the Career Centre of the Integrated Business Institute - Presentation of Latvian Career centres (EKA) 	
16:00 – 18:30	<ul style="list-style-type: none"> - Discussion on career centres 	
19:00 – 21:00	<ul style="list-style-type: none"> - Welcome event 	Venue: SemaraH Hotel Metropole Aspazijas bulvāris 36/38
Day 2: Tuesday, 12.09.2017		
Time	Event	Details
9:00-11.30	Presentations of best practices at the EKA: <ul style="list-style-type: none"> - Presentation of Practical Work/Internship as a part of study programme - Design thinking for young entrepreneurs 	I.Brasla – study programmes “International Trade and Logistics”, “Innovative Economics and Entrepreneurship”
10:30-11:30	Contribution of the Educational Institutions to Students’ Career Development	L.Kalnina - “Panākumu Universitāte”
11.30-12.00	– Coffee break	

12:00-13:30	Discussion on: - Support to Students' Career Development - Managerial-Entrepreneurial Skills Development for Researchers	M.Kontina - study programmes "Marketing un Innovation", "Entertainment Management" (Alberta College)
13:30-14:30	- Lunch	
15:00-17:00	- Visit to the National Library of Latvia - Meeting with the representatives of Latvian business incubators. Discussion of interaction between Business incubators and Career centres	I.Cirule – BI of RISEEBA O.Aleksova – BI of EKA
Day 3: Wednesday, 13.09.2017		
Time	Event	Details
9:00-11:00	- Visit to EKA Business Incubator - Presentation on business ideas generation techniques - Presentation on business ideas testing and business plan development	O.Aleksova – BI of EKA
11:00-11:30	- Coffee break	
11:30-12:30	- Workshop on idea generation, analysis and presentation	
12:30-13:30	- Discussion on ICCE workshop format - Establishing draft version of workshop templates	
13:30-14:30	- Lunch	
14:30-17:00	- Presentation of ICCE workshop idea by EKA - Testing of idea by participants	
19:00-21:00	- Social programme event	Meeting point: 18:00 EKA 18:30 Latvian National Opera
Day 4: Thursday, 14.09.2017		
Time	Event	Details
9:00-11:00	- Presentation of the Consolidated Career Center established during ISPEHE (IBI) - Experience in implementing CCC (except Kehl) - Achieving sustainability of CCC - Practical implementation of CCC in international university projects (COOL project) - Presentation of IBC curriculum (IBI) - Presentation of Entrepreneurial courses in the partner institutions	
11:00-11:30	- Coffee break	
11:30-13:30	- Working meeting on determining content for each	



	workshop and materials for students, including (the criteria for teaching staff involved; the size and group of students involved in the workshops)	
13:30-14:30	- Lunch	
14:30-15:30	- Discussion with teaching staff of EKA engaged in SPIDE project and on ICCE workshop development and conducting	
15:30-17:30	- Establishing dates and venues/technology used for each of the workshops	
19:00-21:00	- Dinner hosted by the University of Economics and Culture (EKA)	Meeting point: Semarah Hotel Metropole
Day 5: Friday, 15.09.2017		
Time	Event	Details
9:00-11:30	- Working meeting on determining content for each workshop and materials for students - Development of the draft versions for each of the 6 workshops	
11:30-12:00	Coffee break	
12:00-13:30	- Concluding remarks - Discussion about BSS materials and potential connection with workshops - Discussion on next steps concerning Online Resource Hub	
13:30-14:30	Lunch	
14:30-16:00	- Time schedule and deadlines for the next period - Closing of the meeting (documents preparation)	