V + Collaboration Agreement

"Erasmus+ Worldwide"

between

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and

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Preface

This collaboration agreement is based upon the shared fundamental values of freedom and democracy established within the Constitution of Cameroon and the German Basic Law. In the spirit of these values, it aims to establish respectful and trusting bonds between people with individual talents and of diverse backgrounds.

Terms of the collaboration

1. This partnership aims to – within the program "Erasmus + Worldwide" – bilaterally expand, improve and internationalize the education and training of an Office Manager in both countries. In order to achieve this objective, both parties will host exchange programs for both Office Management clerk – with a focus on events and public relations training as well as their educators.

2. Both parties are committed to facilitating the instruction of knowledge and expansion of skills of Office Management in events planning and preparation, organisation and implementation, follow-up, control and budgeting. The skillset that the partners aim to convey is based upon the curriculum of the German apprenticeship program to become a state-recognized Office Manager – with a focus on events and Public Relations.

The apprenticeship program mainly conveys the following contents:

- **Job shadowing**: Observe and learn about the day-to-day responsibilities of the role alongside experienced Office Managers.

- **Hands-on training**: Gradually take on more responsibilities and tasks, such as scheduling meetings, managing documents, and communicating with employees and clients.

- **Classroom instruction**: Attend meetings and workshops to learn about relevant topics such as Business Management, office administration and communication skills.

- **Mentorship**: A Mentor who will provide guidance and support throughout the program will be designated to the apprentice

- **Performance evaluations**: Any progress will be regularly evaluated and feedback will be provided to help them improve and develop theirs skills.

- Upon completion of the program, the apprentice will be equipped with the necessary skills to take on the role of an office manager, and a full-time to become a state-recognized Office Manager – with a focus on events and Public Relations.

The parties aim to expand and hone these skills.

3. Neither party will incur financial obligations via this agreement. Both parties are singularly responsible for bearing the expenses of their employees.

4. This collaboration agreement is valid from the date of signature up until the 31st of December 2050. It may be extended indefinitely.

5. The agreement may be terminated by both parties at any time.

Douala/Cameroon, 01.03.2023

The signatories

PUBLICITY AND DESIGN

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