

**Work Package 3: The guide "The teaching of Life Skills with Literacy" (A Training Manual)
Responsibility: Romania**

No.	STEPS	Deadline	Responsibilities/tasks
1.	Activities for developing the first Module "Reading Strategies"	November 2014-February 2015	-Each partner will propose exercises and activities for all the three modules.
2.	Activities for developing the second Module "Writing Strategies"	April-July 2015	-Each partner will test exercises and activities proposed for each module (proposed by them and by other partners) in the local activities. Based on observations during the local activities, the partners will suggest ways to revise and improve the exercises and the activities. During this period of research, development, testing and review of proposed activities and exercises for the guide, virtual communication between partners will be more intense in order to exchange ideas and methods.
3.	Activities for developing the third Module "Speaking and Listening Strategies" (Oral Communication).	September 2015-January 2016	-Each partner will translate the guide in the national languages.
4.	The Training Programme for students "The teaching of Life Skills with Literacy", develop course introduction	January-February 2016	-The coordinator will prepare introduction for the guide and will achieve the final shape of the guide.
5.	Dissemination and Follow activities	March 2016-June 2017	-Each partner will organize activities to disseminate the guide in educational community and also activities to ensure the sustainability of the guide. -Each partner will make follow activities and will complete a short report regarding these activities. In order to avoid extra work and allow for comparison, Romania will develop a simple template for all the project team to report about their internal follow-up activities. The follow-up reports should include as a minimum: contact person, description of the follow-up activities, issues or problems identified, further actions proposed to deal with the issues, results, lessons learned.

For more details on this guide (structure, activities, responsibilities), see the pages 27-33 in the application form.