INFOPACK

Project development for beginners – from local to international activities for youth workers

Training course

To explore the fundamentals of project development, from shaping local initiatives to building international projects within the Erasmus+ framework.

Berlin, Germany
24.11. - 30.11.2025



Trainingcourse by Youth Power GERMANY

Co-funded by the European Union

What‘s it about?

This training course provides an opportunity for youth workers to explore the fundamentals of project development, from shaping local initiatives to building international projects within the Erasmus+ framework. Participants will be introduced to the basic concepts of project planning, models of project development, and the steps needed to transform ideas into structured activities.
Through non-formal education methods, teambuilding exercises, and practical workshops, participants will learn how to analyse needs, define project goals and objectives, and identify suitable target groups - including strategies for involving young people with fewer opportunities.

Where and when?

24-30 November 2025
Berlin, Germany

Apply until

19 October 2025

PROJECT DETAILS

What will the tc look like?

Through non-formal education methods, teambuilding exercises, and practical workshops, participants will learn how to analyse needs, define project goals and objectives, and identify suitable target groups - including strategies for involving young people with fewer opportunities. Special focus will be placed on designing meaningful activities, ensuring visibility and sustainability, and connecting projects with the priorities of Erasmus+ and the realities of local communities.
The program goes beyond theoretical input by engaging participants in interactive exercises, collaborative group work, and real-world explorations of ideas and projects participants are expected to bring with them to the training course. This hands-on approach allows participants to test their ideas, reflect on challenges, and co-create solutions together.

As the training progresses, participants will analyse community needs, define clear project goals and objectives, and identify their target groups, with a special focus on involving young people with fewer opportunities. Interactive workshops will guide them through project methodology, activity planning, and sustainability strategies, while also providing space to exchange practices and experiences.

By the end of the training, participants will have gained a deeper understanding of the project life cycle, strengthened their skills in project design and methodology, and developed concrete plans for youth projects that are both realistic and impactful - ready to be implemented at local and international levels.



PROJECT DETAILS

The training is rooted in Youth Goal 8
Quality Learning and contributes to following sub-goals

It contributes to:

1. Support youth workers to offer impactful learning opportunities that are learner-centered, accessible, and based on the values of participation and inclusion.

2. Ensure that young people are equipped with the knowledge, skills, and competencies needed for the challenges of an ever-changing life in the 21st century.

PROJECT DETAILS



Further goals of the project

1. To introduce participants to the fundamentals of project development, including project planning models and the project life cycle.

2. To strengthen participants' ability to analyse community needs and connect them with the priorities of Erasmus+ and local realities.

3. To build participants' competences in defining project goals, objectives, target groups, and strategies for involving young people with fewer opportunities.

4. To develop participants' skills in designing project methodology, activity planning, visibility, dissemination, and sustainability measures.

5. To provide participants with practical experience in group project design, feedback, and refinement of project ideas.

6. To support participants in transforming their local ideas into concrete project proposals suitable for Erasmus+ KA1 and other international opportunities.

GOALS



TIMING

In

We are expecting you on the 24th of November 2025 in the afternoon (between 17:00 and 19:00 o'clock).

The Welcome Program start will be arranged with the trainers based on arrival time of the participants, and dinner will be served between 19:00 - 20:00h.

and out

The departure is envisioned for the morning of 30th of November 2025 after breakfast.

Berlin, Germany 24.11. - 30.11.2025

Participants are expected to attend the full duration of the Training Course

24th - 30th November 2025



BERLIN

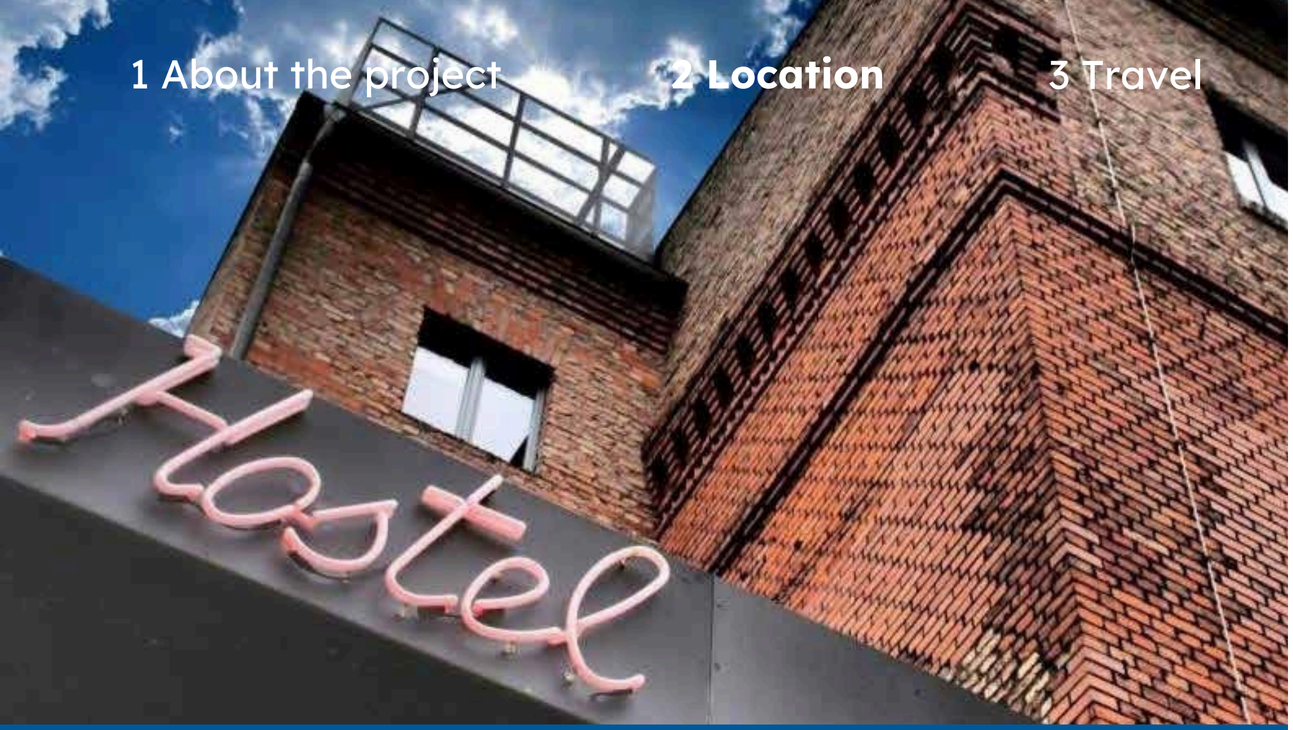
All participants will be accommodated at

JH INTERNATIONAL

Kluckstraße 3,
10785 Berlin, Germany

Tel. 030 747687910
Email: jh-berlin@jugendherberge.de

Web:
https://www.jugendherberge.de/jugendherbergen/berlin-international/



Please note

Please note that you should bring your own towels.

Breakfast, lunch and dinner will be served daily at the residence.

The Training Course will be held at the residence .

Good to know !

All participants will be accommodated in **JH International**, located in the Potsdamer Platz area, with shopping areas and green spaces nearby.
In addition, it is very well connected to the city center by public transport, metro, buses, and tram.

Participants will be placed in 3/4-bed rooms (bunk beds) with shared bathrooms. Bed sheets are included, you should bring your own towels. WI-FI connection in the whole building.
Check-in from 14:00 (it is possible to leave the luggage in a storage room)

ACCOMODATION



Hostel



Rooms



Seminarroom

ACCOMODATION

TRAVEL

For all information about booking your tickets and coming to Zadar, you should be in contact with **Veronica Bracaccini** – in charge of project logistics, by using the official project e-mail
(you can find all contacts below).

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We are kindly asking you to choose the ecologically and economically friendly means of transport, if possible.

Sustainable means of transport (green travel) is defined as the travel that uses low emissions means of transport for the main part of the travel, such as bus, train or carpooling.



Participants must keep all travel documents (tickets, travel agency invoices and boarding passes) as organizers are able to make any reimbursement only on the bases of presented documents!

A detailed guide to reimbursement will be provided.

Please don't buy your tickets before we approve them!

When you will plan your trip and BEFORE buying your tickets (especially if your planned travel itineraries are different than 24th - 30th November, please inform us in advance, so we can approve your tickets and travel costs.

P.S. At purchasing your travel ticket, please ask for the invoice

Travel costs will be reimbursed only for the cheapest way of transport and for the return tickets. Travel expenses are co- vered by the organisers 100% up to the maximum of unit cost per distance calculator and means of travel, including bank transfer and other appropriate fees (for all the original tickets and ways of travel that are plane, bus, train, ferry, carpooling, NOT taxi).

For distances, less than 500 km one way (by Distance Calculator | Erasmus+), the preferable means of transport are land transportations, such as train and/or bus. If other mean of transport is selected for such travels, e.g. airplane, those will be reimbursed 60% of airfare, in accordance with the principle of environmental awareness and protection.

TRAVEL

Travel budget calculation is based on the distance between your starting point and the venue of the program:

10 -99 km	**28€ / 56€**	green option
100 - 499 km	**211€ / 285€**	green option
500 - 1999 km	**309€ / 417€**	green option
2000 - 2999 km	**395€ / 535€**	green option
3000 - 3999 km	**580€ / 785€**	green option
4000 - 7999 km	**1.188€**	
8000 - more	**1.735€**	

The distance must be calculated according to the official Erasmus+ distance Calculator, which you can find at the following link:

https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator

REIMBURSMENT

The travel reimbursement will be done by bank transfers only, after you return home and send us the ORIGINAL boarding passes and tickets (and after you submit/send us the filled in evaluation forms of the training course).

Further Rules regarding the booking of the tickets and reimbursement:

1. Only the cheapest tickets will be reimbursed. We will not cover tickets with the deviation from the direct route (A - B - A), extra unnecessary stops and layovers. We don't cover seat reservation fees, leisure plus tickets, flexible tariff tickets, extra travel insurances, priority boarding fees, local bus baggage, handwritten tickets or bianco nota bills.

2. Extra hand luggage can be covered if within budget (make sure you send a plan before purchasing, as some extra fees might be applied by some airlines.

3. We can't cover travel agencies' fees. Travel agencies invoices for the tickets won't be accepted for reimbursement.

4. We can't reimburse taxi, only public transport and carpooling will be covered. Multiple trips passes/ memberships for transportation are not eligible for reimbursement;

5. You can arrive maximum 1 day before the activity and depart maximum 1 day after if you want to spend more time in Berlin on your own. In that case, travel expenses must stay within the agreed budget, while accommodation on the extra days is not covered. For green travels, participants can have up to 4 additional travel days.



CONTACTS

Veronica Bracaccini Logistic coordinator

project01@yp-de.org Project E-mail

For planning your travel you are directed to contact the project team by using the mail address.

Veronica Bracaccini is the person in charge of logistics of the project.

In case of any problem during your travel or if you need any further information please don't hesitate to contact us!

Trainingcourse by Youth Power GERMANY

Co-funded by the European Union

PARTNERS

- YOUTH POWER AUSTRIA
- EYCB- European Youth Centre Břeclav
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- EURO YOUTH - APS
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