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**Staff Mobility for Training**

Work Plan - Draft

This Work Plan will be the basis for the selection of candidates for Erasmus+ Staff Training Mobility. Successful candidates will then be required to complete a Staff Mobility Training Agreement and have it signed by a representative of the host organisation.

1. **The applicant, the host organisation and the dates of the proposed training**

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| Name of the NUI Galway staff member: |  |
| Area of work at NUI Galway: |  |
| Telephone extension number and e-mail address: |  |
| Name and Erasmus code of the host institution, and the relevant department/unit therein  OR name of host enterprise and department (and country of host enterprise): |  |
| Name of the contact person from the host institution/enterprise: |  |
| Telephone number and e-mail address of the above: |  |
| Duration of the proposed training in days: |  |
| Exact dates of the training (if known): |  |

1. **About the training – please provide as much information as possible, expanding the sections as necessary.**

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| **Overall aim and objectives of the mobility**: |
| **Added value of the mobility (both for the home institution and for the staff member):** |
| **Activities to be carried out and the programme for the period**: |
| **Expected results**: |
| **Have you sought the approval of your Head of Section/School/Discipline, etc?**  *(please elaborate)* |
| **Have you sought the approval of the host institution in relation to your proposed training visit?**  *(Please elaborate, and provide a letter or e-mail of invitation)* |

*Please return this form to Mary Lyons, International Affairs Office.*