



## Intellectual Output - Time sheet for staff costs

Working period:	2018 06 - 2019 05	 <b>Erasmus+</b>	
Organisation:	MB "Development Crew"		
Employee's name:	Justina Garbauskaitė-Jakimovska		
Title of the project:	Trainers Library	Country:	Lithuania
Grant agreement number:	2017-3-DE04-KA205-015977	Staff category:	Expert / researcher
		Unit cost per day:	74,00 €
		Daily working time (hours):	8 hours
Date	Description of the work	Intellectual Output (to which the work is related)	Duration in hours
2018 06 29	Team meeting: overview of competence "Understanding and facilitating individual and group learning processes", deciding on concept of articles, making agreements and sharing responsibilities.	Creating articles for competence Understanding and facilitating individual and group learning processes	8
10, 11, 12, 13, 16, 17 JULY 2018	Research of materials creating articles on: 1. Knowledge of group processes & of the principles of creating an encouraging learning environment 2. Knowledge of safety regulations in a given context 3. Skill to identify the potential of the environment	Creating articles for competence Understanding and facilitating individual and group learning processes	48
2, 3, 9, 10, 13, 24 AUGUST 2018	Research of materials creating articles on: 1. Skill to identify risk factors 2. Skill to support & encourage/confront the group and/or learner in useful way 3. Empathy, honesty & respect	Creating articles for competence Understanding and facilitating individual and group learning processes	48
2018 09 27	Team meeting. Full day team meeting for reflection on the process of creating articles, naming and overcoming challenges, reviewing created tools and adapting them to latest developments	Creating articles for competence Understanding and facilitating individual and group learning processes	8
2018 09 28	Team meeting. Full day team meeting for reflection on the process of creating articles, naming and overcoming challenges, reviewing created tools and adapting them to latest developments	Creating articles for competence Understanding and facilitating individual and group learning processes	8
4, 5, 6, 11, 18, 19 FEBRUARY 2019	Research of materials creating articles on: 1. Knowledge of the dynamics of individual learning processes 2. Skill to establish a supportive relationship with the learner 3. Skill to support & encourage/confront learners in a useful way	Creating articles for competence Understanding and facilitating individual and group learning processes	48
14, 15 MARCH 2019	Answering emails, coordinatign among team mates	Creating articles for competence Understanding and facilitating individual and group learning processes	16
15, 16, 17, 22, 23, 24 APRIL 2019	Research of materials creating articles on: 1. Empathy, honesty and respect 2. Openness 3. Reflectiveness	Creating articles for competence Understanding and facilitating individual and group learning processes	48
<b>Total working hours</b>			<b>232</b>
<b>Total working time calculated in full days</b>			<b>29</b>
<b>Total costs</b>			<b>2 146 €</b>
<b>Employee</b>			
I confirm that the data provided above is correct		Date: 2019 05 10	
Signature of the employee			
Name of the employee JUSTINA GARBAUSKAITĖ-JAKIMOVSKA			
<b>Superior</b>			
Signature of the supervisor		Date:	
Name and position of the supervisor			

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