

# FREE TO BE- FTB

## Good Practices Manual of partnership

Project ID: 101081200

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End date: 30 November 2025

Funded under: Erasmus+





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# PARTNERSHIP





# OUR WORDCLOUD





# 1. RESPECT EACH OTHER'S WORK

Respecting each other's work is essential because it fosters a positive and productive working environment. It encourages collaboration, builds trust among team members, and ensures that everyone's contributions are valued, ultimately leading to better outcomes and team cohesion.



## 2.ANSWER IN 24/48 TO EMAILS

Responding to emails within 24 to 48 hours is a good practice to maintain effective communication and professionalism in various contexts, such as work, business, or personal correspondence. This timeframe allows for timely information exchange and demonstrates respect for the sender's communication.







## 3. GIVE MUTUAL SUPPORT

Providing mutual support involves offering help, assistance, or encouragement to others, expecting the same in return when needed. It fosters strong relationships, teamwork, and a sense of community.







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## 4. SHARED SUPPORT AND RESPONSIBILITY

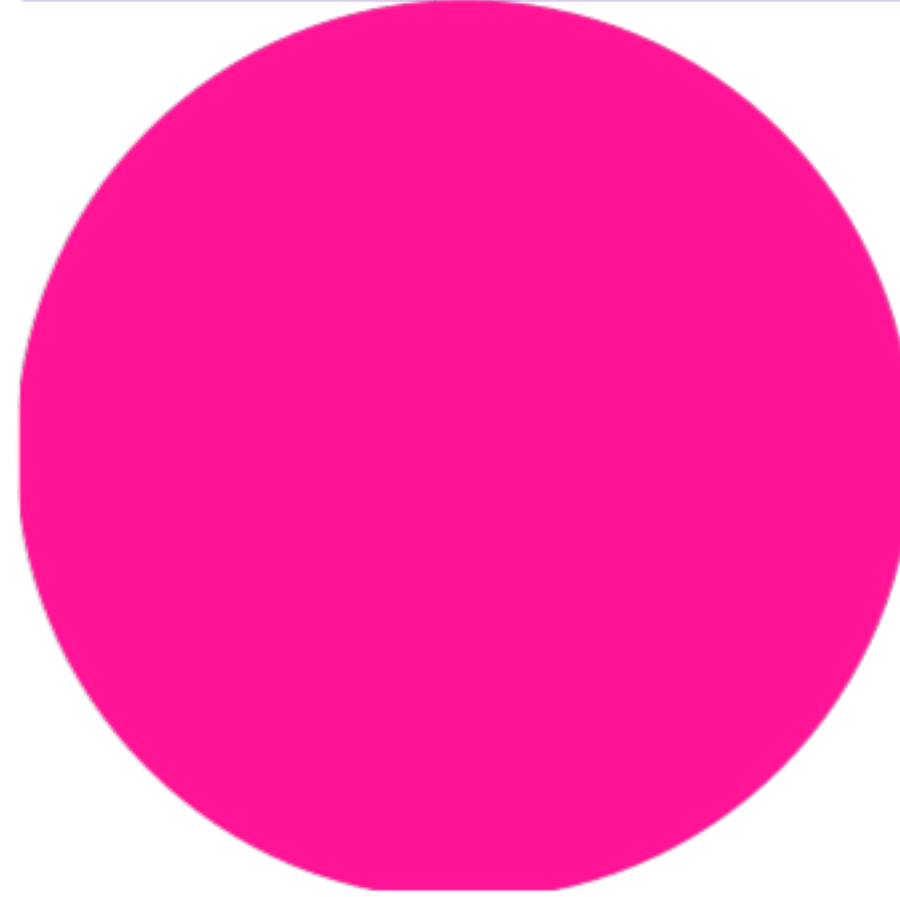
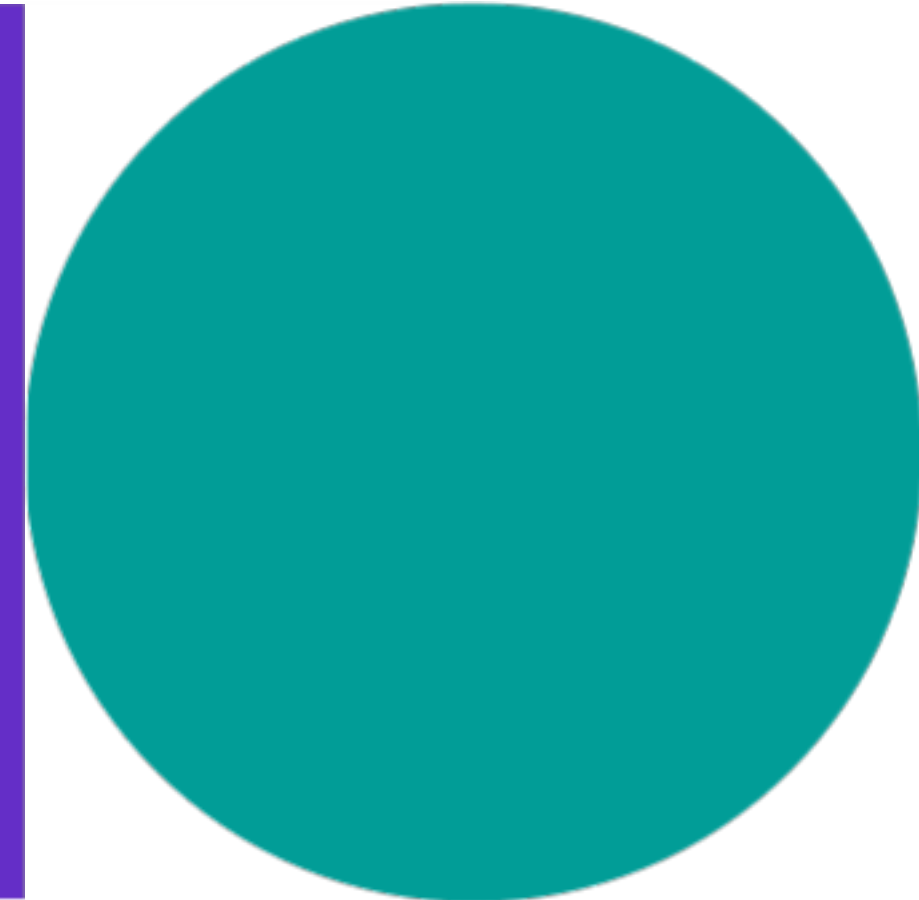
Shared support and responsibility involve collaboratively taking on tasks, challenges, or goals while actively assisting and being accountable to one another. This approach enhances teamwork and ensures that individuals work together to achieve common objectives.





## 5. DEFINED THE COMMUNICATION CHANNELS

Defined communication channels refer to establishing clear and structured pathways for information exchange within an organization or project. This ensures that messages are efficiently transmitted, received, and understood by the appropriate parties, enhancing overall communication effectiveness.







## 6.OPENMINDED APPROACH

An open-minded approach refers to being receptive and accepting of different ideas, perspectives, and opinions. It involves being willing to consider alternatives, engage in constructive dialogue, and embrace diversity of thought, which can lead to better problem- solving and collaboration.



## 7. CLARIFIED RESPONSABILITIES

Clarified responsibilities entail clearly defining and assigning specific tasks, roles, and duties to individuals or teams within an organization or project. This clarity helps ensure everyone understands their role, reduces confusion, and improves accountability for achieving objectives.





## 8.ONLINE SHARED DRIVE

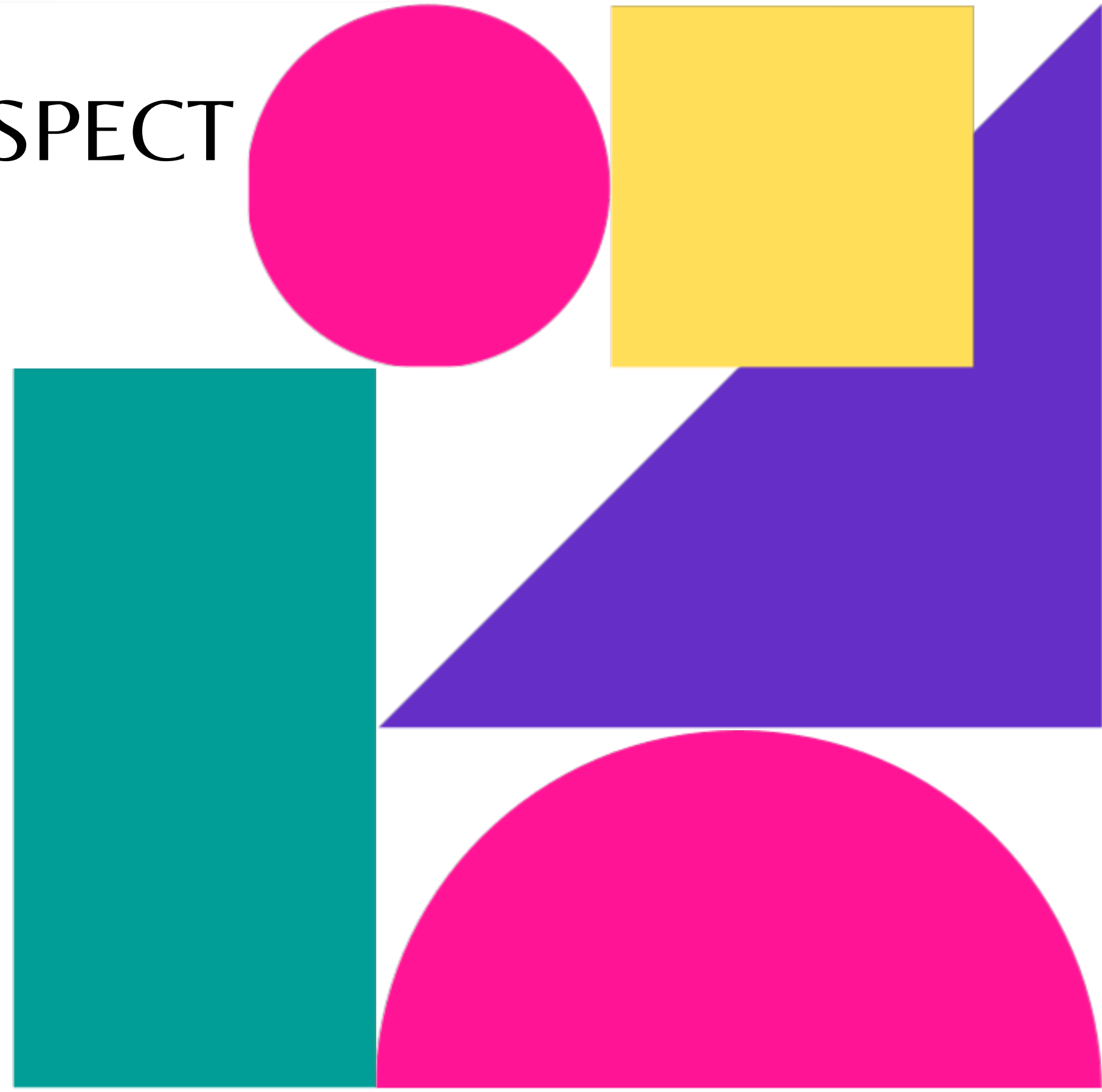
Having an online shared drive means utilizing a digital platform or service where multiple users can store, access, and collaborate on files and documents from anywhere with internet access. This fosters efficient information sharing and teamwork in both personal and professional settings.





## 9. DEFINED DEADLINES TO RESPECT

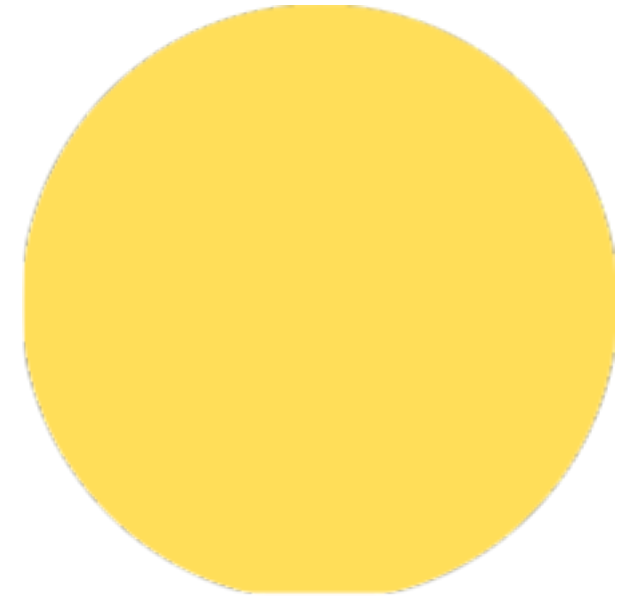
Having defined deadlines to respect is crucial for effective time management and project planning. Clear and agreed-upon timelines ensure that tasks are completed on time, enhance accountability, and contribute to overall project success.





## 10. FLEXIBILITY AND ADAPTABILITY

In the context of a partnership for a project, flexibility and adaptability are essential qualities. They enable the collaborating parties to navigate changing project dynamics, modify strategies when necessary, and accommodate unexpected challenges or opportunities. This ensures the partnership's resilience and increases the likelihood of project success.





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# 11.CONSTUCTIVE FEEDBACKS

Constructive feedback is feedback that provides valuable insights and suggestions for improvement without being overly critical or negative. It aims to help individuals or teams enhance their performance, skills, or work quality in a positive and supportive manner.





## 12.SEND/RECEIVE CLEAR INSTRUCTIONS

Sending and receiving clear instructions is vital for effective communication and task execution. Clear instructions provide a detailed and unambiguous outline of what needs to be done, reducing the risk of misunderstandings and ensuring that tasks are completed accurately and efficiently.



## 13.MUTUAL RESPECT

Mutual respect in a partnership for a project or collaboration means that all involved parties acknowledge and value each other's contributions, ideas, and perspectives. It promotes a positive and productive working relationship, essential for the success of the partnership's goals.



## 14. MUTUAL HELP

Mutual help in a partnership means that each party provides assistance and support to the other when needed. It's a collaborative effort where all involved work together to achieve common objectives and overcome challenges, ultimately strengthening the partnership.







## 15. RESULT-ORIENTED FOCUS

A result-oriented focus in a partnership means that the primary objective is to achieve specific, measurable outcomes or results. This approach emphasizes setting clear goals, monitoring progress, and taking actions to ensure that the partnership's efforts lead to the desired results or impacts.



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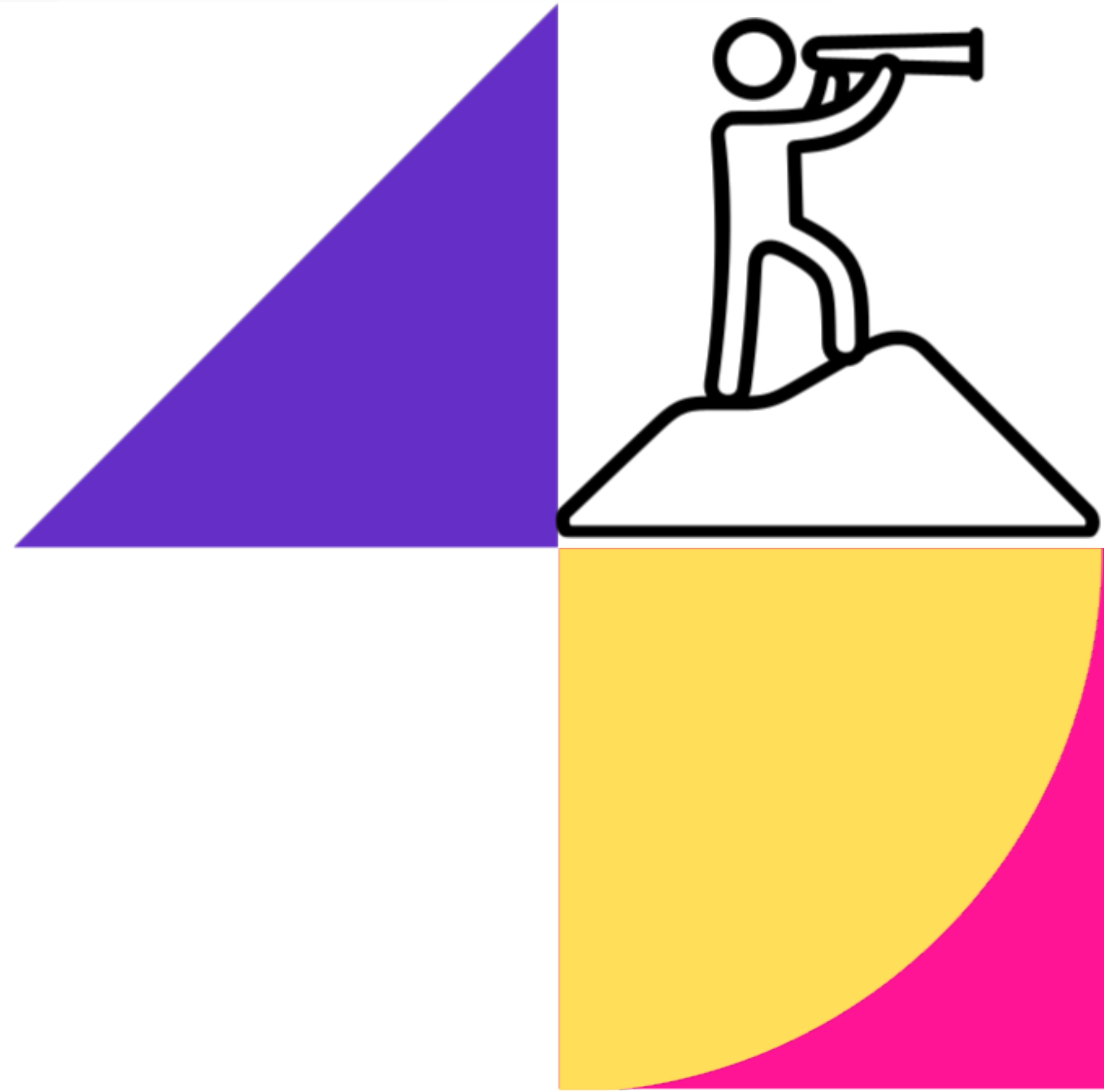
## 16.UNDERSTANDING

Understanding in a partnership context refers to the ability of all involved parties to comprehend each other's perspectives, needs, and goals. It is the foundation for effective communication, cooperation, and successful collaboration within the partnership.



## 17.SHARED VISION

A shared vision in a partnership represents a common, unified goal or aspiration that all parties within the partnership strive to achieve together. It serves as a guiding principle, aligning the efforts and actions of each member towards a mutually agreed-upon objective.





# 18.CATCHING -UP SESSIONS

Catching up sessions are meetings or gatherings held to update and inform participants about recent developments, progress, or changes related to a project, situation, or collaboration. These sessions help ensure that all stakeholders are on the same page and have a clear understanding of the current status.







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## 19.CURIOSITY

In a partnership for a social project, curiosity is a valuable trait that encourages members to explore new solutions, understand the needs of the community, and continuously seek ways to improve the project's impact.

It can lead to innovative approaches and a deeper understanding of the project's social context.



## 20.RESPECT FOR ERASMUS+ VALUES

Respecting Erasmus+ values is crucial for the success and integrity of the program. These values include promoting mobility, diversity, inclusion, and cooperation among participants. Upholding these values ensures that Erasmus+ projects create positive and meaningful experiences for individuals and contribute to broader societal benefits.



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