



## Checklist for Welcoming Trainees

### DAY OF ARRIVAL; INTRODUCTION TO ACCOMMODATION

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- Hand out keys.
- Inform of opening hours of the reception.
- Show all the rooms. Check how students divide themselves.
- Check blankets, towels and equipment in kitchen.
- Show laundry facilities.
- Show grocery stores, so they can buy food for their morning and evening meals.
- Show location of appropriate restaurants.
- Join the group to buy public transport tickets.
- Show public transport stations/stops.
- Hand out time tables for public transport.
- Show the accommodation, hosting partner, and the facilities location on a map. Hand out maps to every one.
- Present the program in brief.
- Hand out tourist folders about different attractions and events in the city.

### SECOND DAY; INTRODUCTION TO THE HOSTING PARTNER

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- Meet up at the accommodation. Go to the hosting partner's premises using the public transport system
- Check in at the hosting partner's reception – administration of passes
- Presentation of internship coordinators, head teacher, tutors etc.
- The trainees introduce themselves and communicate their expectations.
- Present the program for the day.
- Go through the program for the traineeship period.
- Information about work placements and work clothes – day 3
- Inform about Europass / check what documents they have received from the sending partner.
- Introduction to the hosting partner; PowerPoint and walk around the premises.
- Introduction to local customs and Culture (1hour's lesson).
- Let the students go back to the accommodation by themselves using the public transport system.

### THIRD DAY; INTRODUCTION TO THE WORK PLACEMENTS

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- Present the program for the day
- The hosting partner's coordinator informs about work placements
- A representative from the hosting Company presents rules, regulations, working conditions and general information about the plant.
- Handing out of working clothes or other safety equipment.
- Log in to computers. Show some useful web sights.
- Meet supervisors at work placements.
- Sightseeing in the hosting city – trainees meet other students / trainees from the hosting institution in town.