



Intercultural
Competence
Training for
SMEs Hosting
European
Mobilities

www.intermobil-project.eu

InterMobil Handbook for SMEs

International Consulting and Mobility
Agency SL



The Handbook



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- Short focused methodological document which guides mentors of hosting companies on how to use the InterMobil materials.
- Provides at a glance look on the learning materials and also functions as a teaser to read the full content.
- Most important tips for the correct development of international placements based on the learning material as well as awareness raising texts.
- Supplementary to the learning content providing a summary.



The Handbook



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- Languages: EN, ES, PT, DE, BG, IT
- Target group: mentors in hosting organisations
- Collaborative work based on partners' experience
- Adapted after prototype workshops



Timeline



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- Proposed structure and content
- Discussion and decision-making process during the third project meeting (September 2015)
- Production of content by partners
- Fine-tuning after the implementation of Prototype Workshops



Structure



- 1. GLOSSARY OF TERMS
- 2. INTRODUCTION
 - About InterMobil
 - Intercultural competences and the success of international placements
 - The training path
 - Resources needed to develop the training pathway
- 3. PRESENCE LEARNING (contents, methodology and modules overview)

Module N°	Name
Module 1	- Practical Trainee Needs
Module 2	- Cultural Theories
Module 3	- Host country culture
Module 4	- Culture Shock
Module 5	- Intercultural Communication – Language
Module 6	- Intercultural Communication – Paralanguage
Module 7	- Conflict Management and De-escalation
Module 8	- Specifics of Intercultural Counselling
Module 9	- Specifics of Intercultural Organisations

Structure



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- 4. SELF-STUDY LEARNING RESOURCES
(contents, methodology and modules
overview)

Module Number and Name	Unit Number and Name
1. Practical Trainee Needs	Unit 1 - Knowledge discovery
2. Cultural Theories	All units
3. Host country culture	Unit 4 - Prejudices and stereotypes
4. Culture Shock	Unit 3 - Culture Shock Coping Strategies Unit 4 - Cultural Intelligence
5. Intercultural Communication – Language	All units
6. Intercultural Communication – Paralanguage	All units
7. Conflict Management and De-escalation	All units
8. Specifics of Intercultural Counselling	Unit 2 - Interacting with your trainees Unit 4 - Adapting counselling process to intercultural audience
9. Specifics of Intercultural Organisations	Unit 1 - International Human Resource Management (IHRM)

Structure



- 5. CERTIFICATION
- 6. ROLE OF THE INTERMOBIL MENTOR
- 7. ANNEXES
 - Country Reports: Austria, Bulgaria, Italy, Portugal, Spain and the United Kingdom
 - Resources for hosting institutions
 - How to manage the process of hosting a trainee
 - How to prepare and involve staff of companies in the process of hosting a trainee



Access



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InterMobil website

<http://www.intermobil-project.eu/en/list-outcomes/0>

The screenshot shows a web browser displaying the URL www.intermobil-project.eu/en/list-outcomes/0. The page features a navigation menu with the following items: HOME, INTERMOBIL PROJECT, PARTNERS, TRANSNATIONAL MEETING, PROJECT RESULTS, NEWS, and USEFUL LINKS. Below the menu, there is a grid of six outcome modules, each with a cover image and a title:

- MODULE 2: CULTURE SHOCK
- MODULE 3: INTERCULTURAL COMMUNICATION LANGUAGE
- MODULE 4: INTERCULTURAL COMMUNICATION PARALANGUAGE
- MODULE 7: CONFLICT MANAGEMENT AND DE-ESCALATION
- MODULE 8: SPECIFICS OF INTERCULTURAL COUNSELING
- MODULE 9: SPECIFICS OF INTERCULTURAL ORGANIZATIONS

At the bottom of the page, there is a section titled "Handbook for SMEs" with a sub-section for "Handbook for SMEs (en)".





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Thank you for your attention!

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INCOMA

