

TRANS EUROPE HALLES

STAFF EXCHANGES MANUEL

TOP TEN TIPS FOR EXCHANGE PARTICIPANTS



BEFORE

WHAT DO YOU WANT & WHY?

Find out what you would like to do at the hosting organisation and think about what professional skills you would like to develop.

Set goals for yourself and your sending organisation.



BEFORE

WHERE?

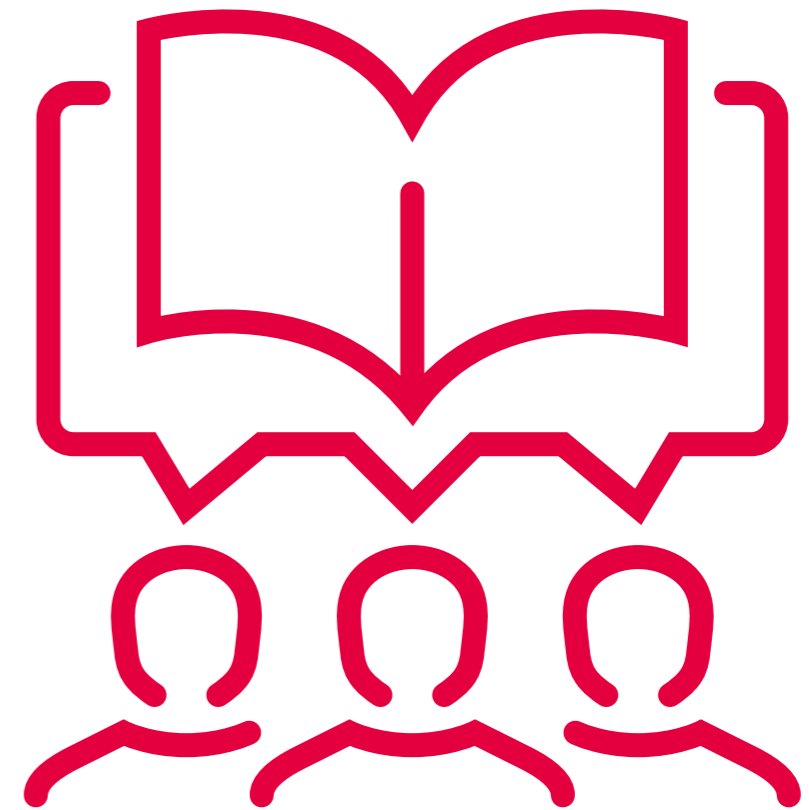
Get information about the hosting organisation in advance and check it out a couple of weeks before you make a final decision..



BEFORE

HOW?

Remember you have to be able to speak either the language of the host or another common language.

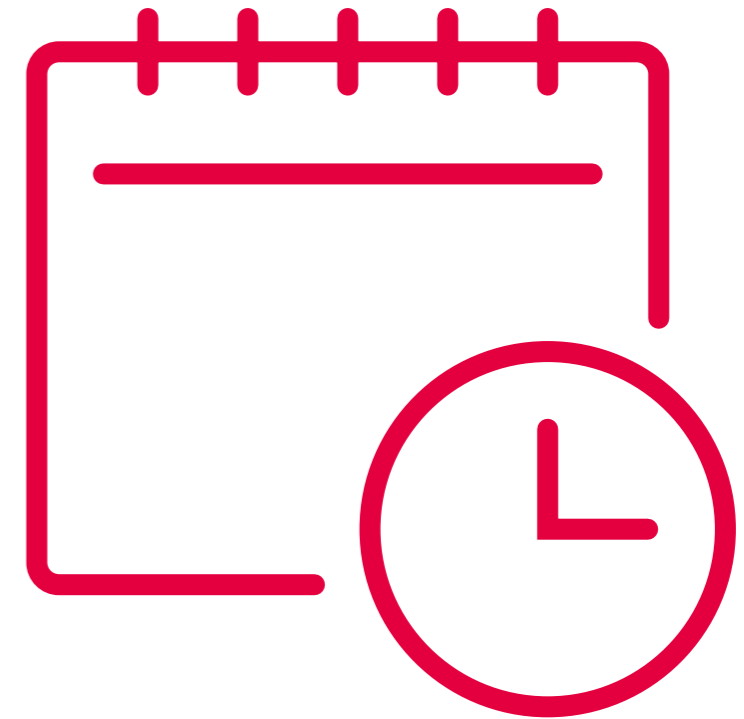


BEFORE

WHEN?

Think about the best period and duration for you and both organisations.

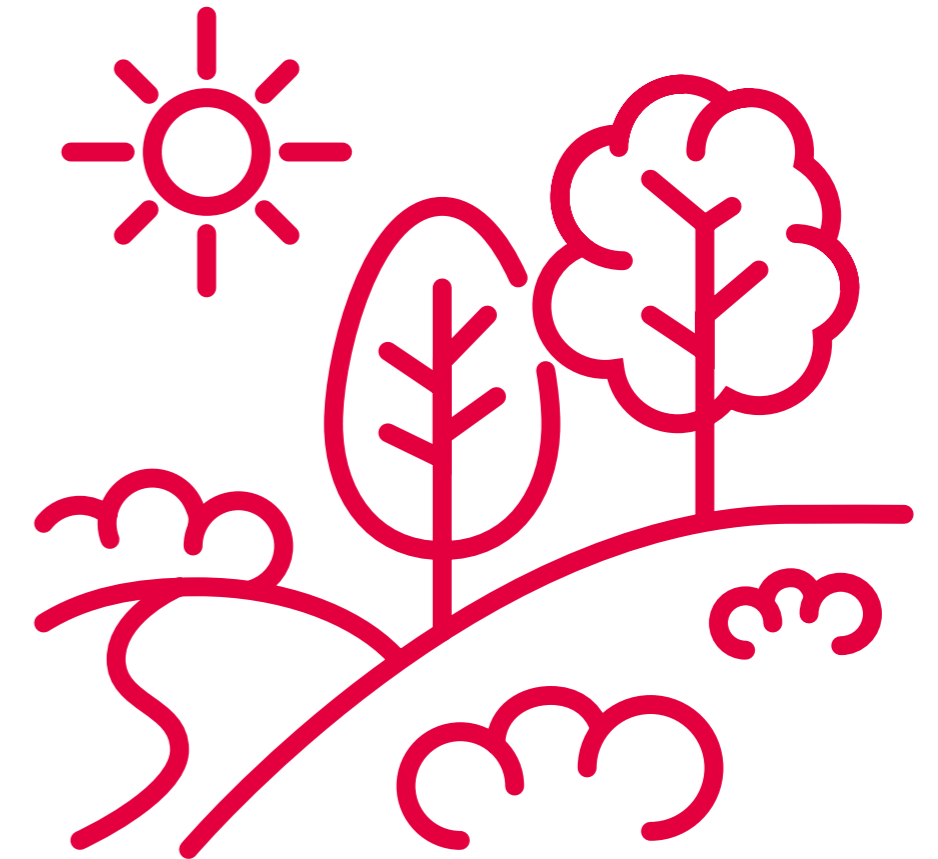
Check out the programme of the hosting organisation at the time of your exchange. Take into account your own workload at your sending organisation.



HOW?

Be open-minded, positive and flexible. Show initiative and be proactive.

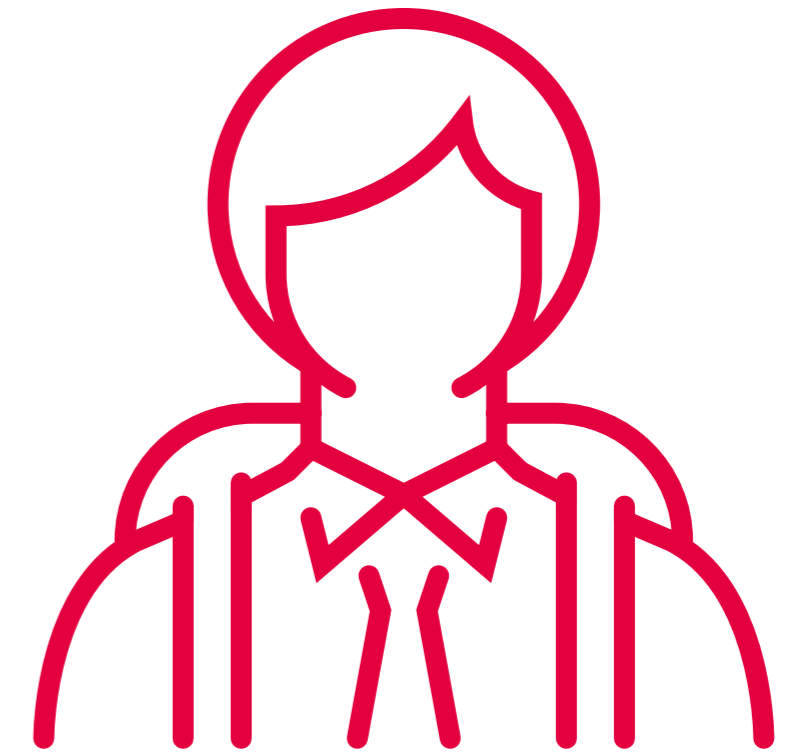
Be independent, enjoy yourself and take time to relax. Hosting organisations can be busy. Use that time to visit other organisations and the city.



DURING

INTRODUCE YOURSELF

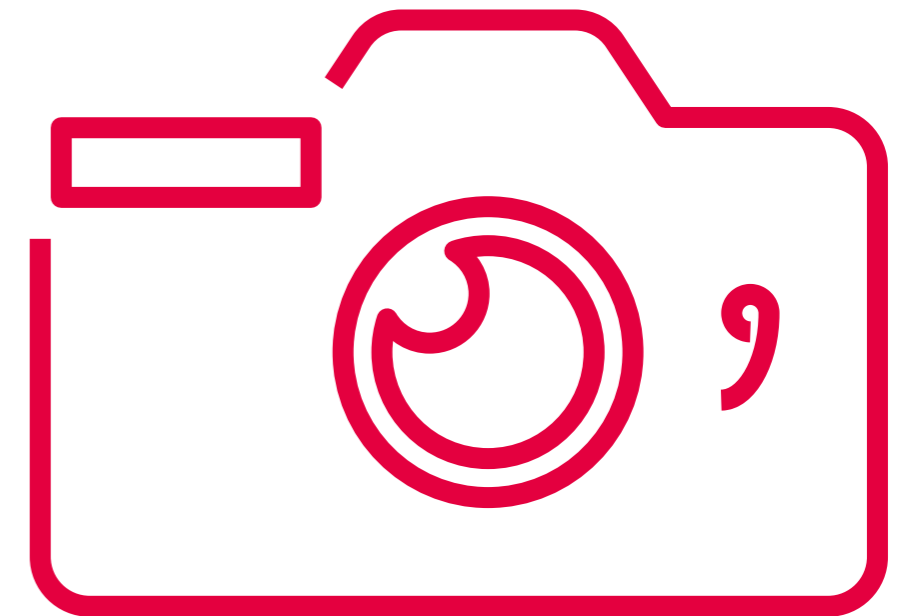
Do a presentation about yourself and your sending organisation at the location of your host.



DURING

DOCUMENT!

Take notes and pictures, talk to people. Start with this as soon as possible and do it as often as possible.



DURING

TALK

Open your mouth and be honest about your expectations, wishes and feelings. If you want more work, ask for it!

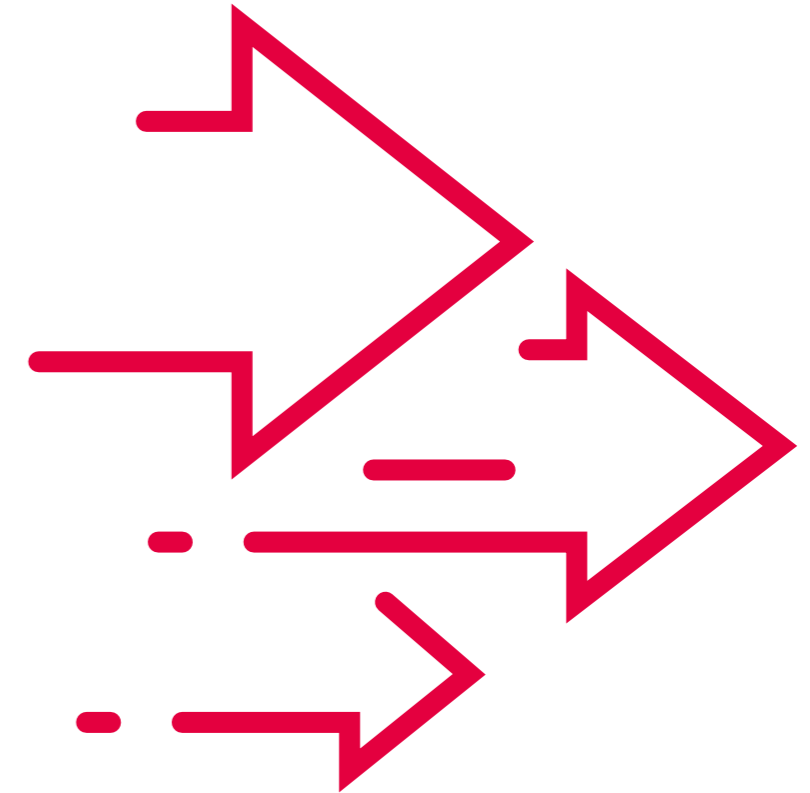




AFTER

SHARE

Present your experiences at your organisation. Share this with as many colleagues as possible.



SO NOW WHAT?

- Take the **inspiration** and **apply it** in your own organisation.
- Don't forget the **details** of your experience. Small things you've learned can make a **big difference**.
- Try and stay in **contact** with the hosting organisation.



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TACK :)