



## FORMAT – FORMAZIONE TECNICA

Via Torre Belfredo 31  
30174 – Venezia Mestre, Italy  
Telephone-fax +39 041-5350276  
mail: [info@formazionetecnica.it](mailto:info@formazionetecnica.it)

### ABOUT US:

FORMAT-Formazione Tecnica is a Veneto Region Training Centre. It was established in 1999, it supports directly or indirectly public or private institutions, non-governmental organizations, and category associations. It implements projects, programs and develops forms of consultancy for institutions, including economic and organizational aspects. FORMAT provides training courses, workshops and consulting services.

### OUR AIMS:

- ✚ Planning and implementation of research projects;
- ✚ Organizing debates, meetings, seminars;
- ✚ Offering a professional project consultancy;
- ✚ Our team gained long-standing experience working with international organizations, ranging from universities and schools to Chambers of Commerce and Government authorities.

### WHAT WE DO:

We work with all types of projects, with LLP Programme like Grundtvig mobility and partnership, as well as with KA3 and ESF. We also work with other European Programme concerning culture, environment and prevention, intelligent energy, third sector, tourism and other. Our team will design, manage and deliver programme ensuring the maximum benefit for project participants.

The professional and vocational sector in which we are able to design and implement research, training and development are:

ACCOUNTANCY  
ADMINISTRATION AND SECRETARIAL  
AGRICULTURE, GARDENING,  
HORTICULTURE  
ARCHITECTURE/BUILDING/CONSTRUCTION  
ADVERTISING  
BUSINESS ECONOMY,  
COMMUNICATION  
CATERING/HOSPITALITY  
COMMERCE  
EDUCATION  
ENGINEERING

ENVIRONMENT/ENVIRONMENTAL HEALTH  
ELECTRICAL ENGINEERING,  
ELECTRONICS  
FASHION, TEXTILES, LEATHER INDUSTRY  
FOOD AND BEVERAGES INDUSTRIES  
HEALTHCARE/NURSING  
INFORMATION AND COMMUNICATIONS TECHNOLOGIES  
MANAGEMENT AND MARKETING  
MEDIA AND EVENT MANAGEMENT  
METAL AND MACHINE ENGINEERING INDUSTRIES  
PLUMBING

PRINTING, PHOTOGRAPHIC/GRAPHIC  
PAPER INDUSTRIES  
SPORTS  
THIRD SECTOR  
PLACEMENTS/VOLUNTARY PLACEMENTS  
THEATRE, DANCE, MUSIC  
TRANSPORTS, LOGISTICS  
TOURISM/ TOUR OPERATOR  
WOOD, GLASS AND CLAY INDUSTRIES  
VETERINARY

## ESF EUROPEAN SOCIAL FUND PROJECTS

### **FOR UNEMPLOYED PEOPLE:**

- ✚ Marketing Management and Eco – friendly Communication Specialist: Green-Washing;
- ✚ Web Management and Security Specialist;
- ✚ IT Specialist;
- ✚ Conference planner, specialized in new technologies (unemployed women);
- ✚ Teleworking;
- ✚ Female Business Specialist (unemployed women).

### **ADULT TRAINING:**

- ✚ Parenting far from home;
- ✚ Italian language and culture and civic-mindedness for foreign parents;
- ✚ Veneto – Poland: Cultural Mediation Specialists among ethnic groups linked by Veneto's history;
- ✚ Global market approach&leanthinking;
- ✚ Combined training for organizational innovation;
- ✚ Examples and strategies for organizational changes management;
- ✚ How to use Microsoft Office Access;
- ✚ How to use Microsoft Office Excel;
- ✚ Quality management system;
- ✚ Technical English.

### **WORK EXPERIENCE:**

- ✚ Secretary operator;
- ✚ Business internationalization operator;
- ✚ Logistics and stock management;
- ✚ Quality Systems Manager;
- ✚ Business social responsibility policy promoter.
- ✚ Building Information Modelling: Innovation Design.

### **TRAINEESHIPS FOR EMPLOYMENT:**

- ✚ Secretary Operator;
- ✚ Insurance Service Operator

### **HIGH SCHOOL STUDENTS:**

- ✚ Let's simulate today the business of tomorrow;
- ✚ Art for young people of Venice neighbourhood;
- ✚ Women and science;
- ✚ Science guidance;
- ✚ Let's learn how to learn;
- ✚ Self-orientation;
- ✚ Outplacement and orientation.

### **YOUTH GUARANTEE VENETO REGION:**

- ✚ Professional competences for administrative and secretarial operator;
- ✚ Back and front office operator;
- ✚ Strategic skills for employment administrative – secretarial operator;

## **TRANSNATIONALITY AND MOBILITY**

- ✚ T-Tour: Exchange of good practices across Europe;
- ✚ Rediscovering cultural business 2.0;
- ✚ New Social horizons.
- ✚ CULTural Factory.

## **LLP PROGRAMME PROJECTS**

### **GRUNDTVIG:**

- ✚ Workshop: Creativity and ENTREpreneurship for a better professional future;
- ✚ Workshop: Creativity and Entrepreneurship in the Third Sector;
- ✚ Grundtvig in training: Learning by doing: methodology and tools for leading groups in learning process;
- ✚ 2010 (leader MC project S.n.c.) YESMI - Yes Environment Sustainable in my Island;
- ✚ 2012 (leader MC project S.n.c.) SOS European SOcialTourism;
- ✚ 2012 (leader Associazione Energy Formazione) Partnership: EXIT Exchange of good practice in the third sector.

### **ERASMUS PLUS KA2:**

- ✚ 2014: HELP-ME: Higher European Learning by PreventionGAME.

### **LEONARDO:**

- ✚ S.T.E.P. II – StepsTowards a EuropeanProfessions.
- ✚ Title: "GIVE: Gestione e Valorizzazione Ambiente in Europa" (Leader: Municipality of Sulmona) ["GIVE: Management and Development of European Environment"]
- ✚ MLP Title: "LOG IN P.: La logistica va in porto" (Leader: Euro Terminal S. r. l of Palermo) ["LOG IN P.: Logistics goes into port"]
- ✚ 2009 MLP Title: "CAMELOT: Cultural Management of the European Landscape" (Leader: Municipality of San Benedetto Po)

## **YOUTH IN ACTION PROGRAMME PROJECTS**

### **ACTION 4.5:**

- ✚ Training in the space – (leader Provincia of Frosinone);
- ✚ European Voluntary Service (leader Associazione Energy Formazione) - Educational activities for a sustainable development and for a sustainable use of the marine resources – cit. in Focus on Youth in action programme: European good practice projects pages 18 and 19

### **ACTION 1.1:**

- ✚ Mixed Classes: Let's school together (leader Associazione Energy Formazione);
- ✚ 1968 (leader Associazione Energy Formazione).

### **ACTION 3.1:**

- ✚ Do you want to marry me? (leader Associazione Energy Formazione) ;
- ✚ Never stop sharing (leader Associazione Energy Formazione).

### **ACTION 4.3:**

- ✚ Searching for learning.

## ITALY-SLOVENIA PROGRAMME

### AXIS 3:

- ✚ THW: Transnational Health and Wellness: Prevention and Health as development of social and health system of Adriatic Area oriented to create a permanent system and innovative ideas for quality of thermalism and wellness
- ✚ 2002 (Leader: Province of Venice) Project Title: T.S.I.T.: Transnational Society of Instruction and Tourism

### Veneto Region Funds

### CONSUMERS:

- ✚ 2008: Responsible Nutrition Education (Nutrition education and culture training and spreading system)

### TERRITORIAL MARKETING STRATEGIES:

- ✚ 2007-2008: Ven-Wellness: Wealth Widespread Touristic System: spa district of Montegrotto Terme (Padova-Italy)

### INTERNATIONAL RELATIONS AND COOPERATION, HUMAN RIGHTS AND EQUAL OPPORTUNITIES:

- ✚ 2006: Proximity Culture: Italy-Slovenia Area

### Province of Venice Funds

### SUPPORT TO WORK FOR ADULT:

- ✚ 2004-2005: Achievement of internship/work placement activities targeted to over 40 handicapped people with difficult positioning

### Equal Programme

### GOVERNANCE:

- ✚ 2004: Network for the Governance of Labour Market

### Interreg IV C 2007-2013

### CAPITALIZATION PROJECT:

- ✚ 2009: (Leader: Province of Reggio Emilia) Title: NEQUAL: Network of European Quality Landscape




### IPA Adriatic Programme 2007-2013:

### ENVIRONMENTAL PREVENTION:

- ✚ Proximity Civil Protection


**SEE Programme 2007-2013:**

***ENVIRONMENTAL PREVENTION:***

-  CandL: Corridors and Landscape
-  Digit@SEE
-  Multimodal Platform


**Central Europe Programme 2007-2013:**

***ENVIRONMENTAL PREVENTION:***

-  WISCE: Welfare Incubator for Support in Central Europe

**CIP Programme 2007-2013:**

***TRANS-NATIONAL COOPERATION PROJECTS ON EUROPEAN CULTURAL ROUTES:***

-  The European Mystery Route