



**Creative Seeds for adult training II**

**10th to 15th of February 2014**

**City of Athens, Greece**

**A six-day In-Service Training, in the context of the European Lifelong Learning Program,**

**informing for creative techniques of adult Learning.**

**All expenses are covered by your National Agency (food,**

**Accommodation, course fees, travel expenses)**

**THE LIFELONG LEARNING PROGRAMME**

The Lifelong Learning Programme – **LLP**) aims to contribute through lifelong learning to the development of the EU as an advanced knowledge society, with sustainable economic development, more and better jobs and greater social cohesion. In particular, it aims to foster interchange, co-operation and mobility between education and training institutions and systems within the EU so that they may become a world quality reference. In this way, it addresses the modernization and adaptation of education and training systems in the participating countries, particularly in the context of the goals set out in the EU 2020 Strategy, and brings European added value directly to individual citizens participating in its mobility and other co-operation actions.

For more information on the legal basis for the proposal to submit an application read the 2013 Call documents at <http://ec.europa.eu/education/llp/actions_en.htm>

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| ***THE GRUNDTVIG PROGRAMME***  The Grundtvig program focuses on adult learning and studies the needs of learners taking adult education and ‘alternative’ education courses, as well as the organizations delivering these services. It aims to develop the adult education sector, as well as enable more people to undertake learning experiences, notably in other European countries.  All successful Grundtvig projects will have to contribute to one of the overall objectives of the program. |

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| ***WHAT IS IN- SERVICE TRAINING FOR ADULT EDUCATION STAFF?***  The objective of this Action is to improve the quality of lifelong learning by enabling persons working in the field of adult learning, in the broadest sense, or who are engaged in the in-service training of such persons, to undertake a training course in a country other than that in which they normally live or work. In this way, participants are encouraged to improve their practical teaching / coaching / counseling / management skills and to gain a broader understanding of adult learning in Europe. The training courses can be from 5 working days up to 6 weeks, taking place in a country other than the one where the participants live and work. The training for which grants are awarded must relate to the candidate’s professional activities in any aspect of adult learning, whether formal, non-formal or informal. This may have to do with:   * The content and delivery of adult education. * The accessibility of learning opportunities for adults, in particular for disadvantaged social groups. * The management of adult learning, including governance at local and regional level, administration, quality assurance, support services such as counseling and guidance, developing community-based schemes for adult learning etc. * The system/policy-related aspects of adult education. |

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| ***WHO CAN APPLY?***  Any organization or individual involved in adult education, whether in a formal, Non formal or informal learning environment  (including voluntary staff).  Applications will normally be submitted through an organization, which must have a legal identity and be able to enter into legally binding agreements, signed by its legal representative.  However, applications may be submitted by individuals, e.g. in the case of former teachers or those wishing to re-enter adult education.  Within Grundtvig, the definition of an “adult” is a person 18 years and over. |

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| ***ELIGIBLE APPLICANTS***  **1 ) Individual applicants must be either:**   * a national of a country participating in the Lifelong Learning Program; * a national of other countries enrolled in regular courses in schools, institutions of higher education or vocational training, or in adult learning organizations in a participating country, employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the program.   **2) Individual applicants must be one of the following:**   * Persons at any stage in their career who are already working on a part-time or full-time basis in any part of the adult education sector (formal, non-formal or informal), including volunteer staff as well as those who are formally employed. * This includes notably: * Teachers (Pre-school, primary, secondary, vocational, adult, special needs) * Teacher 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 * Non-teaching administrative staff * Other, namely: staff (paid or voluntary) of NGO'S |
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| ***DESCRIPTION OF TRAINING CONTENTS***  **Preparation**  The participants will:  1. Receive the manual of the training course to begin reflection over the subject area.  2. Fill in a pre- departure questionnaire regarding their expectations, suggestions and hopes of the course, in order to guide our trainers to prepare the most appropriate presentations.  3. Receive the course agenda and all details about accommodation.  4. Prepare a short presentation of their institution and activities.  5. Prepare a short presentation of themselves, their country and their culture.  6. Prepare a short summary presenting two of their most effective techniques for adults.  **Objectives**  The facts in adult education have changed dramatically, placing greater emphasis on critical thinking and not the sterile transfer of knowledge and skills, recognizing the need for different learning processes for adults, stressing the need to respect diversity and avoid «one size fits all» approach and putting the spotlight on experiential and participatory learning and new technologies. Except for the typical methods, adult learning can be more interesting and effective by including in the process games, experiential learning, group exercises and other creative techniques that will be presented during the course. The course aims at the professional and personal development of those who are involved in adult education. During the course participants will gain hands on experience of a range of adult teaching techniques. They will, then, reflect on the adaption of such exercises for their practice. No matter the subject area concerned, participants will challenge themselves to adopt creative techniques to any area of adult learning and understand how to work with adult learners in a meaningful way.  Specifically the course aims to:  • Help participants enrich the content of their educational programs and develop effective skills in their work.  • Improve participants’ personal and professional creativity.  • Help participants better understand adult education (barriers, motivation, needs, environment).  • Show participants how to create learning environments where adult learners feel safe to open up.  • Exchanging of good practices, views and new ideas between fellow teachers, trainers, coaches and educators from different countries and planning cooperation between organizations involved in adult education.  • Show how to include playfulness in adult learning experience.  • Help adult staff understand their role  • Offer a unique opportunity to learn in a multicultural environment.  • Provide ways of transferring their new learning in their work.  **Methodology**  Our course will focus on motivation not only in the topics it approaches but also by using motivational training strategies. The overall method of the training relies on experiential learning and non- formal education. During the training course participants should have very dynamic role as all the methods that we plan to use are based on non- formal principles. Participants will have the opportunity to share their thoughts, feelings and speculations, creating a constructive dialogue and brainstorming. Tutors will provide a theoretical overview of the topics, followed by discussions, question and answers sessions, group exercises, simulations and case studies. Participants’ active intervention will be required in the entire course in the sense of experiencing the techniques/ methods proposed but also of sharing professional experiences. Specifically, methods will consist of participation on team work, demonstration, presentations, discussions, brainstorming, interactive training sessions, simulation exercises, case studies, games and transforming learning. Finally our training course will be tailored to the needs of the individual participants and inclusive, taking into account cultural differences.  **Follow-up**  During the course participants will become members of the Facebook group which was created by the participants of our first training course “Creative seeds for adult training”, where they will be able to publish and exchange information, impressions, insights and ideas once they are back in their countries and thus spread the knowledge they have acquired. By the end of the course participants will have a plan to apply new learnt strategies in their work. A follow up questionnaire will be sent to them reporting on their experience in implementing their action plans. Finally a list with all appropriate details (e-mail addresses, phone contacts e.t.c.) of course tutors and colleagues will be given to participants in order to maintain a permanent platform of interaction after the end of the training. |

***PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)***

**DAY 1**

• Arrival: Registration, accommodation

• Getting to know each other

• Presentation of the working team and the week schedule

• Intercultural activity

**DAY 2**

• Introduction + Personal info and workplace analysis

• Presentation of participants’ working methods with adults

• Visit the Acropolis

**DAY 3**

• Adult non formal learning environment – creative Toolbox (interactive training, group exercises)

• Adult training & presentation techniques – the roles of the Trainer (Theory, simulation)

• Workplace analysis – problems and current methods (open discussion)

• Presentation: factors influencing adult learning- motivations and barriers.

**DAY 4**

• The game in adult education (group exercises)

• Peer mentoring method (interactive training, case studies).

• Coaching (Theory, role plays)

• Presentation: “Adult learning opportunities funded by the European Union”

• Discussion

**DAY 5**

• Group dynamics (theory, simulation)

• Experiential learning (learning outside, interactive training, group exercises). 11.30-18.30.

**DAY 6**

• Organizing a plan for applying new learnt strategies in my work (brainstorming).

• Evaluation

• Certificates

• Good bye party.

**DAY 7**

**•** Departure

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| ***TYPE OF CERTIFICATION AWARDED***  IN THE LANGUAGE OF THE TRAINING (ENGLISH):  Certificate of attendance including description of training content and the time input  Europass Mobility certificate |

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| **MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:** 16  **ELIGIBLE COUNTRIES**  According to the “Lifelong Learning Program”, the training is open to  participants from:  • The 28 EU Member States  • Iceland, Liechtenstein, Norway  • Turkey, The former Yugoslav Republic of Macedonia, Switzerland  **WORKING LANGUAGE**  English  **DATES AND VENUE**  The In-Service Training “Creative Seeds for adult training II” will take place from 10 until 15 February 2014 in Athens, Greece.  **FEES**  ACCOMMODATION AND MEALS : 600.00 (100% Covered by your N/A)  TUITION AND MATERIALS: 750.00 (100% Covered by your N/A)  **TRAVEL EXPENCES** (100% Covered by your N/A)  **CANCELLATIONS**  CANCELLATION FEE IN €: 200.00  If a person receives the grant from the National Agency and cancels his/her participation  within a month before the course, he/she must pay the cancellation fee. |

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| ***HOW TO BECOME THE PARTICIPANT OF THE COURSE STEP BY STEP***   1. Send us an email that you would like to participate in the course. 2. We will send you by e-mail information confirming your pre-registration. Print and keep it,   because you will need to enclose it to your application for a Grundtvig  grant to National Agency.   1. Contact your National Agency and ask about the action: “Grundtvig In service   training for adult education staff”, deadline for application for a grant and all  required documents.   1. Fill in the application form and prepare all the required documents. 2. Submit the application to Your National Agency. 3. Print and sign the application form and send it with all the required documents to your National Agency. |

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| ***DEADLINE FOR REGISTRATION AND NOTES !!!***  13/09/2013  **PLEASE NOTE:**   * Fill in the application form, you will find it on the website of your National Agency,   and enclosed confirmation of preregistration and any other documents required by your National Agency.   * If you successfully get a Grundtvig grant you should contact us, as soon as possible, to confirm your participation in the course.   **If your application is approved, please send an e-mail to inform us.**  **DO NOT BOOK TICKETS BEFORE YOU CONTACT US!**   * After that, we will formally register you as a participant of the course and send   you all needed logistic information.   * All the expenses are paid by your national agency if you receive the grant (course fees, food, accommodation & travel expenses) * You can find the published training course in <http://ec.europa.eu/education/trainingdatabase/> |
| ***TRAINERS’ ID***  **EFI STAVROPOULOU:** MSc in Work Psychology, B.A. in Education & Psychology. An Associate Certified Coach by ICF.  **TSONTOS KONSTANTINOS:** MSc in Operational Research, BSc in Economics. A Certified Trainer from IBCT with rich experience in adult audiences. |

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| ***PROFILE OF N.G.O. CIVIS PLUS"***  “N.G.O. CIVIS PLUS” is a non – profit organization whose main activity is to promote voluntary contribution to society and to implement European and national programs in order to strengthen civil society, environmental protection, Human Rights Education, promotion of European culture, new technologies, youth education and support to the less privileged members of our society. Devotes special attention to include activities that support social minorities and disadvantaged social groups in their fights against discrimination, racism and violence. It’s obviously clear that our organization’s primary goal is to participate in various activities to improve the quality of life through environmental and educational programs using the methods of formal, informal and non- formal education.  ***CONTACT INFORMATION OF N.G.O. CIVIS PLUS***  **N.G.O. CIVIS PLUS**  Vasileos Georgiou B 28 AV., 116 35  Athens, Greece    President of the board: Dimitrios Antoniadis  Contact persons: Sofia Karka, Agrapida panagiota  Website: www.civisplus.gr  E-mail: [karka@civis](mailto:karka@civis)plus.gr |

**CONTACT INFORMATION OF YOUR NATIONAL AGENCY – LIFELONG LEARNING PROGRAMME- NATIONAL AGENCIES**

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**Germany**

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**Iceland**

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**Ireland**

**Léargas the Exchange Bureau (Comenius, Leonardo da Vinci, Grundtvig, Study visits)**   
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**Italy**

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**Liechtenstein**

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**Luxembourg**

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**Malta**

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**The former Yugoslav Republic of Macedonia**

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