

Nr.	Phase	Targets	Information / text	Helpful questions	Method / equipment	Time minutes
1	Introduction (5 – 15 minutes)	Introduction of the trainer	Grzegorz Włoch- Agency Manager: Managing the port call of ships calling at ports in Poland. <ul style="list-style-type: none"> Liaising with ports service providers to ensure prompt turnaround of ships / Carrying out 'boarding clerk' work and dealing with ships master requests Providing updates to ships, ship's owners, charterers, shippers, receivers Providing port cost calculations Producing cargo documentation Build relationships with relevant terminals, port authorities and government agencies Ensure that all government regulations are adhered to and properly documented within the specific government and company guidelines Build internal cross departmental relationship and cooperation Chief Quay Dispatcher of Waly Chrobrego berth in Szczecin port Promoting Waly Chrobrego berth in Szczecin port to cruise business 	What qualifies the trainer to hold that training? (experiences in the field of planning, moderation, maybe INTERREG)	Self introduction	3
2		Short description (presentation) of your JOHANN activities	Short introduction with 2-3 slides		Discourse	3
3		Introduction to the issues and the targets of your training session	City ports aiming to attract SCS & their passengers also have to develop & plan their land side services (welcoming passengers) & infrastructure (cruise terminals as part of urban waterfront). The workshops shall bring together relevant local actors (and if possible, international experts) and transfer the experience and lessons learned in JOHANN to other stakeholders in JOHANN destinations and beyond. The questions are how to plan a cruise terminal and the surrounding waterfront sites to be prepared for later investments and attractive for tourists and the local population. This will help to revitalize city ports and preserve their maritime functions through foresighted SCS attraction & planning.		Discourse	3
4	Training (60 minutes)	Present your topical subject (3 – 5 minutes) and describe it to the / or some of the crucial factors. Maybe you can allow some interesting insights in your project to make it more lifely.	Local situation, cruise development, planning, problems		Discourse	3
5		Instruct your training group (2 - 3 minutes) to find out and describe certain aspects about one of those crucial factors (in a 5 - 10 minutes workshop) either in small groups or each for themselves.	Roadmap / Agenda Training 1. WS: Design of terminal and surroundings - several groups work with the same question (Time limit 5-7 Min.) - Proposed solutions collected on presentation cards - Proposed solutions shall be categorised Presentation of each group (5 Min per group), followed by discussions in the plenary	Master-question: 1. How can we by choosing the right design of the terminal/"welcome center" and the surroundings be attractive for tourists and residents? 2. Logistics and services for passengers of cruises in port and town currently available. 3. What are appropriate improvement measures in the touristic infrastructure in the arrival area & how to finance them?	Instruction	3
7	Work shop 1 (10 - 20 Minutes)	Groups arrange and work as they were told ...	<i>maybe you'll have to help the groups or answer questions within</i>		<i>Tell the remaining time after 15 minutes and again 2 minutes before they should be ready to present</i>	15
8	Presentation (15 – 20 Minutes)	Ask your training group to conduct their presentations and collect all the ideas and information on a white board or a flip chart.	<i>Control time and help if needed</i>		Presentation in groups	15
5		Instruct your training group (2 - 3 minutes) to find out and describe certain aspects about one of those crucial factors (in a 5 - 10 minutes workshop) either in small groups or each for themselves.	Roadmap / Agenda Training 2. WS: Splitted group work a. Group 1: Improvements in the touristic infrastructure (welcome center/info point/signage to sights) & appropriate funding schemes? b. Group 2: To be defined Presentation of both groups and discussion	Master-question: 1. How can we deal with ISPS requirements? 2. How can we ensure operation and maintenance of the terminal/ "welcome center"? (any other multifunctional solution)	Instruction	3
7	Work shop 2 (10 - 20 Minutes)	Groups arrange and work as they were told ...	<i>maybe you'll have to help the groups or answer questions within</i>		<i>Tell the remaining time after 15 minutes and again 2 minutes before they should be ready to present</i>	15
8	Presentation (15 – 20 Minutes)	Ask your training group to conduct their presentations and collect all the ideas and information on a white board or a flip chart.	<i>Control time and help if needed</i>		Presentation in groups	15
9	Discussion (15 – 20 Minutes)	After all presentations are held you can discuss and analyze the results in your training group and add some extra findings. Please write down and fix everything on the white board / flip chart.	<i>You can either be part of the discussion or moderate it.</i> 3. Discussion (15 – 20 Minutes) Summary of most relevant ideas? Critical issues? How to measure success and added value for the city/region?		Discussion or debate	15
10	Wrap up - 10 Minutes)	Ask your group for a brief summary of the findings, new ideas and perspectives and e.g. ask them for the, in their opinion, most interesting (new) facts ... and subsum the most relevant content.	Feedback: Which ideas/suggestions will you take home and what is the relevance for your work? Do you already first ideas for implementation of ideas/solutions developed?	Whats in your eyes the most important thing you've learned from this training session?	Résumé	7
Total time:						100

