



Lifelong Learning Centre Ipodomi

Program of activities

2021-2022	Sunday	<p>Arrival at the airport of Thessaloniki and arranged pick up by Ipodomi's representative heading for check in at the accommodation hotel. Information about the city of Thessaloniki and the area of Central Macedonia (maps etc).</p> <p>Lifelong Learning Center IPODOMI (Egnatias 100, 54623, Thessaloniki)</p> <p>Welcome event at the premises of Lifelong Learning Center IPODOMI.</p> <p>Introduction to the program, initial guidelines and description of how the schedule is developed. The participants will be divided into groups and will be distributed to the companies where the practical training will take place.</p>
2021-2022	Monday	<p>9.00-15.00: Practical training at:</p> <ul style="list-style-type: none">- (Group 1) Masoutis S.A.(14th km Thessalonikis-Vasilikon Rd, 57001, Thermi, Thessaloniki)- (Group 2) MyMarket (Gefyra, 57011, Thessaloniki)- (Group 3) Next S.A. (Office supplies industry), (Gallikou Str., Ionia, 57008,Thessaloniki)- (Group 4) Julia Tsiagou (22 Dodekanisou Str., 54626, Thessaloniki) <p>The trainees will practice on accounting registrations of the production line. They will participate in the checking of the production lines through the accounting registration and they will</p>

		<p>gain knowledge of the accounting registrations of all the company's product derivation.</p> <p>17.00-19.00: Cultural visit</p> <p>Macedonian Museum of Contemporary Art</p> <p>The Macedonian Museum of Contemporary Art is the first modern art museum founded in 1979 in Greece, based in Thessaloniki. It covers all areas of modern art.</p>
2021-2022	Tuesday	<p>9.00-15.00: Practical training at:</p> <ul style="list-style-type: none"> - (Group 1) Masoutis S.A.(14th km Thessalonikis-Vasilikon Rd, 57001, Thermi, Thessaloniki) - (Group 2) MyMarket (Gefyra, 57011, Thessaloniki) - (Group 3) Next S.A. (Office supplies industry), (Gallikou Str., Ionia, 57008,Thessaloniki) - (Group 4) Julia Tsiagou (22 Dodekanisou Str., 54626, Thessaloniki) <p>The participants will get trained in the accounting system of Greece and its connection with the European economical process. They will learn, through practice, the International laws that apply to this kind of transactions.</p>
2021-2022	Wednesday	<p>9.00-15.00: Practical training at:</p> <ul style="list-style-type: none"> - (Group 1) Masoutis S.A.(14th km Thessalonikis-Vasilikon Rd, 57001, Thermi, Thessaloniki) - (Group 2) MyMarket (Gefyra, 57011, Thessaloniki) - (Group 3) Next S.A. (Office supplies industry), (Gallikou Str., Ionia, 57008,Thessaloniki) - (Group 4) Julia Tsiagou (22 Dodekanisou Str., 54626,

		<p>Thessaloniki)</p> <p>In order to provide the best logistics services that meet customer needs, the participants will practice on reverse logistics procedure, that ensures good cooperation, organized return management and unimpeded operation of both parties. They will learn how the returns of goods are made (informing the client 24 hours prior to the scheduled receipt of the returns, filling in the delivery note with all the necessary legal details, codes of the goods and the reason for return).</p> <p>17.00-19.00: Cultural visit</p> <p>Church of Saint Dimitrios</p> <p>Visiting a remarkable monument of the city which is unique because of the catacombs it is founded on.</p>
2021-2022	Thursday	<p>9.00-15.00: Practical training at:</p> <ul style="list-style-type: none"> - (Group 1) Masoutis S.A.(14th km Thessalonikis-Vasilikon Rd, 57001, Thermi, Thessaloniki) - (Group 2) MyMarket (Gefyra, 57011, Thessaloniki) - (Group 3) Next S.A. (Office supplies industry), (Gallikou Str., Ionia, 57008,Thessaloniki) - (Group 4) Julia Tsiagou (22 Dodekanisou Str., 54626, Thessaloniki) <p>The participants will practice on accounting methods for raw material imports. They will get trained in the accounting arrangement of international imports from the global market and in preparing and sorting delivery orders, as well as issuing consignment notes and invoices, using each company's computer software. The software that each company use may be of a</p>

		different brand but all have the same philosophy.
2021-2022	Friday	<p>9.00-15.00: Practical training at:</p> <ul style="list-style-type: none"> - (Group 1) Masoutis S.A.(14th km Thessalonikis-Vasilikon Rd, 57001, Thermi, Thessaloniki) - (Group 2) MyMarket (Gefyra, 57011, Thessaloniki) - (Group 3) Next S.A. (Office supplies industry), (Gallikou Str., Ionia, 57008,Thessaloniki) - (Group 4) Julia Tsiagou (22 Dodekanisou Str., 54626, Thessaloniki) <p>The participants will practice on accounting support and taxation. They will learn about the complicated tax system in Greece and the need for the accountant to always be up-to-date with the latest laws.</p>
2021-2022	Saturday	<p>Archaeological Museum of Thessaloniki</p> <p>Visit and guided tour at the most important place of culture of Macedonia</p>
2021-2022	Sunday	<p>Archaeological site of Vergina - King Phillips tomb</p> <p>Official guided tour and visit at the most significant Greek Macedonian Tomb. Acquaintance with the Greek Macedonian history.</p>
2021-2022	Monday	<p>9:00 to 15:00: (All groups) Practical training at The Mart Cash & Carry (Thessaloniki – Erythroy Stavroy Rd, Kalamaria, P.C.:55110)</p> <p>The MART is among the largest wholesale companies in food supply, in electronic and electrical equipment and a pioneer in products offered and has invested in Quality Management and Product Safety.</p> <p>The participants will practice on:</p> <ul style="list-style-type: none"> -Wholesale of merchandise and products as well as instructions for

		<p>proper operational use of moving and allocation machinery of a large packaging volume.</p> <p>-Classification and organization of electrical and electronic merchandise in the area of sale. Allocation methods for the employees to the respective sale departments.</p> <p>17.00-19.00: Cultural visit</p> <p>Visit at Rotunda</p> <p>It is also known as the Greek Orthodox Church of Agios Georgios, and is informally called the Church of the Rotunda. The building is now a historical monument under the Ephorate of Byzantine Antiquities of the Greek Ministry of Culture. It is included in the Early Christian and Byzantine monuments of Thessaloniki as a UNESCO World Heritage Site.</p>
2021-2022	Tuesday	<p>9.00-15.00: Practical training at:</p> <ul style="list-style-type: none"> - (Group 1) Masoutis S.A.(14th km Thessalonikis-Vasilikon Rd, 57001, Thermi, Thessaloniki) - (Group 2) MyMarket (Gefyra, 57011, Thessaloniki) - (Group 3) Next S.A. (Office supplies industry), (Gallikou Str., Ionia, 57008,Thessaloniki) - (Group 4) Julia Tsiagou (22 Dodekanisou Str., 54626, Thessaloniki) <p>The participants will practice on methods of organisation and management of a business regarding the quality of products. In big enterprises the management and the organizing of the products is the most important thing in order for the company to work properly.</p>
2021-2022	Wednesday	<p>9.00-15.00: Practical training at:</p> <ul style="list-style-type: none"> - (Group 1) Masoutis S.A.(14th km Thessalonikis-Vasilikon Rd,

		<p>57001, Thermi, Thessaloniki)</p> <ul style="list-style-type: none"> - (Group 2) MyMarket (Gefyra, 57011, Thessaloniki) - (Group 3) Next S.A. (Office supplies industry), (Gallikou Str., Ionia, 57008,Thessaloniki) - (Group 4) Julia Tsiagou (22 Dodekanisou Str., 54626, Thessaloniki) <p>The participants will practice on the utilization of cash machines and control procedures for the exit of the products from the store. They will learn, through practice, to use the cashier, to issue invoices when necessary, to inform the company's data base and the stock department for the purchases.</p> <p>17.00-19.00: Cultural visit Traditional Byzantine castles and walls of the city of Thessaloniki.</p> <p>Acquaintance with the Byzantine history of the city.</p>
2021-2022	Thursday	<p>9.00-15.00: Practical training at:</p> <ul style="list-style-type: none"> - (Group 1) Masoutis S.A.(14th km Thessalonikis-Vasilikon Rd, 57001, Thermi, Thessaloniki) - (Group 2) MyMarket (Gefyra, 57011, Thessaloniki) - (Group 3) Next S.A. (Office supplies industry), (Gallikou Str., Ionia, 57008,Thessaloniki) - (Group 4) Julia Tsiagou (22 Dodekanisou Str., 54626, Thessaloniki) <p>The participants will get trained in the accounting support of the distribution - storage lines. They will get trained in the accounting way of operation, as far as the storage and transfer of agricultural products is concerned, aiming to the optimized performance of the</p>

		company.
2021-2022	Friday	<p>9.00-15.00: Practical training at:</p> <ul style="list-style-type: none"> - (Group 1) Masoutis S.A.(14th km Thessalonikis-Vasilikon Rd, 57001, Thermi, Thessaloniki) - (Group 2) MyMarket (Gefyra, 57011, Thessaloniki) - (Group 3) Next S.A. (Office supplies industry), (Gallikou Str., Ionia, 57008,Thessaloniki) - (Group 4) Julia Tsiagou (22 Dodekanisou Str., 54626, Thessaloniki) <p>The participants will practice on the human resources department. They will learn, through practice, the procedures followed in order to hire or fire a person, labor legislation for heavy and unhealthy jobs, special bonuses for dangerous jobs etc.</p> <p>17.00-19.00:</p> <p>Ipodomi Lifelong Learning centre (Egnatias 100, 54623,Thessaloniki, contact person: Mrs. Eleni-Ioanna Sinani)</p> <p>Program evaluation</p> <p>Each participant will be evaluated by the responsible person of the program in cooperation with the accompanying teachers, taking into account the evaluation by the companies where the practical training took place.</p> <p>Reviewing of activities and assessment of the project. Discussion and evaluation of how useful were its contexts. Discussion about the advantages gained by the students aiming to the better access in the labor market.</p> <p>Conferment of certificates.</p> <p>Farewell event with the all the contributors of the program.</p>

2021-2022	Saturday	Farewell and departure
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Eleni Ioanna Sinani
Director of LLC Ipodomi