

# STUDY TOURS PROGRAMME IN LONDON BRUNEL UNIVERSITY YOUNG MANAGER

## SHORT-TERM TRAINEESHIP AGREEMENT

Considering the Italian Law n. 107/2015, recognizing the significance and utility of the relationship between working experience and school, and, recognizing the staying at STUDY TOURS PROGRAMME at Brunel University, London, as useful and effective as a working one, a short-term traineeship agreement is hereby stated between:

### **The Host Organization:**

STUDY TOURS PROGRAMME IN LONDON

ADDRESS

BRUNEL UNIVERSITY LONDON

Kingston Ln, London, Uxbridge UB8 3PH,  
United Kingdom

Represented by:

The Coordinator for the Italian students  
Ms Elena Corona

In his/her capacity as: Trainee Coordinator.

Email: e.corona@studytours.it  
tel. 0039 (0)2 65591111

### **The Educational Institute in Italy:**

NAME :

ADDRESS :

Represented by:

In her/his capacity of:

Principal and Supervisor of the Trainee

Mrs/Mr

The Principal

Email:

Tel. 0039

### **The Trainee:**

NAME: STUDENT'S NAME

TEL.: STUDENT'S PHONE NO.

EMAIL:

COURSE OF STUDY:

The following has been agreed:

#### 1. AIM AND DURATION OF THE TRAINEESHIP:

- The main purpose of the traineeship with the Organization shall be a supplement to the studies that the Trainee is pursuing at his or her Educational Establishment (.....). The traineeship shall consist of morning (and/or afternoon) lessons after which a certificate will be issued stating the contents of the course and the tasks performed during his/her Traineeship. During the Young Manager Course students learn about business etiquette and establishing a business as well as negotiation and interaction skills (see contents attached)

**TOTAL NUMBERS OF LESSONS: 15 hours per weeks - 30 hours in total for 2 weeks**

#### 2. TRAINEE STATUS:

- The trainee shall be hosted at Brunel University on FB basis. He/she shall respect the rules and timetable of the campus, leave his/her bedroom tidy and ask for any necessity.

- The trainee shall remain a student of his/her Educational Establishment for the duration of the traineeship with the host Organization and, consequently, shall follow the programme as previously agreed upon.

- The trainee shall be subject to the administrative authority of the Principal while on the Organization's site. In particular, the Trainee must comply with the Organization's access to the sites, conduct and safety. In the event of non-compliance with these provisions, the Organization reserves the right to terminate the traineeship before the scheduled end date.

#### 3. SOCIAL PROTECTION

The Educational Establishment must make sure that the Trainee has taken out personal liability insurance covering any travel or medical events.

#### 4. TRAINEE EVALUATION

At the end of the course the host Organization will release a certificate testifying the certificate of completion of the course. The Organization undertakes to complete an evaluation of the Trainee's conduct both at school and in the campus at the end of the traineeship, if required by the Educational Establishment.

Accepted and completed in three original copies:

STUDYTOURS  
The Coordinator for the Italian Students  
Elena Corona

Place: Milan, 20121, Via F. Turati n.32

Date:

The Trainee and his/her legal guardian

.....

Place: .....

Date: .....

The Educational Establishment

.....

The Principal .....

Place: .....

Date: .....

## Young Manager

The activities will be specifically designed to:

- Develop speaking and listening
- Improve fluency and interaction skills
- Learn business writing skills useful in an academic and business context
- Learn words and expressions for practical use
- Develop negotiation skills

The course includes practical lessons designed to bring theory into practice through guided project work and group discussions. Students will learn about business etiquette and establishing a business.

In teams, students will brainstorm and create an idea of a product or service. Using techniques learned about digital communication and marketing, each team will develop a brand and an advertising campaign, including a promotion plan and a sample brochure. Each team will be given a budget and will learn how to allocate finances within the budget to promote their product or service. At the conclusion of the course, each team will give a final presentation, using public speaking skills learned and practiced throughout the course, to pitch their business idea and promotion plan to the rest of the class.