

TRAINING ACTIVITY

AWARE OF YOUR POTENTIAL?

TRAINING COURSE ON *COACHING* AS A TOOL
FOR PROFESSIONAL AND PERSONAL

SEVILLA (SPAIN)

11 – 17 November 2013

GRUNDTVIG IN-SERVICE TRAINING



administracion@efic.es

www.efic.es

"AWARE OF YOUR POTENTIAL" Training course on coaching as a tool for professional and personal development

The training course will take place in Sevilla, Andalusia Region (South of Spain) between 11th and 17th November.

TARGET AUDIENCE

- Teachers (Pre – school, primary, secondary, vocational, adult, special needs)
- Teachers trainers
- Careers officers, educational guides and counselors
- Head-teachers, Principals, Managers of schools, organizations offering adult education
- Other (paid or voluntary) management staff in the institution / organization

EDUCATIONAL SECTOR OF THE TRAINING PARTICIPANTS

ADULT EDUCATIONS

- Adult education provider
- Higher education institution offering outreach courses for adults
- Centres for guidance, counseling or accreditation
- Other sectors of adult education

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HOW TO APPLY FOR 100 % FUNDING

30th April is the last day to apply
to the GRUNDTVIG NATIONAL
AGENCY of your country

PLEASE FOLLOW THE FOLLOWING 5 EASY STEPS:

1. Send us an e-mail to administracion@efic.es expressing your interest to participate in our training program.
2. Fill in the **pre-registration** form that EFIC provides you and send us back preferably **before the 15nd of April 2013**.
3. EFIC will send you by e-mail a confirmation letter of your pre-registration. You will need to enclose this letter when you apply to your Grundtvig National Agency, so please contact us first before sending any application.
4. Apply for a grant to your Lifelong Learning Programme National Agency. To find your National Agency contact office go to: http://ec.europa.eu/education/programme/llp/national_en.html
5. You need to download your **application form** from your National Agency Website. Please send this application filled and validated to the National Agency of your country, **including EFIC's confirmation letter**, not later than the next **30th of April 2013**.

Your National Agency will inform you regarding the approval of your application and the award of your grant. After receiving the final decision of your National agency, please inform us immediately.



**REMEMBER YOU CAN APPLY ONLY FOR ONE IN SERVICE-
TRAINING COURSE PER YEAR!**

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THEMATIC FIELD OF THE TRAINING

GENERAL IN – SERVICE TRAINING

- Career guidance and counseling
- Education management / project management
- Inclusive approaches
- Pedagogy and didactics
- School management, school autonomy
- Other general courses (entrepreneurship)

MAIN LANGUAGE

- English

OTHER LANGUAGE USED DURING THE TRAINING

- Spanish



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TRAINING PROGRAM OBJECTIVES

1. To provide practical tools from Coaching, NLP and Emotional Intelligence approaches targeting trainers, career officers, counselors and management staff within the field of adult education, in order to bridge the gaps between VET and the labor market and to enhance active job search, self employment and a start-up foundation between their target groups.
2. To create an open space to exchange good practices in the fields of adult employment, entrepreneurship and start-up foundation on a European level.
3. To connect the participants of our training course to local initiatives where Coaching is been used as tool for managing and delivering adult learning.
4. To set up a common framework for future initiatives where Coaching can be used by our training participants as a tool for the development of talent, creativity and motivation, effective and efficient skills, professional attitudes and target oriented action plans applied in adult education.

For more details about the training course (full description, daily program, activities) please visit:

<https://webgate.ec.europa.eu/llp/istcoursedatabase/search.cfm>

Also search by reference number in Grundtvig Training Database: ES-2013-375-001

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METHODOLOGY

During all the steps of the AWARE training course our methodology will be creative and interactive. In this context, EFIC will be in charge of:

- Edition and dissemination of face-to-face training materials (during the course) - media, Powerpoint presentations, case studies, role playing, group dynamics and team work, in order to achieve objective n.1.
- Local visits to both public and private adult education providers from the Seville area (throughout the duration of the course): Universidad de Sevilla, Ayuntamiento de Mairena de Aljarafe, Diputación de Sevilla and Educational Coaching Platform (to be confirmed); in order to achieve the objective n.3.

Furthermore, according to a peer learning approach, We will directly involve YOU as participant in the edition and dissemination of the following OUTPUT:

- ❖ Edition and exchange of on-line training materials (previously and after the course) on Coaching and Adult Education, EU reports and local initiatives on the topics covered by the course, through the creation of the **AWARE Web page**, in order to achieve objectives n.2 and 4.

Finally, our added value resides in the methods we implement in our training courses. No-formal education tools will be used by EFIC trainers: visualizations, body expression (Theatre of the Oppressed and Clown), brain and write-storming, family and enterprise constellations.

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<https://webgate.ec.europa.eu/llp/istcoursedatabase/search.cfm> and type the following reference number:

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PREPARATION

1. EFIC will design and implement between September and October 2013 a previous questionnaire for each selected participant. This assessment tool will be divided into two parts. The first one will be a multiple choice test on practical training skills, such as the use of powerful questions, empathy, calibration, active listening, emotional management, conflict resolution, lateral thinking, giving and receiving feedback, etc. The second part will assess behavioral, cognitive and emotional patterns related to the way they deliver adult education, through several open questions.
2. A tutorial bibliography on Coaching and Adult Education will be sent to participants prior to the training course, between July and August 2013, addressing the following main topics: self-esteem and creativity, leadership and project development, efficient and effective time management for team work, guidance to SMART goals and optimization of business results.



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ORGANIZERS & MORE INFORMATION

EFIC (Escuela de formación Integral en Coaching) was one of the first business school of business in Sevilla to provide professional training on Coaching. Our ability to develop Coaching skills and our expertise in using Coaching to enhance business and personal performance has established us as local market leaders in Coaching.

We believe that our success has been largely due to the quality of our teachers specialized in Coaching.

- NAME OF HOST EDUCATION: Escuela de Formación Integral en Coaching
- POSTCODE: 41927
- TOWN CITY: Mairena del Aljarafe. Sevilla.
- COUNTRY: SPAIN
- Website: www.efic.es

CONTACT PERSON

- NAME : Andrea Pistone
- TEL NR: 34 626 27 99 90
- E – MAIL: administracion@efic.es

CERTIFICATION

- Certificate of attendance including description of training content and time input

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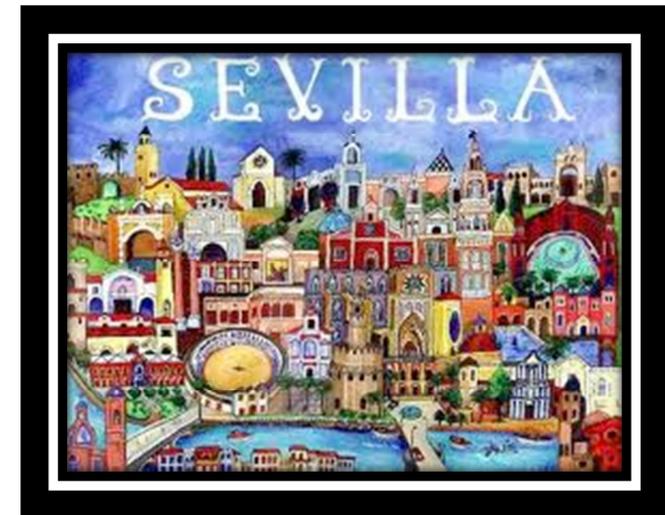
TRAINING COURSE FEES

- FEE IN € FOR ACCOMMODATION AND FOOD: 700 € (including ACCOMMODATION, BREAKFAST AND ONE DAILY MEAL).
- COURSE FEE IN € TUITION AND MATERIALS: 750 €
- CANCELLATION FEE IN € : 150 € (Cancellation until one month before the start of the training is free. Only a written notification of cancellation via email or by regular post will be accepted).

All the costs are eligible for tuition by the Lifelong Learning Programme / Grundtvig In-Service Training!

TRAINERS

- PEDRO MARCOS (EFIC Director, coach and Trainer)
- ANDREA PISTONE (Team Coach and Trainer)
- FIONA JAMES (English Coach and Trainer)
- ANNE BECART (Cross-cultural Coach and Assessment Trainer)



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SEVILLA (SPAIN)

It is the capital and largest city of the Andalusia Community. It is situated on the plain of River Guadalquivir. Seville has 703,000 inhabitants as of 2011, and a metropolitan population of about 1.5 million, making it the fourth-largest city in Spain. Its Old Town, the largest in Europe with an area of 4 km², contains three UNESCO World Heritage Sites: the Alcázar Palace complex, the Cathedral and the General Archive of the Indies. Seville harbor, located about 80 Km far from the Atlantic Ocean, is the only river port in Spain.

YOU CAN FIND MORE INFORMATION:

<http://www.andalucia.org/es/>

<http://www.turismosevilla.org/opencms2/opencms/es/index.html>



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GRUNDTVIG: PRACTICAL LEARNING FOR ADULTS

The Grundtvig programme focuses on the teaching and study needs of learners taking adult education and 'alternative' education courses, as well as the organizations delivering these services. It aims to help develop the adult education sector, as well as enable more people to undertake learning experiences, notably in other European countries.

Launched in 2000, Grundtvig aims to provide adults with more ways to improve their knowledge and skills, facilitate their personal development and boost their employment prospects. It also helps to tackle problems associated with Europe's ageing population. It covers not only teachers, trainers, staff and organizations working in the sector, but also learners in adult education. These include relevant associations, counseling organizations, information services, policy-making bodies and others such as NGOs, enterprises, voluntary groups and research centres. The programme funds a range of activities, including particularly those supporting adult learning staff to travel abroad for learning experiences, through exchanges and various other professional experiences. Other larger scale initiatives involve, for instance, networking and partnerships between organizations in different countries.

If you want to know more about Grundtvig Programme, you can visit the site:

http://ec.europa.eu/education/lifelong-learning-programme/grundtvig_en.htm