



FINANCING OF THE TRAINING AND TEAM COACHING PROJECT

GENERAL PRINCIPLES

For what type of project can financial support be applied for?

The Fund provides financial support to organisations that offer workers an opportunity to undergo in-person or distance **training**, or participate in a **coaching project**.

For which topics?

All training topics are possible.

A **non-exhaustive list of examples** of topics is provided below:

- Software (Introduction to information technology, Excel, Word, Access, Outlook, PowerPoint...)
- Communication (General, intergenerational, non-violent, etc.)
- Handling and carrying loads
- First aid
- Conflict and aggression management
- Stress management
- Time management
- ...

Who can apply?

The Social Fund is only for organisations that fall under Joint Committee 337 (with NSSO (ONSS/RSZ) index 139 or 032).

The Management Committee of Social Fund 337 has decided to work with a fixed number of organisations. Contact the Fund for more information.

Organisations can lodge individual or group applications¹.

¹ One of the participating organisations submits the application and handles the administrative follow-up.

Who can participate in the project?

- The **salaried workers** of the organisation are eligible for subsidies.
- Other staff (self-employed, volunteers, directors, interns, job seekers) can participate if they are directly involved in the project.
They will not be included in the calculation of financial support however.
- The Fund gives priority to workers who belong to at-risk groups:
 - No higher education diploma
 - Over 50 years of age
 - Reduced capacity for work
 - Employed for less than a year and job seeker prior to employment

Social consultation

The Fund requires that the staff be consulted:

- through a consultation body (works council, Committee for Prevention and Protection at Work (CPPT/CPBW), union delegation), which must give its consent;
- for organisations without a consultation body, employers declare on their honour that all workers have been consulted and had the opportunity to make comments.

What type of training provider can the organisation call on?

In principle, the Fund accepts only training providers who are active in the non-profit sector, pursue non-profit objectives, and apply adapted rates. These are therefore mainly non-profit organisations and public providers. In any event, other types of providers are considered only if the organisation justifies its choice. This justification will be reviewed by the Management Committee which will make a decision.

When can be application be submitted?

You can submit an application **up to 60 calendar days (including weekends and holidays) after the training or coaching**. The Fund advises you to submit your application as early as possible. If you submit the application after the project has started, there is no guarantee that it will be accepted.

When will a reply be provided?

At the latest, five weeks after the application file is submitted (except for July, August, and December).

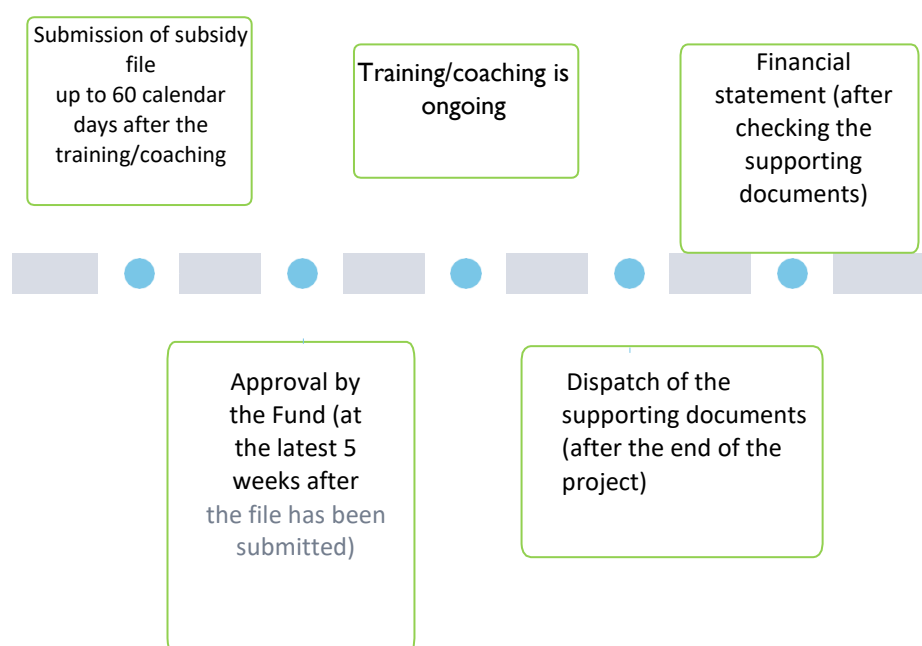
How is payment made?

The Social Fund pays the subsidy after receiving the supporting documents. An organisation can receive an advance of 50% (for a subsidy of at least €500). Note: the Fund will pay only for what has been actually carried out. The amount paid may be lower than what was approved, for example, if there were fewer participants or training hours, or if the cost was lower than indicated in the application file.

Other conditions to be met

- Support from the Fund is possible only if there is no other way to finance the project as a whole.
- The salaries of the participants are not reimbursed.
- The training for or coaching of workers takes place during working hours; otherwise, it is considered as working hours.
- The organisation does not require any financial contribution from participants.
- The organisation undertakes to inform participants about the support provided by the Fund.

Time it takes to process an application for a subsidy



A GROUP PROFESSIONAL COACHING

During **group coaching**, workers meet to discuss a specific issue. Difficulties are broached using concrete examples from the field. The group's activity stimulates awareness, interaction, communication, and innovation. An **external facilitator** oversees the process.

TEAM SUPERVISION AND COACHING

Professional coaching is provided to optimise the way a team functions, hone practices, and develop new working methods.

"There is significant staff turnover in our institution. How do we tackle the problem and find a solution? How can the team continue to function properly with the arrival of these newcomers? "

*"Communication in our organisation is challenging.
How can we improve it? "*

"The applications for training always come from the same people. Are they really the only ones who need training? "

"How do we prioritise while taking into account the needs of the institution and the training projects of the workers? "

INTERVISION

Professional coaching aims to facilitate exchanges of knowledge and experiences among workers (potentially from different organisations) who are doing the same job, in order to reassess professional practices and attempt to instil new ones. Participants broach problems encountered in the workplace such as job content and technical issues, as well as personal functioning matters.

"There is tension in the department owing to a heavy workload, and some workers feel the need to reflect with colleagues on how they function in this situation. "

"Surface technicians from different organisations gather for Intervision on aggression and stress. "

The coaching must be provided by an external professional facilitator, either in-person or online.

Audits, individual coaching, mentoring, evaluations, etc., are not considered.

For how many hours of coaching can financial support be received?

Maximum number of hours per group for a period of one year, in-person or online:

- Four or five salaried workers taking part: 25 hours
- As of six salaried workers: 30 hours

What is the maximum amount of financial support and which expenses are allowed?

The maximum financial support is €130/hour, inclusive of all expenses:

- Remuneration² of the facilitator and possible travel expenses
- Expenses for teaching material, syllabi, copies, room hire. Catering is not accepted.

² Any expenses for preparation or assessment meetings are included in this budget. In other words, the Fund does not finance €130/hour for preparing or drawing up a report.

B BESPOKE TRAINING PROJECTS FOR WORKERS

If you engage an external training provider for bespoke training, either in-person or online, you can apply for a subsidy from the Fund.

What is the maximum amount of financial support and which expenses are allowed?

The maximum financial support amounts to €25 per hour per participant, with a cap of €250 per hour per group, all-inclusive:

- Trainer's remuneration and possible travel expenses
- Expenses for teaching material, syllabi, copies, room hire
- Possible online platform fees

Catering is not accepted.

C REIMBURSEMENT OF REGISTRATION FEES: in-person training

If an interesting training or study day is organised outside your organisation on one of the priority topics, and one or more of your workers would like to participate, you can request reimbursement of the registration fees from the Fund.

What is the maximum financial support?

The maximum financial support is €25/hour/participant, inclusive of all expenses:

REIMBURSEMENT OF REGISTRATION FEES: online training

If an online training is organised by an external provider on one of the priority topics, and one or more of your workers would like to attend, you can request reimbursement of the registration fees from the Fund.

This can include traditional e-learning (online and distance training), virtual classes, a Massive Open Online Course (MOOC: open to an infinite number of participants but for which the certification stage must at times be paid for), webinars (online seminars/conferences), etc.

Training hours can take place at the workplace or at home but are always considered as working hours.

What is the maximum financial support?

The maximum financial support is €25/hour/participant, inclusive of all expenses.

APPLICATION FORMS

You will find on the Fund's website:

- The application form
- The form for proof of social consultation
- The Excel document for the list of participants
- The "attendance list" document

OTHER INFORMATION TO BE PROVIDED

The organisation must inform the Fund immediately of any changes such as:

- the non-launch (cancellation of the action), postponement, or incomplete implementation of the project
- the use of a different training provider than the one mentioned in the file
- the change of participant (if already communicated)

SUPPORTING DOCUMENTS TO BE PROVIDED

Supporting documents must be sent to the Fund by e-mail within 3 months after the last session. The forms to be completed can be downloaded from the Fund's website.

Bespoke training	Reimbursement of registration fees
Itemised invoices ³ justifying expenses	The provider's invoice
Attendance forms with signatures	Attendance certificate/proof of attendance
The participant data form ⁴	The participant data form

FUND CONTACT

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Updated: June 2024

³ i.e. with the title of the training, number of hours, dates, possible transport costs, etc.

⁴ Data concerning the participants are requested for statistical and pragmatic purposes. Data concerning the participants are requested for statistical and pragmatic purposes.