Mobility eNOTEBOOK (IO3)

Supporting VET participants and organizations to prepare, monitor and evaluate the learning mobility.

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Introduction

This eNotebook is part of the ERASMUS+ KA2 Strategic Partnerships in the field of VET project titled "ePassport". The aim of the ePassport project is to strengthen the capacities of organisations working in the field of Vocational Education and Training (VET) and to improve the techniques and methods of preparation and follow-up of beneficiaries participating in a hybrid and virtual mobility project.

The eNotebook was created to ensures the support and contact between the organisations and the participants.

This eNotebook is addressed to participants and organisations involved in a VET mobility project whether it is face-to-face, hybrid or virtual. It is made as a tool that can support the organisation of the activity in such a way, so that, if needed, the participants will be able to start their mobility in the origin country or continue it from home in case the mobility is interrupted for any reason.

The IO3 "Hybrid and Virtual Mobility eNotebook" is developed to ensure the support and contact between organisations and the participant during a hybrid or virtual mobility. This eNotebook will establish a working plan, set the objectives and the expected results from the VET participant, to identify the practical tasks to be carried out.

The aim is to create a virtual working framework and to foster the link between the three parties (two organisations and the participant).

To be more specific, the main objectives of this tool are:

- To support participants, and both sending and hosting organisations in the preparation of the activity
- To foster the link between the three parties (participants, organisations, and the participants)
- To support participants and VET organisations to plan, carry out and evaluate the activities.
- To support the monitoring and follow-up of the participant's tasks during a hybrid and/or virtual mobility
- To provide tools for the smooth and successful management of the tasks by all parties (sending and hosting organisations, and participants)

Throughout this eNotebook, questions are sometimes highlighted by the following coloured tags:

FACE2FACE   HYBRID   VIRTUAL

These indicate to the reader which form of mobility the question is suited to, whether face-to-face, hybrid or virtual. **Unspecified questions are common to all three types of mobility**.

ROLES AND RESPONSIBILITIES

Roles and Responsibilities

The three parties involved in a mobility are: the sending organisation, the hosting organisation, and the mobility participant.

The following section details the duties, roles, and responsibilities of the three parties before, during and after the international mobility period:

Sending organisation

- Signs the Grant agreement with the respective National Agency and manages the project.
- Assigns a person responsible for managing the project and a contact person.
- Manages the grant.
- Selects the participant(s).
- Provides information about the overall sending process.
- Provides all the necessary documentation to carry out the mobility.
- Subscribes to the insurance for the participants and provide detailed explanations on its functioning.
- Signs the learning agreement with the participant and the hosting organisation.
- Supports participants during the preparation phase, as well as during the mobility and after it.
- Makes the relevant reports during the whole process.
- Submits the final report to the Agency.
- Reports on the results to the relevant National Agency.
- Encourage their participants to take part in alumni activities and networks.

Hosting organisation

- Signs an agreement for the implementation of the project with the sending organisation.
- Signs the learning agreement with the participant and the sending organisation.
- Assigns a person responsible for managing the project and a contact person.
- Welcomes participants.
- Prepares and manages all hosting details.
- Provides any necessary information from the host country.
- Ensures fair and equal conditions for all participants.
- Identifies a mentor and a line manager who will be following the participant during their stay.
- Supports the participant throughout the whole adaptation process.
- Prepares and monitors participants during the mobility period.
- Enables participants to develop skills and take initiatives throughout the mobility period.
- Provides recognitions related to the mobility period.

- Makes the relevant reports during the participant's stay in the host country or during the virtual mobility period.
- Promotes environmentally sustainable and responsible behaviour among the participants.

Participants

- Provide reliable information relating to their personal and professional situation.
- Provide information about their needs, expectations, and desired learning outcomes.
- Inform the sending organisation of any steps taken in parallel that may alter the course of the project (job search, application for training, etc.).
- Provide information about their competences and educational background.
- Carefully read all the information provided about the mobility project.
- Attend all the introductory meetings/interviews with both the sending and hosting organisation (in person or online).
- Sign the learning agreement.
- Submit the relevant report.
- Follow the rules and laws of the host country and the host organisation.
- Maintain regular contact with the sending and hosting organisation.
- Ensure their own safety and the safety of their entourage by avoiding putting themselves in any dangerous or hazardous situation.

INFORMATION ABOUT THE HOST COUNTRY

Information about the Host Country

As a participant, the first thing that you need to do is familiarise yourself with the country where you are going to live.

Do some research and gather general information on your host country to help you become more familiar with the local context and discover the singularities of living in this area (daily life, social aspects, administrative organisation, etc).

You can find this information on dedicated websites or by searching for any film, video, or resource about the country's culture and history. You can also search for more specific information about the city where you will be hosted. Do not hesitate to ask your hosting organisation for more details on the country, the hosting city, and local community.

Look for the answer to the following questions about your hosting country

What is the political and social situation of the country (political regime, key historical facts, economic situation, etc)?

What is its size (km2)**? How many inhabitants does it have?**

What is the main religion?

What is the weather like? `FACE2FACE` `HYBRID`

What kind of clothes must I bring? `FACE2FACE` `HYBRID`

What languages or dialects are spoken?

What is the currency? Is it an expensive or cheap country? `FACE2FACE` `HYBRID`

Are there any specific regulations? Rules about – alcohol, cigarettes, water… `FACE2FACE` `HYBRID`

Is the country often exposed to natural catastrophes? (earthquakes, floods, cyclones...) `FACE2FACE` `HYBRID`

What are the most typical foods? Are there any foods or drinks that are forbidden? `FACE2FACE` `HYBRID`

Are there any restrictions due to special circumstances? `FACE2FACE` `HYBRID`

What is the work culture in your host country? Are there any regulations which differ from what you are used to your home country? `FACE2FACE` `HYBRID`

What are the most important emergency phone numbers? (Hospital, Embassy of your country, Police, Host organisation, Family) `FACE2FACE` `HYBRID`

ON-ARRIVAL MEETING

On-Arrival Meeting

The on-arrival meeting is a crucial phase of the mobility as it is the perfect opportunity for you and the hosting organisation to set out your objectives and expectations, define the means of achieving these, and discuss the tasks, working methods and tools to use during the mobility. It is up to you to be straightforward with your coordinator / mentor and express clearly your expectations and objectives.

Expectations for the project

As a participant, during your mobility period it is essential that you think about your motivations and your objectives for the mobility period. The following questions will support you in doing so:

What do you want to achieve during this project? (At personal / professional / social level)

What can this experience / initiative bring to you?

What are your fears or doubts regarding this mobility?

How will this experience be useful to you when you return back home?

Do you think that you will face difficulties to achieve your objectives?

How do you intend to achieve your objectives in a virtual context? `VIRTUAL`

How do you intend to adapt to the situation (virtual context)? `VIRTUAL`
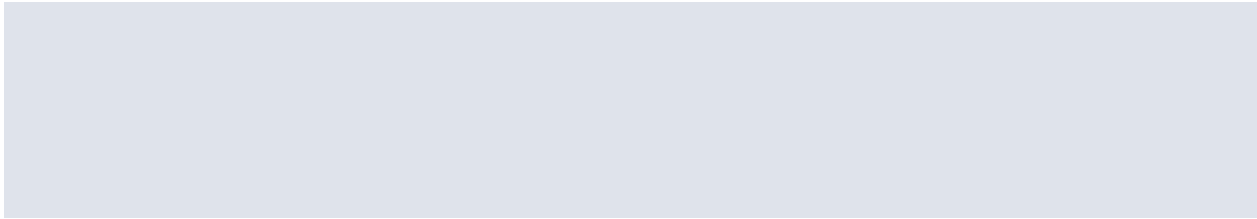
Competences

1. What kind of competences would you like to develop?

Digital competences in different areas (management, communication, presentation…)
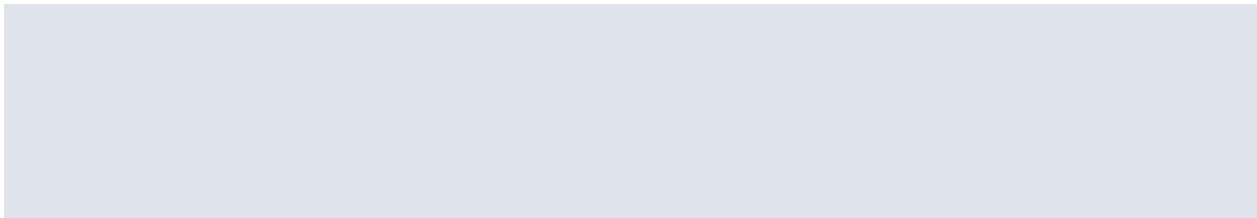
Social media competences (Websites, Instagram, Facebook…)

Technical competences in a specific field (construction, environment, health…)

Management competences (project implementation, fund raising, evaluation and monitoring, partnership relations)

Relational competences (diplomacy, intercultural issues management, team working)

Personal competences (autonomy, adaptability, flexibility…)

Other

2. What kind of competences could you bring to the hosting organisation?

Technical competences in a specific field (construction, environment, health…)

Relational competences (diplomacy, intercultural issues management, team working…)

Personal competences (autonomy, adaptability, flexibility…)

Digital competences in different areas (management, communication, presentation…)

Other contributions

Activities of the project

What are the main activities you are going to undertake?

What kind of extra activities would you like to carry out, considering your personal project and initiatives? Are you aware of any interesting topic, activity, habit, etc that appeals to you in this country?

MANAGEMENT OF DAILY TASKS

Management of Daily Tasks

An effective task management implies a good organisation and a multitude of abilities: planning, analysing, evaluating, and the capacity to report about your progress on a specific task. Below, you will find some recommendations to implement an efficient workflow between you and the hosting organisation.

Activity log

An Activity Log is a personally written record (timetable) showing effectively how you, as a participant, spend their time. By keeping an Activity Log (in a digital format), the sending and the hosting organisation can build up an accurate picture of what you are doing during the day, and how you are investing your time. It is particularly adapted to participants doing hybrid or virtual mobilities as it is a tool enabling easy daily follow-up.

Keeping an Activity Log helps you, as a VET participant, but also the sending and hosting organisations, to understand how to organise your time at work, and how to minimise or eliminate low value activities.

Two different examples of Activity Logs are presented below:

Example 01: Daily Activity Log

Date/Time	Activity description	Value	How I feel
8am	Check of emails	Moderate	Motivated about my task
9h	Preparation of the event XX	High	Worried because…
10h45	Daily meeting with the team	High	…

How to keep a daily activity log

To keep an Activity Log, you need to create a new spreadsheet and set up (for example) the following column headers:

- Date/Time
- Activity description
- Value (high, medium, low, none)
- How I feel

1. In the first column, **Date/Time**, note in the title column the date, and further indicate the hour each time you start a new task or activity.
2. In the second column, **Activity Description**, indicate the activity you started doing.
3. In the third column, **Value**, indicate which importance the task has in general (from your organisation's point of view).
4. In the last column, **How I feel**, indicate the emotion you feel when doing the mentioned activity.

Example 02: Weekly Activity Log

Tasks _Google Calendar_	Checklist _Tâches Google_	Exchange _Google Chat_	
		Questions	Answers
1st week Task 1: Training preparation Task 2: …	☒ Prepare participants list ☒ Prepare training agenda ☐ Prepare presentation/PPT ☐ Attendance sheet ☐ Room booking ☐ Order Coffee break	Validate quote for the room & coffee break Validation of participants list	Ok for both quotes Ok. The final list is on Google Drive.
2nd week …			

How to keep a weekly activity log:

To keep a weekly activity Log, you need to create a new spreadsheet and set up (for example) the following column headers:

- Tasks/Time
- Checklist
- Exchange (Questions/Answers)

1. In the column **Tasks/Time** you can indicate the action that has to be done for the moment or for the indicated time. For instance, training preparation is the action that must be completed.
2. Next, in the second column **Checklist**, you can indicate the tasks that need to be done in order for the task (for instance the training preparation) to be completed.
3. In the third column **Exchange**, the user can note the potential questions that have to be answered either with the participant, either with the hosting or sending organisation. The table will be considered complete, when all the questions will be answered.

Activity Logs are also useful in identifying non-core activities that do not contribute to achieving important objectives, and in giving the Host organisation and Sending organisation a better overall understanding of your daily schedule. Keeping such a track of your activities will support you to identify the tasks that feel less relevant and interesting and enable you to inform the hosting/sending organisation.

Digital Tools for Daily Task Management

In a virtual or hybrid mobility, communication is key and will favour all project participants. Creating an Activity Log can be better valorised when it is directly shared with those in charge of your professional and pedagogical support. To simplify your work organisation and keep a high operativity, a multitude of digital tools are available on the Internet. Below you can find a list of digital tools which enable you to create a task timetable, so that all the parties can keep in touch with your schedule and stay updated on the progress that has been made.

GOOGLE CALENDAR

Google Calendar allows you to create and modify a virtual calendar that you can access from any place and/or mobile device with internet access. This organisational tool enables the user to easily manage appointments, have a clear overview, setup meetings and recurrences and share appointments.

calendar.google.com
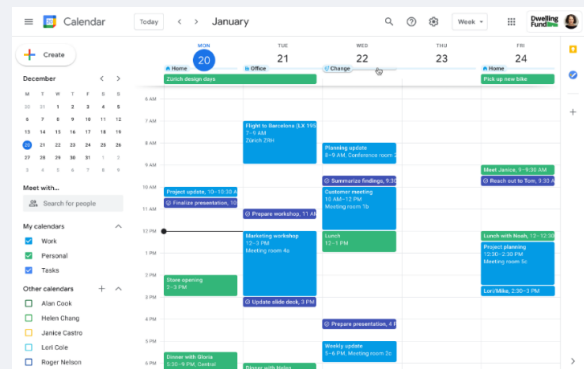
Image source: Website Intelligence Partner
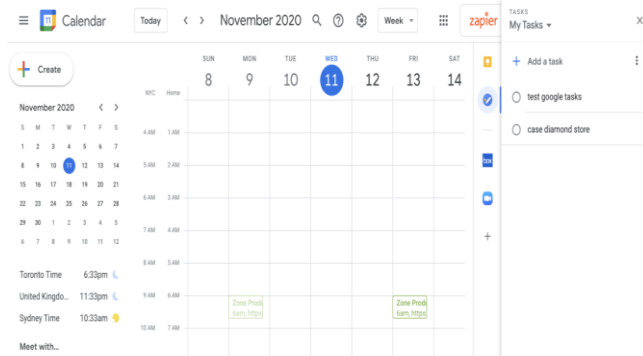
Image source: Website Zapier

GOOGLE TASKS

Next tool is Google Tasks, a tool already integrated in Google Calendar, but also used within the desktop & Gmail or the Google Tasks app. This tool gives the opportunity to integrate emails in the to-do-list and also to arrange the order of the user's tasks regarding their priorities and check off completed ones.

Task

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GOOGLE DRIVE

Google Drive is the internet data storage service provided by Google, allowing its users to create folders to store and upload files of any type. This tool is user-friendly for students, researchers, administrative staff, etc. It allows them to create documents in different formats, work online on the same file from any device simply by accessing the cloud through their email.
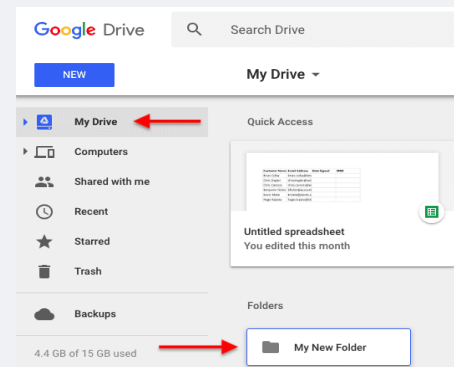
drive.google.com

Image source: Website Blog HubSpot

Image source: Website Atlassian

TRELLO

Trello is another application used for managing tasks. It allows group work to be organized in a collaborative way by means of virtual boards made up of lists of tasks in the form of columns. Trello lists all the tasks that make up a mobility and places them in three columns according to their status:
-    1st column: To do
-    2nd column: Doing
-    3rd column: Done

trello.com

NOTION

Notion is another convenient tool that allows to set up a system of organisation and help to organize life and work better, by bringing together different project management tools.
You can use Notion to keep track of things you do in your work. For example, here are some ways you can use Notion:
-    Track goals.
-    Create design systems.
-    Create a weekly agenda.
-    Track and manage content.
-    Manage complex projects.

notion.so
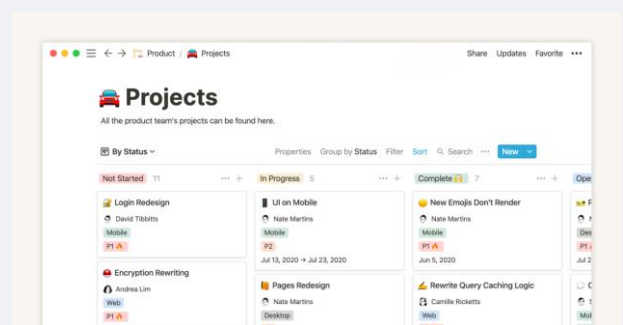
Image source : Website Notion

Image source: Website Basecamp

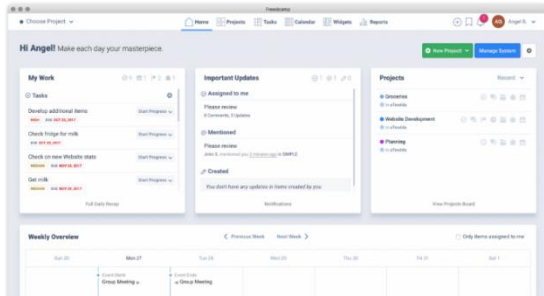*Image source: Website Freedcamp*

BASECAMP & FREEDCAMP

Basecamp and Freedcamp are both project management tools that provide a productive work environment and foster communication within 2 or more participants. These two project management softwares help organise teams to plan projects, manage resources, adjust schedules, and improve team collaboration.

basecamp.com

Similarly to Basecamp, Freedcamp provides a centralised system for project management filled with innovative and intuitive tools and features. It streamlines team communication, task management, and time management to make businesses more efficient in their day-to-day operations. Freedcamp could offer the Hosting organisation and Sending Organisation an easy solution to stay in touch with the VET participant's activities.

freedcamp.com

PLANNER MICROSOFT

Microsoft Planner is a team-work oriented tool that can be used in a variety of ways to keep a constant communication between sending, hosting and the VET mobility participant. Planner Microsoft includes team management, file sharing, and organisation.

Microsoft Planner
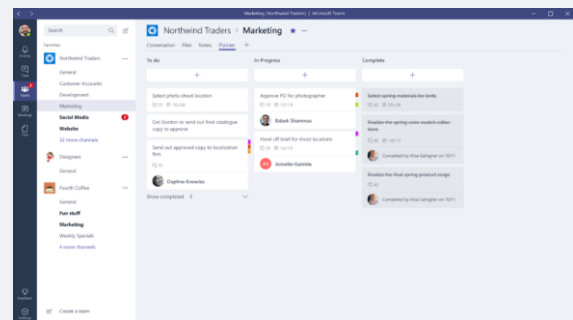
Image source: Website Planner Microsoft

> ### Find more information about these tools in Annex 1 of this document!

FOLLOW-UP DURING
THE PROJECT

Follow-up during the Project

To monitor your success and assure overall satisfaction of all involved parties, it is necessary to follow-up all your activities during the mobility experience. This section will focus mainly on your activities, objectives, acquired knowledge, improved competencies, relation, difficulties, and integration. It focuses solely on supporting you during your mobility by asking you precise questions to make sure that you take the most out of your experience.

The following questions will support you in monitoring your project:

Activities/objectives

What kind of activities have you been doing? Are you satisfied by the variety of the proposed activities?

Do the tasks you are carrying out comply with your initial objectives?

Do you consider any of the tasks inappropriate or irrelevant? Do all activities correspond to the agreement that you signed? Please specify and explain why.

How do you feel about your tasks? Do you find them fulfilling?

Do you face any challenges while accomplishing them? What is your favourite activity?

Do the mission and the activities carried out enable you to be fully integrated into the team?

Do the activities allow you to cooperate with local associations, local communities? FACE2FACE HYBRID

How do you evaluate your relationship with the local team and with the beneficiary audience? FACE2FACE HYBRID

Do you feel integrated into the local community / culture? FACE2FACE HYBRID

Have you experienced any social or intercultural issues? If yes, give details and describe how you overcame them. FACE2FACE HYBRID

How do you communicate with the team online? VIRTUAL

Does the online context impact your integration to the team? VIRTUAL

Can you pursue all the activities expected in a virtual context? How? VIRTUAL

How do you adapt to the virtual context? Does it enable you to take initiatives? VIRTUAL

Have you noticed any cultural difference on how online/virtual work is pursued in the host country? VIRTUAL

Support during the activities

Do you feel like you are receiving adequate support from your sending and hosting organisations? What could be improved?

Do you like your timetable, or would you rather change it? Is it manageable or not (in terms of time-management)**?**

Do you feel that you are achieving the set objectives? How?

Have you been able to meet regularly with your mentor / coordinator?

Have you had any issues with your internet connection or your computer? `VIRTUAL`

Do you have any comments regarding your mentor or coordinator's online follow-up? `VIRTUAL`

Competences

These questions are dedicated to the competences that you are developing during your activity.

Digital competences in different areas (management, communication, presentation…)

Social media competences (Websites, Instagram, Facebook…)

Technical competences in a specific field (construction, environment, health…)

Management competences (project implementation, fund raising, evaluation and monitoring, partnership relations)
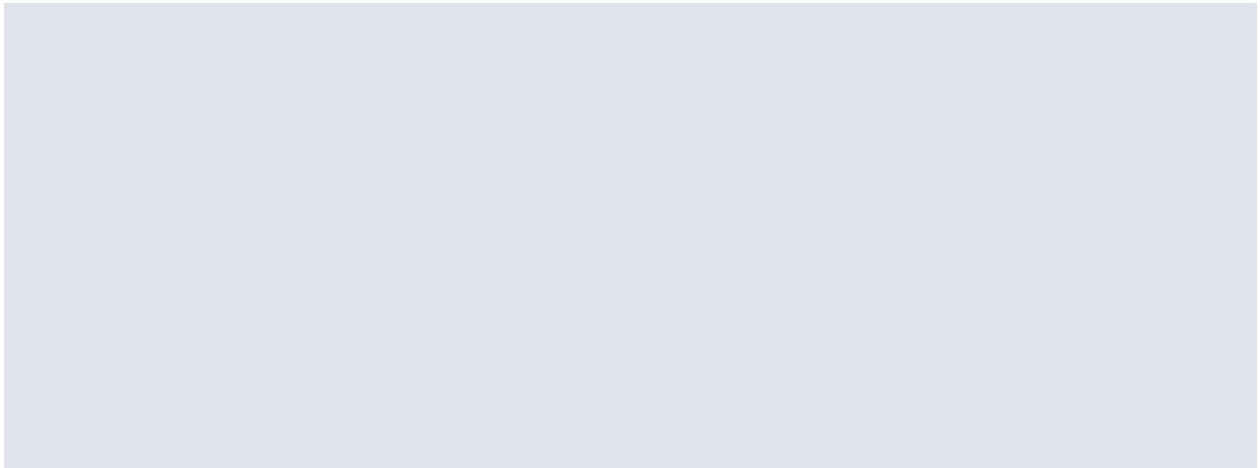
Relational competences (diplomacy, intercultural issues management, team working)

Personal competences (autonomy, adaptability, flexibility…)

Have you noticed improvements on a personal level ever since you started your project?

Did you learn or develop unexpected competences that you might have not in a traditional in-personal setting? `VIRTUAL`

Anything else you would like to mention:

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EVALUATION OF THE EXPERIENCE

Evaluation of the Experience

The evaluation is done at the end of the project and is multi-dimensional. Its aim is to give you the opportunity to evaluate your learning achievements, the success of your project, as well as provide valuable input for the planning and implementation of future projects by the sending and hosting organisations.

Use the following activity to evaluate your progress throughout your experience. Rate each statement with a note from 1 to 5 and provide detailed answers to the questions with dedicated space.

Rating :

1. not at all satisfied
2. slightly satisfied
3. neutral
4. very satisfied
5. extremely satisfied

Guidance and support

I received all the information I needed before the beginning of my project:

	1	2	3	4	5
About my role	☐	☐	☐	☐	☐
About my responsibilities	☐	☐	☐	☐	☐
About my rights	☐	☐	☐	☐	☐

Was there any information that was missing?

I received support from the sending organisation during the project. `VIRTUEL`

1	2	3	4	5
☐	☐	☐	☐	☐

What kind of support did I receive from my sending organization?

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I received support from the hosting organisation during the project.

1	2	3	4	5
☐	☐	☐	☐	☐

What kind of support did I receive from my hosting organization (mentor/coordinator)?

I had access to digital tools to work online. `VIRTUAL`

1	2	3	4	5
☐	☐	☐	☐	☐

What kind of support did I receive from my hosting organization (mentor/coordinator)? `VIRTUAL`

I was able to adapt to working online. `VIRTUAL`

1	2	3	4	5
☐	☐	☐	☐	☐

How did I adapt to working online? `VIRTUAL`

I received support during my virtual mobility. `VIRTUAL`

1	2	3	4	5
☐	☐	☐	☐	☐

What kind of support did I receive during my virtual mobility? `VIRTUAL`

What needs to be improved in terms of support and guidance during the mobility project?

Tasks and Activities

I received adequate information about my tasks and activities.

1	2	3	4	5
☐	☐	☐	☐	☐

What were the activities planned and the activities I carried out (list)?

I am satisfied with the activities I implemented.

1	2	3	4	5
☐	☐	☐	☐	☐

What were my most preferred activities/tasks and why?

I had the necessary tools to implement my tasks.

1	2	3	4	5
☐	☐	☐	☐	☐

I am satisfied with how the online activities/tasks were organised. `VIRTUAL`

1	2	3	4	5
☐	☐	☐	☐	☐

I was able to effectively manage the online activities. `VIRTUAL`

1	2	3	4	5
☐	☐	☐	☐	☐

What activities/tasks I did not like and why?

What would I change in the implementation of the activities?

How was I able to overcome any obstacles/difficulties I faced in the implementation of the activities?

What would I change in the support I received for the implementation of the activities?

I am satisfied with the way I contributed to the activities.

1	2	3	4	5
☐	☐	☐	☐	☐

In which ways did I contribute to the implementation of the activities?

I took initiatives.

1	2	3	4	5
☐	☐	☐	☐	☐

What kind of initiatives did I take (if any)? If I did not take any initiatives, why?

The tasks/activities I implemented corresponded to what was included the learning agreement.

1	2	3	4	5
☐	☐	☐	☐	☐

I am satisfied with my online communication with the team during my virtual mobility. `VIRTUAL`

1	2	3	4	5
☐	☐	☐	☐	☐

How did I collaborate with the team during the virtual mobility? `VIRTUAL`

Did the virtual context of my activities change my perspectives on intercultural communication? In what way? `VIRTUAL`

Did the virtual context of my mission add additional challenges to my integration, daily tasks, development of competences, and overall well-being? In what way? `VIRTUAL`

How could virtual mobilities be improved for future participants? `VIRTUAL`

Learning and competences

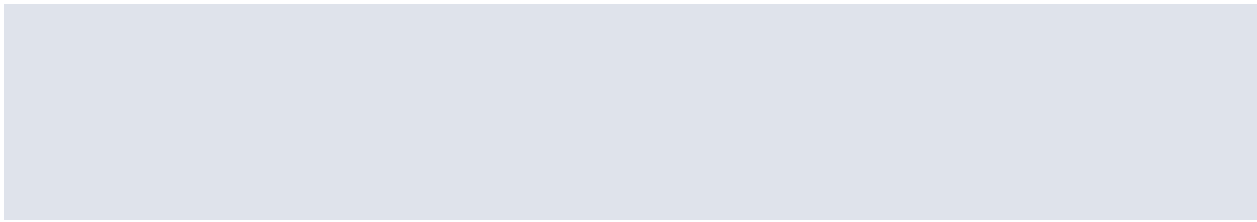**What kind of competences did I develop throughout the activity?**

Digital competences in different areas (management, communication, presentation…)

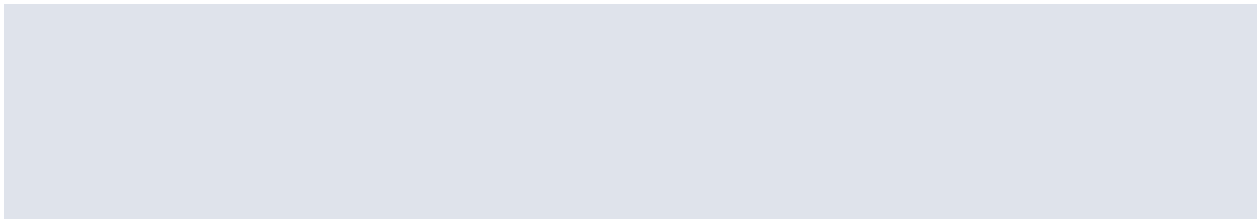**Social media competences** (Websites, Instagram, Facebook…)

Technical competences in a specific field (construction, environment, health…)

Management competences (project implementation, fund raising, evaluation and monitoring, partnership relations)

Relational competences (diplomacy, intercultural issues management, team working)
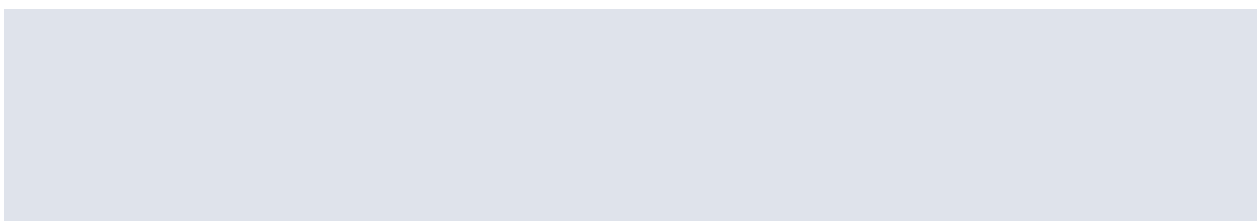
Personal competences (autonomy, adaptability, flexibility…)

What kind of competences was I able to bring to my hosting organization?

Technical competences in a specific field (construction, environment, health…)

Relational competences (diplomacy, intercultural issues management, team working…)

Personal competences (autonomy, adaptability, flexibility…)

Digital competences in different areas (management, communication, presentation...)

Any other contributions?

I am satisfied with my learning during this experience.

1	2	3	4	5
☐	☐	☐	☐	☐

I received support to gain insight on my competences from my mentor/line manager?

1	2	3	4	5
☐	☐	☐	☐	☐

To what extent were my learning objectives met?

1	2	3	4	5
☐	☐	☐	☐	☐

What helped me more in the development of competences?

What are the competences I developed during the mobility that could support me in my future professional life?

General Evaluation

I am satisfied with my overall experience.

1	2	3	4	5
☐	☐	☐	☐	☐

What do I take away from my mobility? How can it support me at a personal, social, and professional level in the future?

What am I most proud of?

How satisfied am I with:

	1	2	3	4	5
The accommodation that was provided to me? FACE2FACE HYBRID	☐	☐	☐	☐	☐
The arrangements regarding local transportation? FACE2FACE HYBRID	☐	☐	☐	☐	☐
The arrangements regarding food? FACE2FACE HYBRID	☐	☐	☐	☐	☐
The digital tools provided to me for my activities online? VIRTUAL	☐	☐	☐	☐	☐
The overall work of the sending organization	☐	☐	☐	☐	☐
The overall work of the hosting organization	☐	☐	☐	☐	☐
My overall contribution throughout the project	☐	☐	☐	☐	☐

I would recommend this experience to others.

1	2	3	4	5
☐	☐	☐	☐	☐

If I could do it again, what would I do differently?

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Any more suggestions/comments?

What final score would I give to my own mobility?

/ 10

CONCLUSION

Conclusion

The main aim of the eNotebook is to guide you throughout your mobility experience and support you in making the best of it and realising your full potential.

We hope that you will be able to use this as a guide, during the implementation of your mobility project, but also after it to make the most of your achievements.

This eNotebook is designed to help you have a clear idea of your project, your role in it and all your achievements during it. After the end of the project, you can use this eNotebook as a guide to help you enrich your CV and build on this experience to get a competitive advantage in the labour market.

Here are some ideas how you can use the conclusions that you will draw from this e-notebook:

Networking: You can use this experience to connect with professionals in your field and build relationships for future job opportunities.

Skills Development: Based on the observations that you will make, you can focus on further developing specific skills related to your field, such as cross-cultural communication or technical expertise.

Cultural Awareness: You can be confident about working in an international team and demonstrate your knowledge of and appreciation for different cultures, which is valuable in a globalized job market.

Professional Development: The conclusions that you draw from this e-notebook can help you to choose what kind of workshops, training sessions, and other professional development activities to attend, in order to further enhance your skills and knowledge.

Certification and Accreditation: You can use this e-notebook to better analyze the competences that you gained during the project in the certificate that you will receive, making this a valuable addition to your CV.

Portfolio Building: You can use this e-Notebook to start a portfolio, where you can document their work, experiences, and accomplishments during the mobility and use this as a showcase of their skills and abilities.

Entrepreneurship: You can use the knowledge and skills gained during the mobility to start your own business or develop a new product or service.

Personal Growth: You can use the e-notebook to reflect on your experiences and use this as a platform for personal growth and development, both professionally and personally.

> **Remember that this mobility project is really a life-experience!**
>
> **Good luck and make sure to make the most of it!**

ANNEX

ANNEX: Digital tools for Daily Task Management (p. 19)

Here you will find more detailed information about the tools that were introduced:

Google Agenda

The calendar is connected to the email account and includes a customizable calendar which enables the user to keep the entries of his/her digital calendars synchronized in a single tool. It is a visually appealing tool as it offers all sorts of different views:

- By days and by hours
- Weekly
- Monthly
- Every three months

It is very convenient as it proposes several options to manage the calendar. For example, it offers a wide range of colour possibilities, allowing to set up a colour to each task, to specify the nature of the event. Additionally, the application allows the user to share different events, and is convenient for inviting persons for a meeting and accepting incoming invitations. It could have a great use in the communication between the participant and the Hosting organisation or SO, for scheduling meetings or follow-ups.

Google Calendar is designed for teams, so it is possible to share it with others and create multiple calendars that can be used together individually or in teams. Also, it can be useful for hosting and sending organisations to use as it can facilitate the communication with the participants, by checking their availability to organize follow ups or any other businesses.

Google Tasks

It is a user-friendly tool that allows VET participants to manage their work themselves during the mobility. It's also a good opportunity for all parties (the hosting and the sending organisation) to see what has been really done or not, and what should be put in priority. It's a good way to see the realization of the work done.

To add a task by Google Tasks you have to choose a date and an hour in your Google Calendar and select the option to add a task. Additionally, you have the possibility to choose a reminder that will appear as a notification (on your phone/PC).

Google Tasks is based on the Kanban method, where the famous To Do, Doing and Done are used. This methodology will help the professional and the participant to recognize at each moment which activities the VET participant has to do, which ones he/she is doing and which ones he/she has already done.

Google Drive

Google Drive proposes a variety of free to use tools such as: Google Documents, Spreadsheets, Presentations, Forms and Google Sites templates. And all, with a common access and right to edit, comment or download the files. As such, it is a convenient tool for storing and keeping easy to access documents for the participant and the sending and hosting organisation.

Trello

This tool is convenient for all the parties as it proposes a great collaborative working system, with the following possibilities:

- Assignment of tasks to each member of the work team.
- Sending notifications by e-mail with alerts and reminders.
- Registration of activities in the logs, through which we can know in an updated way all the novelties carried out and their details.
- The free version is very complete and covers the basic principles of project management.
- Possibility to customize the appearance of each of the boards you have.
- Attachment of files.
- Organisation of tasks with tags.
- Application of due dates to tasks.

Notion

Among its features, Notion proposes as well a hierarchical file system. It proposes a sidebar located on the left side of the screen, helping you to organize the main pages in your workplace. These can be documents, databases, images, or simply notes. It can be a useful tool for a hybrid but also for a virtual mobility, during the follow ups with the participants, or just in order to see their progress, or ongoing work.

Basecamp

Basecamp is a project management software that enables users to work on projects and complete tasks in an organized and visible way. Basecamp is organized into projects that allows the user to assign and track tasks, share ideas, and house files. It is a real-time communication tool that could help the sending and the hosting organisation, as well as the participant to stay on the same page.

There is a message board to post updates and gather feedback, a to-do section, so that participants could write the tasks that have to be completed, a schedule section, a doc and file - to upload documents and a "campfire" section that can be used as a chatroom (in case someone has a question).

Basecamp is a great tool that provides a way for teams to keep track of priorities and actionable items.

Freedcamp

Additionally, Freedcamp allows to divide large projects into smaller tasks and subtasks. To monitor the progress of work, a Kanban board view is available to easily drag tasks to the next stage until completion. As well Freedcamp, proposes a calendar view to see important due dates displayed in daily, weekly, or monthly view modes. You can also create events, tasks, and milestones directly from the Calendar interface. Calendars can be shared, have recurring events feature, and can be synchronized with Google Calendar.

Microsoft Planner

This tool can be used by the participants during their mobility to organise projects. For instance, Microsoft Planner offers an option called "new plan", which enables to divide the project in tasks organized into buckets, or categories.

For example, "The My Tasks" view provides a comprehensive list of all the tasks and their status. When working together on a plan, the team members always know who is working on what. It is also possible to categorize tasks based on their status or on whom they're assigned to. Planner Microsoft can be of a good help for hosting or sending organisations for both hybrid and virtual mobility, as it allows them to be updated on the VET participant's work progress, and to easily interfere if needed.

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