

EUROPEAN COMMISSION

E+ Capacity Building in Higher Education

**SEA-ABT: SOUTH EAST ASIA ACADEMY FOR BEVERAGE TECHNOLOGY**

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October 2015-September 2018

**Deliverable D3.2**

**Report on executed trainings for trainers of CPD products**

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**Delivery date:** M40

Dissemination Level		
<b>PU</b>	Public	<b>X</b>
<b>PP</b>	Restricted to other programme participants (including Commission services and projects reviewers)	
<b>CO</b>	Confidential, only for members of the consortium (including EACEA and Commission services and projects reviewers)	

**Summary:**

This deliverable *D3.2 Report on executed trainings for trainers of CPD products* describes the trainings that have been held for trainers of CPD products and describes these with regard to agenda, content, list of trainers and participants, and an evaluation report.

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# 1 Overview of executed trainings for trainers of CPD products

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The main purpose of task 3.2 is to train the trainers on CPD products in content and new teaching methods through the organization of three workshops and – depending on the needs – webinars. This deliverable *D3.2 – Report on executed trainings for trainers of CPD products* describes the trainings that have been carried out and includes agenda, a description of the content and an evaluation report.

The following trainings have been carried out for trainers:

Date	Location	Topic of training	Days
6-7 September 2018	Bangkok, Thailand	Workshop on Research project management and lean business plan development	2
27-28 February 2019	Bangkok, Thailand	Workshop on New Product Development for Beverage Technology	2

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## 2 Workshop: Research Project Management and Lean Business Plan Development

### 2.1 Announcement



**Free Registration**

**6-7 September, 2018**

**Research Project Management and Lean Business Plan Development**

**40 seats only**

**Room Ban-Chao, 15<sup>th</sup> floor, Vachirunnahis Bld., Faculty of Science, Chulalongkorn University, Bangkok, Thailand**

**About the workshop**  
Participants of this workshop will learn about relevant national and international research project management and lean business plan development from Mr. Rainer Svacinka, Project Manager of SEA-ABT from University of Natural Resources and Life Sciences Vienna (BOKU), who will share his experiences and practical examples during this workshop. Group activity and oral presentation may be required. Workshop will be conducted in English.

**Application period**  
Open Monday 13 August, 2018 (8 am)  
Close Tuesday 24 August, 2018 (6 pm)

**Qualification of Participants:**  
-At least Bachelor Degree  
-Working in Beverage (priority) or Food Industry/SMEs or HR or University staff

**Participating terms/conditions**  
-SEA-ABT reserves the rights to select participants according to SEA-ABT criteria.  
-Participants are required to :  
-Attend 2-full days  
-Participate in all activity such as oral presentation and group discussion  
-Submit all evaluations forms  
-Qualified participants are required to pay guarantee fee of 1,000 THB.  
-This fee will be fully refunded at the end of workshop after participate in all activity according to participating conditions.

**How to apply**  
• Fill out application form through QR code or at <https://goo.gl/forms/XGRpdicubp19>  
• Qualified participants will receive confirmation e-mail from organizer  
• For more information  
Contact :  
Ms. Sansanee Pethiwong  
Tel: +66 63 593 5944  
[beveragetechnology.thailand@gmail.com](mailto:beveragetechnology.thailand@gmail.com)

**QR code for Application**

**Co-funded by the Erasmus+ Programme of the European Union**

**More information & Agenda: [www.sea-abt.eu/](http://www.sea-abt.eu/)**

**PAGE 1**

### 2.2 Agenda

**Thursday, 6<sup>th</sup> September, 9:30-16:30**

#### **Research Project Management**

**Morning:**

##### **Session 1: Strategy**

- Publicly funded research projects: advantages, disadvantages, golden rules
- Organisational strategy vs Project strategy: how to align, what to avoid

##### **Session 2: Structuring a research project**

- Basics of project management methodologies
- Description of Work, objectives, deliverables and milestones
- WP Design

## Afternoon:

### Session 3: Project implementation

- Consortium building
- Management of the project start, work packages and project results
- Overview: Financial planning, management and control
- Overview: Project management structure, procedures and tools
- Management of the Project close down

**Friday, 7<sup>th</sup> September, 9:30-11:30**

### How to teach Research Project Management

- Audiences and expectations
- Presentations, Exercises and more
- Practical examples

**Friday: 13:00-15:30**

### Lean Business Plan Development

- Introduction to lean business plan development approach
- Business model canvas
- Value proposition canvas

## 2.3 Description of content

The two-day workshop on Research Project Management and Lean Business Plan Development was organized by PM Rainer Svacinka (BOKU) and took place at Chulalongkorn University 6-7 September 2018.

The workshop was announced on the SEA-ABT website under <https://www.sea-abt.eu/node/302>

Targeted at food professionals and organized partly as lecture and partly as group work, the main objective of the workshop on Research Project Management was to give participants an overview of:

- Basics of project management methodologies
- Description of Work, objectives, deliverables and milestones
- Consortium building
- Management of the project start, work packages and project results
- Financial planning, management and control
- Project management structure, procedures and tools
- Reporting
- Quality assurance
- Management of the Project close down

After having completed the workshop, the participants were able to:

1. Get an overview on available project management methodologies and standards and its relevance for research projects.
2. Understand what project management means and covers.
3. Participants learn how to define and structure objectives and non-objectives.
4. Learn how to word deliverables and effective milestones.
5. Learn how to build up a project consortium in the project preparation phase (proposal phase).
6. Learn about the important tasks, activities and outputs of a kick-off meeting
7. Learn how to break down the project work in work packages and efficiently manage those WPs.
8. Some basic rules to plan a realistic project budget and ways to control and manage project finances
9. Learn about common project management structures and procedures
10. Get an overview on available management tools and how to apply them in a project
11. Know about the main steps of project reporting and controlling
12. Learn about ways to plan for good quality and perform quality assurance.
13. Learn to manage the project close down process and the close down meeting to successfully close a project

The main objective of the workshop on Lean Business Plan Development was to give participants:

- Introduction to lean business plan development approach
- Business model canvas
- Value proposition canvas

After having completed the workshop, the participants were able to:

- Will know how to create a business canvas
- Will know how to create a value proposition canvas
- Describe and structure their business idea using above mentioned tools



Figure 1: Pictures from the 2-day workshop 6-7 September 2018

## 2.4 Evaluation report

The evaluation form, below, was handed out to all participants immediately after the workshop.

### Evaluation form for the Workshop on Research Project Management and Lean Business Plan Development 6-7 September 2018 at Chulalongkorn University, Bangkok

<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Age</b>	<input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> > 60
<b>Country</b>	
<b>Affiliation/ position</b>	<input type="checkbox"/> <b>Higher education</b> <input type="checkbox"/> Teacher <input type="checkbox"/> Student <input type="checkbox"/> <b>Professional training provider</b> <input type="checkbox"/> <b>Industry</b> <input type="checkbox"/> <b>Government sector</b>

	<input type="checkbox"/> <b>Other: please specify:</b> _____
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**How satisfied are you with the following aspects of this workshop? (Please mark ✓)**

No.	Topic	Range				
		5 Very agree	4 Agree	3 Neutral	2 Disagree	1 Very disagree
1	Overall contents were clearly addressed?					
2	The objectives were clearly defined?					
3	The topics were relevant to the objectives?					
4	Necessary materials / resources were sufficiently provided?					
6	The instructor was well prepared?					
7	The instructor is knowledgeable in the subject area?					
8	The manner of presentation was clear?					
9	The instructor well / effectively interacted with participants?					
10	Effective/interactive teaching strategies were applied?					
11	Effective teaching tools and methods were applied?					
12	Questions were appropriately clarified / sufficiently explained					
13	Presentation and media helped to better understanding the subject?					
14	The duration of the subject was appropriate?					
15	The location was appropriate and well arranged to promote learning?					
16	The course improved your knowledge and skills?					

17	The course may improve your chance to progress in your professional career?					
18	The course inspired you to attain more information and knowhow in beverage technology?					
19	How would you rate your overall satisfaction on this workshop?	<b>Very satisfied</b> <input type="checkbox"/>	<b>Satisfied</b> <input type="checkbox"/>	<b>Neutral</b> <input type="checkbox"/>	<b>Unsatisfied</b> <input type="checkbox"/>	<b>Very unsatisfied</b> <input type="checkbox"/>

**Comments/Suggestions for improvement?**

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.....

**Thank you for your participation!**

## 2.4.1 Results of the participant evaluation

### EVALUATION SUMMARY

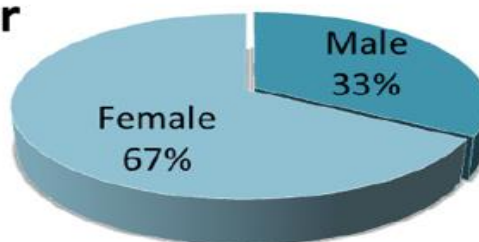
#### “Research Project Management and Lean Business Plan development”

September 6<sup>th</sup> , 2018

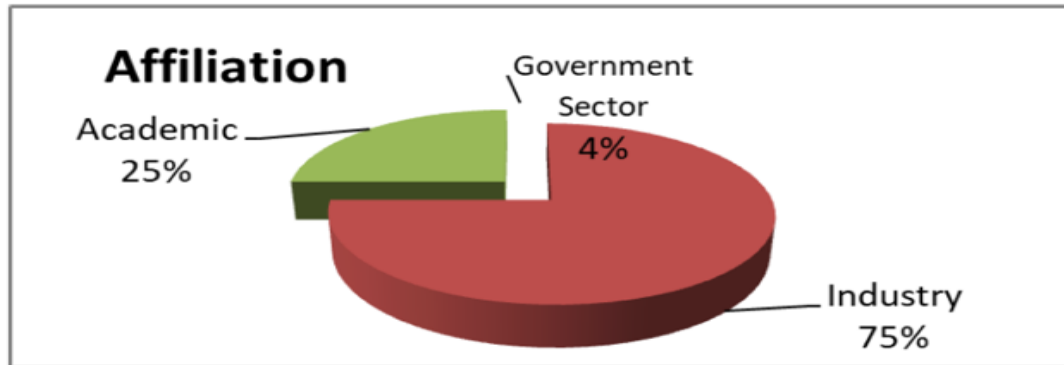
Chulalongkorn University, Bangkok, Thailand

### General information

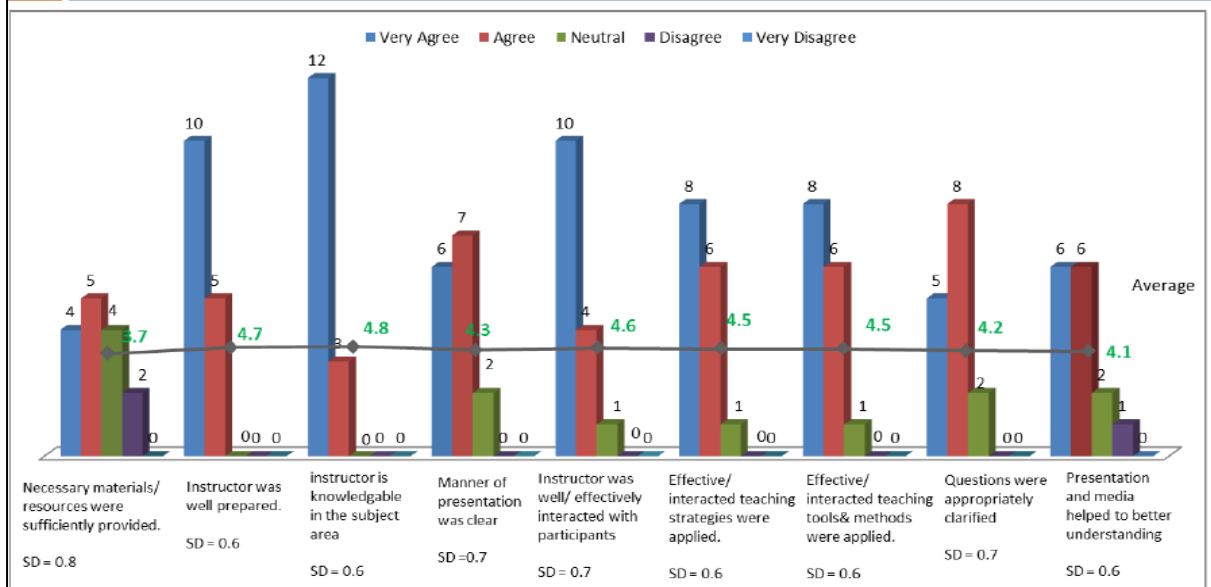
#### Gender



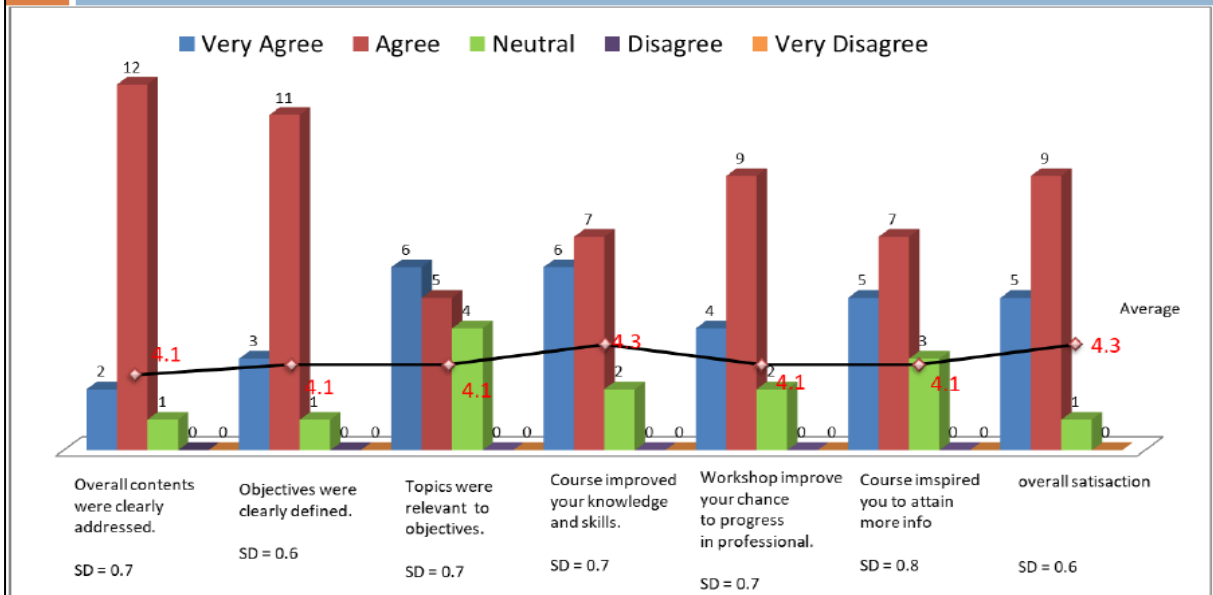
## General information



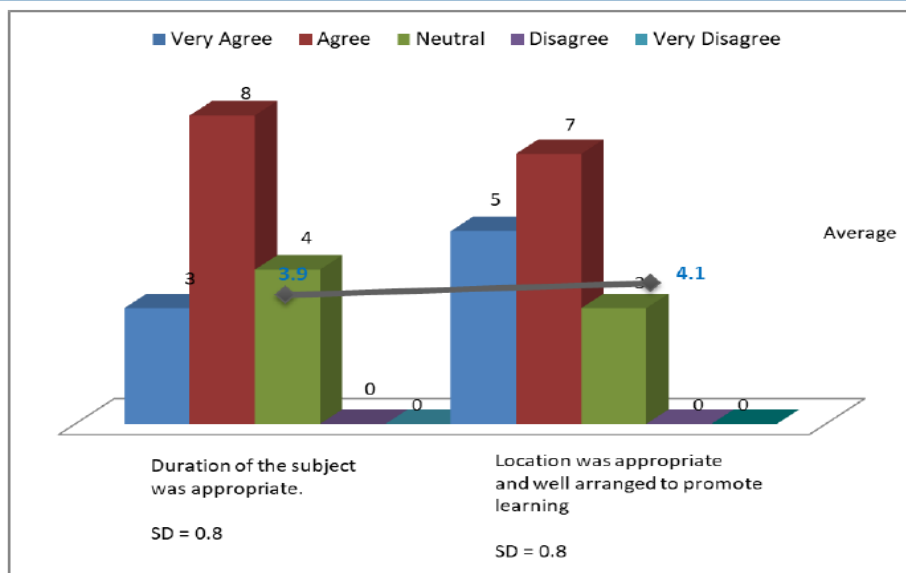
## Satisfaction related to materials & instructors



## Satisfaction related to contents



## Satisfaction related to duration & Venue



### 3 Workshop: New Product Development for Beverage Technology

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#### 3.1 Announcement



The poster is for a workshop titled "New Product Development for Beverage Industry" held on 27-28 February, 2019, at Training Room 5419, 4th floor, Faculty of Agro-Industry Bld.5, Kasetsart University, Bangkok, Thailand. It features logos for SEA-ABT, KU (Kasetsart University), and the European Union. A red circle indicates "50 seats only". The speakers are Asst. Prof. Dr. Pisit Dhamvithee and Dr. Sudathip See-Tan. The agenda includes: Introduction to Innovation of New Products, Steps in Product Development, Food Regulations and Product Development, Industrial Experience Sharing: NPDs in real world, and Data Resources and Practice. The practical workshop focuses on Idea Screening and Concept Development. The registration fee is 5,000 baht (2 days), including coffee breaks, lunch, and course materials. The "How to apply" section provides a QR code and a link to the application form. Contact information for the Researcher Development Center (RDC) is also provided. The poster is co-funded by the Erasmus+ Programme of the European Union, and more information is available at [www.sea-abt.eu/](http://www.sea-abt.eu/).

**27-28 February, 2019**

## New Product Development for Beverage Industry

**50 seats only**

Training Room 5419, 4<sup>th</sup> floor, Faculty of Agro-Industry Bld.5  
Kasetsart University, Bangkok, Thailand

**Speakers**

  
Asst. Prof. Dr. Pisit Dhamvithee

  
Dr. Sudathip See-Tan

- Introduction to Innovation of New Products
- Steps in Product Development
- Food Regulations and Product Development
- Industrial Experience Sharing: NPDs in real world
- Data Resources and Practice

**Practical Workshop on :**

- Idea Screening
- Concept Development

**Registration fee\* : 5,000 baht (2 days)**  
\*including coffee breaks, lunch, course materials

**How to apply**

- Fill out application form through QR code or at <https://goo.gl/forms/5saO1wF13LW5yRk3>
- Qualified participants will receive confirmation e-mail from organizer
- For more information

Contact : Researcher Development Center : RDC  
Tel : +66 64 324 0000  
E-Mail : [info-rcd@ku.ac.th](mailto:info-rcd@ku.ac.th)

QR code for Application

Co-funded by the Erasmus+ Programme of the European Union

**More Information & Agenda: [www.sea-abt.eu/](http://www.sea-abt.eu/)**

## 3.2 Agenda

กำหนดการอบรม "New Product Development for Beverage Industry"  
 โครงการ South East Asia Academy for Beverage Technology (SEA-ABT)  
 วันที่ 27-28 กุมภาพันธ์ 2562 เวลา 8.30 – 16.30 น.  
 ห้อง 5419 ชั้น 4 อาคารอุตสาหกรรมเกษตร 5 คณะอุตสาหกรรมเกษตร มหาวิทยาลัยเกษตรศาสตร์

Time	Program	Note
<b>Day1 : 27 Feb, 2019</b>		
08.30 - 09.00	Registration	ลงทะเบียน
09.00 - 09.10	Opening & Introduction of South East Asia Academy for Beverage Technology (SEA-ABT)	กล่าวเปิดและแนะนำโครงการ
09.10 - 10.10	Introduction to innovation of new products	แนะนำนวัตกรรมเพื่อการพัฒนผลิตภัณฑ์ใหม่
10.10 - 10.30	Coffee break	รับประทานอาหารว่าง
10.30 - 12.00	Steps in Product Development	ขั้นตอนในการพัฒนาผลิตภัณฑ์
12.00 - 13.00	Lunch	พักรับประทานอาหารกลางวัน
13.00 - 14.00	Food Regulations and Product Development	กฎหมายอาหารและการพัฒนาผลิตภัณฑ์
14.00 - 14.20	Coffee break	รับประทานอาหารว่าง
14.30 - 16.30	Workshop for idea screening (Group activity)	ฝึกปฏิบัติ: การคัดกรองความคิด
<b>Day2 : 28 Feb, 2019</b>		
9.00 - 10.30	Industrial Experience Sharing: NPDs in real world	แบ่งปันประสบการณ์จากผู้ประกอบการภาคอุตสาหกรรม (อาชีพ: วิศวกรที่คิดค้นกระบวนการผลิต วิตามินซี ฯลฯ)
10.30 - 10.50	Coffee break	รับประทานอาหารว่าง
10.50 - 12.00	Data Resource and practice (Group activity)	การหาข้อมูลจากฐานข้อมูลและฝึกปฏิบัติ
12.00 - 13.00	Lunch	พักรับประทานอาหารกลางวัน
13.00 - 16.30	Workshop of concept development & Presentation (Group activity)	ฝึกปฏิบัติ: การพัฒนาแนวคิดและนำเสนอ

\*บรรยายเป็นภาษาอังกฤษ

## 3.3 Description of content

The two day workshop on New Product Development for the Beverage Industry took place at Kasetsart University, 27-28 February 2019.

The workshop was announced on the SEA-ABT website under <https://www.sea-abt.eu/node/343>

Targeted at food professionals, startup managers, and students and organized as a face-to-face workshop first with lectures and group work (day one) and followed up by presentations from the group work in plenary (day 2), the main objective of the workshop on New Product Development for the Beverage Industry was to give participants an overview of:

- Most important Thai international regulations relevant for beverages
- Most important international regulations relevant for beverages
- Product Registration process

After having completed the workshop, the participants have:

- Knowledge of relevant national and international regulations
- Be able to follow the regulations for certain cases







### 3.4 Participant evaluation results

Participants were asked to fill in the similar evaluation questionnaire as listed under 2.4.

## EVALUATION SUMMARY

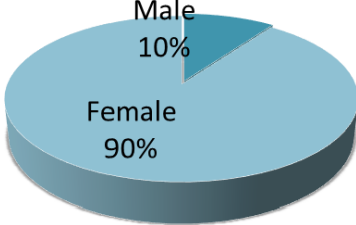
### “New Product Development For Beverage Industry”

February 27<sup>th</sup> – 28<sup>th</sup> , 2019

Kasetsart University, Bangkok, Thailand

## General information

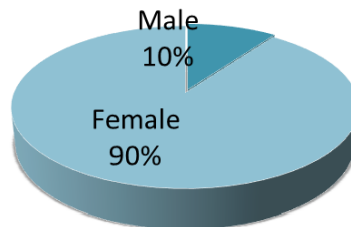
### Gender



Gender	Percentage
Male	10%
Female	90%

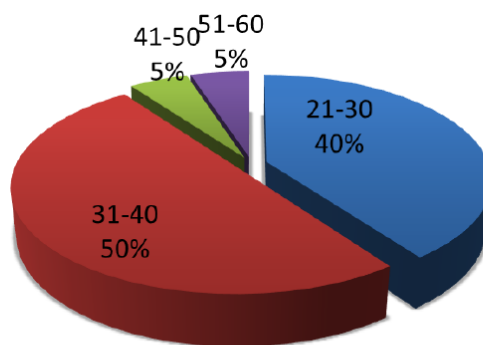
## General information

### Gender

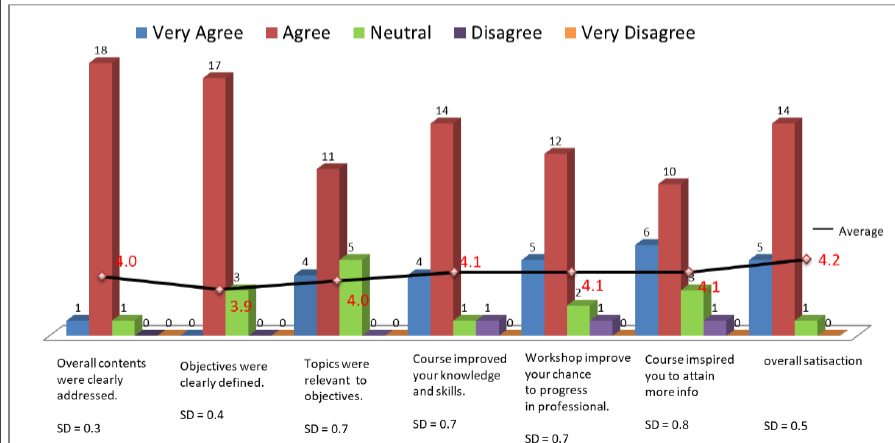


## General information

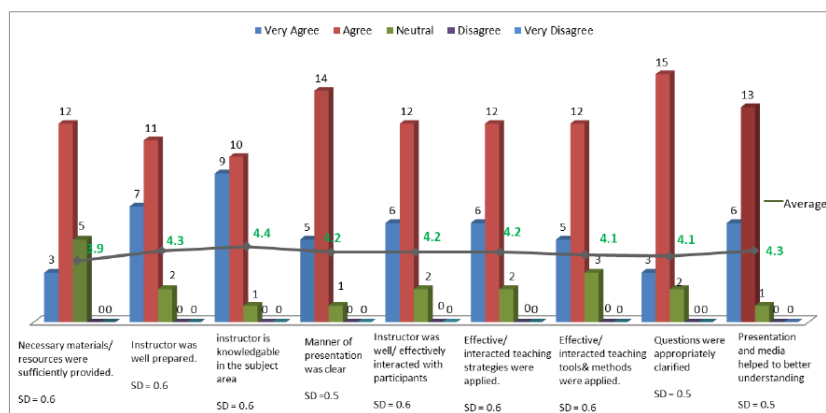
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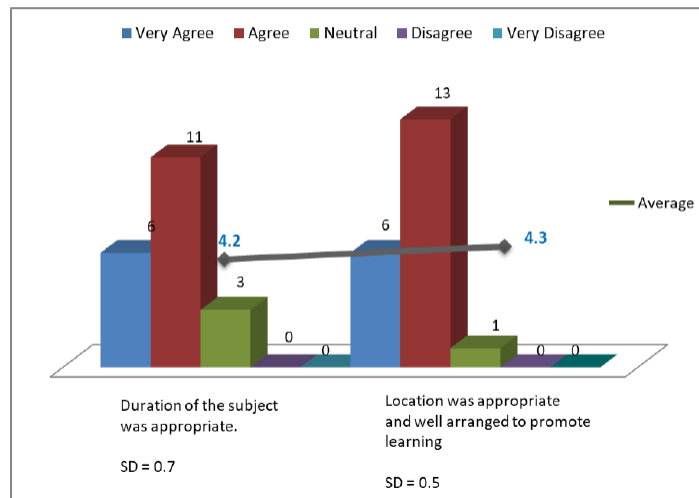
## Satisfaction related to contents



## Satisfaction related to materials & instructors



## Satisfaction related to duration & Venue



## Comments

- More experience sharing from industry will be appreciated.
- More theory based on New Product Development technique is needed.
- Group discussion shall be run through from the beginning to the conclusion.