

# TRANS EUROPE HALLES

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STAFF EXCHANGES MANUEL

An aerial photograph of a mountain town, likely in the Alps, showing a valley with a river, a town with many buildings, and large mountains in the background with patches of snow. The sky is overcast.

# TOP TIPS FOR SENDING ORGANISATION OF THE EXCHANGE

1

# SPREAD THE INFORMATION IN YOUR TEAM

Organise an information meeting with your whole team enough time in advance.

Give details on the process and give concrete examples of possible missions and outcomes.

# APPOINT A COORDINATOR

2

Make sure you have someone in your team who is in charge of the programme: he or she will be the contact person for the hosting organisation and the exchangees before, during and after the exchange.



# EASY APPLICATION PROCESS

3

Don't make it too complicated for people to apply. Make sure it won't be time consuming and help your staff to fill in the application.

**EVERYONE IS A GOOD  
CANDIDATE!**

**4**

... But take into consideration professional, social, and cultural criteria when you chose the exchangee.



# DEFINE THE MISSION AND EXPECTATIONS WITH THE EXCHANGE

5

Decide with the exchangee when and where the exchange should take place.

Define the objectives (professional development, knowledge sharing, etc.) and the possible outcomes for the exchangee and for your organisation.

# PLAN FOR THE ABSENCE OF THE EXCHANGEE

6

The exchange shouldn't become a burden for the exchangee. Discuss with your team and the exchangee how to cover his or her absence. Try to liberate him or her from his/her normal tasks.





# AFTER THE EXCHANGE: EVALUATE

7

Shortly after the exchange, organise an evaluation meeting between the coordinator of the programme and the exchangee.

# SHARING OUTCOMES WITH THE TEAM

8

Make sure to organise a time for the exchangee to share the outcomes with the whole team after the exchange.

# A STAFF EXCHANGE IS A GREAT OPPORTUNITY FOR YOUR ORGANISATION

Keep an active role throughout the whole process: the more you will be involved, the more you will get from the experience.

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***TRANS***

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**TACK :)**