

TRAINING DESCRIPTION FORM

TITLE OF THE TRAINING ACTIVITY (in the language of tuition - English):

Soft skills for adult education (public speaking, conflict and meeting management, teamworking)

TYPE OF TRAINING ACTIVITY

TRAINING AIMED AT PARTICIPANTS RECEIVING :

- A GRUNDTVIG GRANT (ADULT EDUCATION)

TYPE AND ORIGIN OF THE TRAINING:

- COURSE
training not resulting from an llp or previous socrates project

THEMATIC FIELD OF THE TRAINING

GENERAL IN-SERVICE TRAINING

- Education management/project management
- Other general courses (Soft skills)

LANGUAGES USED FOR THE TRAINING

MAIN LANGUAGE:

English

LANGUAGE VERSION(S) IN WHICH MATERIALS WILL BE PROVIDED:

English; French; Italian; Spanish;

EDUCATION SECTOR OF THE TRAINING PARTICIPANTS

ADULT EDUCATION

- Adult education provider
- Second chance or remedial education
- Adult education for disabled persons
- Higher education institution offering outreach courses for adults
- Organisations working with migrant groups/ethnic minorities
- Centres for guidance, counselling or accreditation
- Other sectors of adult education

TARGET AUDIENCE

- Teachers (Pre-school, primary, secondary, vocational, adult, special needs)
- Teacher trainers
- Careers officers, educational guides and counsellors
- Inspectors
- Headteachers/principals/managers of schools/organisations offering adult education
- Other (Paid or voluntary) management staff in the institution/organisation
- Non-teaching administrative staff
- Members of students/teachers councils in adult education

INSTITUTION ORGANISING THE TRAINING

NAME OF THE ORGANISATION:

YouNet

STREET AND NUMBER:

Via de' carracci 69/6

POSTCODE:

40129 -

TOWN / CITY:

Bologna

COUNTRY:

Italy

WEBSITE:

www.you-net.eu

ORGANISER/S OF THE TRAINING:

PERSON 1:

Francesco Tarantino

TEL NR:

00393284597057

FAX NR:

00390510544845

EMAIL:
PERSON 2:
EMAIL:

president@you-net.eu
Sonia Akkari
office@you-net.eu

FULL DESCRIPTION OF TRAINING CONTENTS

IN THE LANGUAGE OF THE TRAINING: (EN)

- Preparation** Potential participants will be supported for the application to their NA.
Potential participants are required to send us their CV and fill the pre-registration form at www.grundtvig.it.
Confirmed participants are given the right to access a well-structured pre-departure programme that will help them to make the most of their attendance. The core of the preparation phase will go around the E-learning portal of the course. Participants are given a personal account and a guide to access the portal.
Through the e-learning, participants will access introductory presentation and publications on:
- Organizer institution and hosting context
- NLP
- Teamworking
- Conflict management
- Public speaking and communication
- Meeting management
On the E-learning portal the participants will be asked to fill a pre-start questionnaire on their professional background and on their expectations in order to tailor the preparation phase and the training course on the participants' needs. Participants and staff will moreover fill a brief description of themselves available to everybody to introduce each other.
During the prep phase the training and support staff will assure a continuous support being available via telephone, mail and skype. A course infosheet (including logistic information, cultural information, emergency contacts, a detailed agenda, what to bring, basic linguistic phrases, insurance rights...) will be sent to each participant.
Participants will be informed about the possibility to obtain a full Europass Mobility Certificate.
On request a specific cultural and pedagogical preparation will be run through the e-learning.
- Objectives** This structured intense course aims to enable participants to improve their soft skills such as teamworking, working in a multicultural environment, crisis and conflicts management, public speaking and communication, meeting management.
Those skills are crucial in today's world and makes a difference in the quality of work and in the employability perspectives of the people working or planning to work in the field of adult education. All the participants will be awarded a certificate.
The general aim of this course is to increase the quality of lifelong learning by enabling persons working (or planning to work) in the field of adult learning (people above 18 or school-droppers of any age), to improve their soft skills together with other participants and trainers throughout all Europe gaining as well a broader understanding of adult learning in Europe and exchanging best practices and experiences.
Thanks to this course the participants will:
- Acquire knowledge and tools about teamworking, conflict management, meeting management, public speaking and communication through specific theoretical learning sessions;
- Improve their practical soft skills through group exercises and tools' simulations;
- Cooperate and learn in international context improving their capacity to communicate in English and teamwork in a multicultural environment;
- Improve their Curriculum Vitae competences and their employability perspectives;
- Exchange best practices and share experiences with participants and staff coming throughout Europe;
- Make contacts with individuals and organizations working in the field of adult education in Europe through everyday cooperation and networking and team-building activities;
- Visit and network with Italian institutions.
The target group of the training refers to people that are or will be involved in adult education in any role (teachers, trainers, career officers, inspectors, management staff, administrative staff...).
Prior experience is not required.
- Methodology** The methodology is a mix of theoretical lectures, practical exercises, multimedia contributes, discussions, tool presentations and simulations.
The course is composed of 4 modules:
1) Teamwork and leadership styles
2) Conflict management
3) Public speaking and presentation skills
4) Meeting management
The morning session lasts from 9.30 till 13.00, the afternoon one from 15.00 till 18.30 for a total of 35 hours. Free time has been planned to give to the participants time to assimilate the concepts, teamwork and exchange experiences, ask trainers for further clarifications, etc. During free time, optional ludic, cultural and networking activities may be organized according to participants' preferences. Each afternoon at the end of the training hours an optional guided tour of Bologna will be organized for the participants. Each day the tour will be different and will create a chance for the participant to experience the Italian cultural context, to strengthen the group dynamics and to exchange ideas and experiences with the other participants.
The first day names, icebreaker and trust building activities are planned. Restorative short breaks (with coffee, tea, juice and relax) are foreseen.
The training and staff team is multinational thus giving a full European dimension to the course.
Each morning there is an interactive wrap-up session that enables the participants to better fix and assimilate the concepts covered the previous day. At the end of each day there is a brief evaluation to improve the learning programme and adapt it to participants' needs. The last day of the course there is a comprehensive evaluation to wrap-up the course and gather feedback for the follow-up phase and for future courses.
Networking and cooperation among participants will be supported and stimulated at each stage.
The class-based course is completed by the support of the E-learning portal that is a great support both before and after the attendance in Italy.

Follow-up During the follow-up phase the training and staff team will maintain a continuous communication with the participants.
 The E-learning portal will be an important tool in this phase because it'll enable the participants to check, self-evaluate and review the concepts and lessons learned thanks to specific questionnaires and support materials. The E-learning portal will enable peer learning and networking with a specific forum and rooms for cooperation and mutual collaboration. On top of this as well the mail contacts will be shared. YouNet moreover is building up an Alumni community to put in contacts and spread information and opportunity among all the participants to previous and future YouNet learning projects. Through the alumni community the participants will be invited and keep update about follow-up reunions and future learning opportunities organized by YouNet or YouNet's partners or any other of the trainees. Through the Portal participants will also be informed about funding opportunities among the most important Programmes in the field of Mobility, Learning, Education, Training, Culture and Research.
 Participants are required to upload within one month from the end of the training the following material in the e-learning portal:
 - Final report sent to their National Agencies
 - Any dissemination/valorisation instrument prepared

FRENCH:

Preparation Les candidats sont priés de faire parvenir leur CV à office@you-net.eu et de remplir la demande de candidature disponible sur le site Internet : www.grundtvig.it
 L'organisation YouNet soutiendra les candidats durant la candidature auprès de l'agence nationale. Les participants auront accès à un programme de préparation. Le programme de préparation sera disponible sur la plateforme en ligne mise en place par l'équipe de formateurs. Les participants auront accès à cette plateforme et seront guidés par nos formateurs durant la préparation. Le programme de préparation contient divers types de matériels. Les participants y trouveront des présentations sur:
 - les institutions organisatrices et le contexte d'accueil
 - la programmation neuro-linguistique
 - le travail d'équipe
 - la gestion de conflits
 - la prise de parole en public et la communication
 - l'organisation de réunions
 Les participants devront remplir un questionnaire afin d'évaluer leur niveau de compétences et de construire un cours adapté à leurs besoins. Les participants et le personnel encadrant écriront une courte présentation d'eux-mêmes.
 L'équipe sera disponible pour toute demande via email, téléphone et Skype.
 Les participants se verront remettre un guide d'informations utiles (organisation logistique, informations culturelles, agenda, numéros d'urgence,...) pour faciliter leur séjour en Italie.
 Des informations seront données aux participants sur la manière d'obtenir le certificat Europass mobilité.
 Sur demande, une préparation culturelle et pédagogique pourra être organisée sur la plateforme.

Objectives Cette formation a pour but d'améliorer les compétences des participants en matière de savoir-être relationnel; travail en équipe, contexte multiculturel, gestion des conflits et des crises, prise de parole en public et communication, gestion des réunions.
 De nos jours, ces compétences sont fondamentales et font la différence sur la qualité du travail et les perspectives d'embauche des personnes travaillant ou planifiant de travailler dans le domaine de l'éducation pour adultes. Le but général est d'améliorer la qualité de l'éducation tout au long de la vie en permettant aux personnes travaillant (ou le planifiant) dans le domaine de l'éducation pour adultes (majeurs et personnes ayant abandonnées l'école) d'améliorer leurs compétences pratiques en matière de savoir-être relationnel. Avec les autres participants et le personnel de formateurs, venant de toute l'Europe et ayant une grande compréhension de l'éducation pour adultes en Europe, ils échangeront les « bonnes pratiques » et leurs expériences.
 Grace à cette formation, les participants pourront :
 - acquérir des connaissances et des instruments relatifs à : travail en équipe, gestion des conflits et des crises, organisation des réunions, prise de parole en public et communication à travers des sessions de formation théoriques
 - améliorer leur savoir-être relationnel grâce aux simulations en groupes
 - coopérer et apprendre dans un contexte international et améliorer leur capacité de communication en anglais et leur capacité d'adaptation en travaillant au sein d'une équipe internationale
 - améliorer leur Curriculum Vitae et leurs perspectives d'embauche
 - partager des « bonnes pratiques » avec les autres participants et les formateurs
 - développer des rapports avec des professionnels de l'éducation pour adultes de toute l'Europe à travers la coopération dans les activités journalières, la création de réseaux et les activités de team-building
 - visites et création de réseaux avec des institutions italiennes

Methodology La formation est un concentré de cours théoriques, de présentations d'instruments, de simulations de pratiques. La formation se divise en 4 modules :
 - travail en équipe et types de leadership
 - gestion des conflits
 - prise de parole en public et capacités de présentation
 - organisation des réunions
 La session matinale dure de 09.30 à 13h. La séance de l'après-midi dure de 15h à 18h30. Du temps libre est prévu afin de permettre aux participants d'assimiler les concepts abordés durant les sessions de formation, de développer des projets ensemble, de faire des demandes aux formateurs, etc. Durant le temps libre, des activités facultatives ludiques, culturelles et de gestion de réseaux pourront être organisées. Le premier jour, des activités pour apprendre les noms des participants, se connaître mutuellement, etc seront organisées par les formateurs. Des pauses café sont prévues chaque jour. Chaque jour une visite guidée originale de Bologne sera organisée et proposée de manière optionnelle aux participants, afin de permettre aux participants de renforcer leur esprit d'équipe, d'échanger des idées et des expériences et de découvrir la culture italienne.
 Afin de renforcer la dimension européenne et multiculturelle de cette formation, le personnel encadrant est multinational.
 Chaque matin, le cours commencera par une synthèse interactive des sessions de la veille afin de favoriser l'assimilation des données. Le soir, les participants rempliront une brève évaluation de la journée afin d'améliorer la qualité du cours durant le projet-même et de l'adapter aux besoins réels des participants.
 L'évaluation permettra de faire le point sur les compétences acquises et de préparer la phase de suivi et pour les prochaines formations.
 La collaboration et le networking seront encouragés et stimulés notamment via la plateforme.
 La plateforme en ligne est l'instrument idéal pour gérer la phase de suivi après la formation.

Follow-up Durant la phase de suivi, le personnel de la formation maintiendra un contact constant avec les participants. A ce stade, la plateforme en ligne jouera de nouveau un rôle important car elle permettra aux participants de vérifier, d'évaluer et de revoir les concepts et les enseignements dispensés durant la formation grâce aux questionnaires et autres matériels proposés par les formateurs. La plateforme permettra de gérer un ou des réseaux de pairs à travers les forums et autres chats mis en ligne pour faciliter la collaboration entre tous. Bien évidemment, les participants et le personnel formateur échangeront aussi leurs adresses électroniques. Tous les participants seront informés des prochains projets mis en place par YouNet ou par les dizaines de partenaires européens collaborant avec YouNet.

De plus, YouNet est en train de créer une communauté « d'anciens élèves » afin de mettre en contact tous les participants à nos formations continues et ainsi diffuser les informations et les opportunités entre nos anciens et nos futurs participants. A travers cette communauté « d'anciens élèves », les participants seront invités et tenus au courant des réunions de suivi et des futurs projets et opportunités de formation mise en place par YouNet, par nos partenaires ou par les formateurs.

Sur la plateforme de formation, les participants seront également informés des opportunités de financement parmi les plus importants programmes dans les domaines de la Mobilité, de l'apprentissage, de l'éducation, de la Formation, de la Culture et de la Recherche.

Sous un mois après le projet, les participants seront priés de télécharger sur la plateforme les documents suivants :

- le rapport final à envoyer à leur agence nationale
- le matériel de diffusion et de mise en valeur créé

PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

IN THE LANGUAGE OF THE TRAINING:

Every morning at 9.30 there will be a brief wrap-up and every afternoon at 18.15 brief evaluation. At 11.00 and at 16.30 there will be coffee break. Every evening before or after dinner a different guided tour of Bologna will be organized by YouNet for the participants. Each session will include practical exercises, simulations, self-evaluation questionnaires, multimedia presentations.

DAY 1

Arrivals and optional tour of Bologna or other neighboring cities (Florence, Venice, ...)

DAY 2

Preparation phase wrap-up and course introduction

Expectations and fears

Teambuilding exercises

NLP basic concepts

Optional guided tour of Bologna

DAY 3

Teamwork theory

Leadership styles and team roles

Teamworking in a multicultural environment

Involving volunteers / motivating staff

Optional guided tour of Bologna

DAY 4

Conflict management theory

Negotiation and conflict management techniques

Optional guided tour of Bologna

DAY 5

Communication styles

Public speaking

Presentation skills

Creating and delivering effective presentations

Interpersonal communication

Optional guided tour of Bologna

DAY 6

Meeting management theory

Call and chair a meeting

Running through the programme once more & Final evaluation

Certificate award

Optional guided tour of Bologna

DAY 7

Departures and optional cultural tour of Bologna or other neighboring cities (Florence, Venice, ...)

FRENCH:

Début cours: 9h30 (synthèse de la veille pour assimiler les données)

Fin cours: 18h45 (brève évaluation)

Pauses: 11h et 16h30

Avant le dîner : visite facultative de Bologne

Jour1

Arrivée et visite facultative de Bologne ou d'une ville alentours (Florence, Venise...)

Jour2

Introduction

Attentes et craintes relatives à la formation

Activités de team-building

Initiation au concept de programmation neurolinguistique

Visite facultative de Bologne

Jour3

Théorie sur le travail en équipe

Types de leadership et de répartition des rôles en équipe

Esprit d'équipe dans un contexte multiculturel

Impliquer des volontaires/ un personnel motivé

Visite facultative de Bologne
 Jour4
 Théorie de gestion des conflits
 Techniques de gestion des conflits et de négociation
 Visite facultative de Bologne
 Jour5
 Types de communication
 Prise de parole en public
 Capacités de présentation
 Créer et faire des présentations efficaces
 Communication interpersonnelle
 Visite facultative de Bologne
 Jour6
 Théorie d'organisation des réunions
 Convoquer et présider une réunion
 Evaluation finale et phase de suivi
 Remise des certificats de participation
 Visite facultative de Bologne
 Jour7
 Départ et visite facultative de Bologne ou d'une ville alentours (Florence, Venise...)

TYPE OF CERTIFICATION OF ATTENDANCE AWARDED

IN THE LANGUAGE OF THE TRAINING:

Certificate of attendance including training content Europass Mobility Certificate on request

ENGLISH:

Certificate of attendance including training content Europass Mobility Certificate on request

FRENCH:

Remise d'un certificat de participation et du certificat Europass Mobilité sur demande

INFORMATION ON COURSE SESSION/S

SESSION 1

SESSION ID: 56203

DATE OF START: 16/03/2014

TIME OF START: 18:00

DATE OF END: 22/03/2014

TIME OF END: 10:00

Deadline for registration: 15/02/2014

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION: ☐

STREET AND NUMBER:

Via de carracci 69/6

NAME OF HOST INSTITUTION:

YouNet

POSTCODE:

40129

TOWN / CITY:

Bologna

COUNTRY:

Italy

Nearest big city: Bologna

Distance: 0km

CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:

Francesco Tarantino

TEL NR:

00393284597057

FAX NR:

00390510544845

EMAIL:

office@you-net.eu

IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

The director and responsible of the course is Ing. Francesco Tarantino, the President of YouNet. he will be supported by multinational team composed by Barbara Bruno, Vladimir Skuta, Sonia Akkari and Eszter Varga.

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:

25

FEE IN € FOR ACCOMMODATION AND MEALS:

780.00 (Accommodation & all meals)

COURSE FEE IN €

750.00

(TUITION AND MATERIALS):

CANCELLATION FEE IN € (WHERE APPLICABLE):

200.00

CANCELLATION RULES:

The cancellation fee payment of 200 euro is refundable for changes or cancellations communicated at least 4 weeks before the starting date of the course. Any participant who will cancell his/her participation in the 4 weeks before the start of the course will incur in the payment of the cancellation fee. For any cancellation within 10 days from the beginning of the course the full course fee will be applied.

PROVISION FOR SPECIAL NEEDS:

Yes

DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):

Special menus can be organised on request in order to answer to special dietary needs (Vegetarians, Dairy intolerants, Religious prescriptions etc.). The course venue can deal a wide range of special needs. Please contact office@you-net.eu to ask us about your specific special need.

SPECIAL REMARKS:

If your NA has some limitation for the training or subsistence fee, don't worry, contact us at office@you-net.eu and we will find a solution. For further info on the training and application process visit www.grundtvig.it.

DECLARATION BY THE TRAINING ORGANISER

" I, the undersigned, hereby declare that the information contained in this training description form is correct to the best of my knowledge. I agree that the results of a separate on-line evaluation exercise by participants will be publicly available in the training database. I acknowledge that repeated negative results of the evaluation may lead to removal of the training activity from the database. "

Place:

Date:

Signature:

Name and title (position), in block capitals, of the signatory:

Surname:

First name:

Title (position):

Official stamp of the applicant body:

DECLARATION OF COMPLIANCE

MINIMUM OBLIGATIONS FOR PROVIDERS OF COMENIUS AND GRUNDTVIG TRAINING EVENTS

The declaration has to be provided for each training event to be included in the Comenius-Grundtvig Training Database

Reference Number	(to be filled by the National Agency)
Title	Soft skills for adult education (public speaking, conflict and meeting management, teamworking)
Organising Institution	YouNet

I, as the representative of the training provider institution, wish to publicise in the European Comenius and Grundtvig Training Database the above mentioned training event which will be organised according to the minimal requirements defined herein.

1. TRAINING CONTENT

We offer:

- a training event for adult or school education staff which is in line with the relevant annual Lifelong Learning Programme Call for Proposals;
- a training event with a strong European dimension in terms of subject matter and profile of trainers which will provide the participants with practical professional skills and knowledge to gain a broader understanding of school or adult education in Europe;
- a highly qualified team to ensure high quality of the training activity;

We provide our participants with

- a suitable pre-departure programme (e.g. suggested reading material, support documents, questionnaires, etc.);
- a range of follow-up activities which will allow participants to get maximum benefit from the training (e.g. distance learning activities, self-assessment of lessons taught after training, peer networking);
- a certificate of attendance of the training activity. The certificate will clearly specify the name of the participant, dates of the activity and the training content followed by the participant, and it will be distributed at the end of the training activity (before participants' departure). If possible, we will use the Europass Mobility certificate.

We confirm that

- where a structured course or a seminar/conference is targeted at Comenius grant holders, it is the result of a previous Socrates project or an LLP Multilateral Project or a Network.

2. COMPOSITION OF THE GROUP

We confirm that

- the specific target group/s (Comenius or Grundtvig) for the event is clearly specified;
- the participants should come from at least three countries participating in the LLP;
- one nationality should normally constitute maximum 30% of all participants of the course, and we will make every effort to reach this target.

3. ORGANISATIONAL ASPECTS

We confirm that

- the training activity is held in a **country participating in the LLP** (see the list in the annual Call for Proposals);
- the IST activity can last **maximum 6 weeks**;
- a structured course must last **at least 5 working days** (excluding travel time);
- a detailed **day by day programme** with clear start and end time of training activities has been provided in the Comenius and Grundtvig Training Database and it corresponds to the training that will be realised;
- we will not charge the participants **any pre-registration fees**;
- in case we need to cancel the training event, we will not charge the participants with any costs and we will reimburse promptly any course fees paid by the participants;
- we provide detailed rules concerning cancellation. We guarantee free cancellation until 4 weeks before the training;
- in case we have more than one group per session we provide information on how we build the groups;
- we organise an evaluation session at the end of the training activity;
- we guarantee that the information given in the Comenius and Grundtvig Training Database is up to date and binding for the training offered.

4. TRAINING PROVIDER INSTITUTION

We declare that our organisation

- comes from one of the countries participating in the LLP (see the list in the annual Call for Proposals);
- has a legal status and experience in the field of in-service training provision specifically for the school or adult education sectors;
- is experienced in working with multinational groups;
- has the financial and technical capacity to successfully offer the proposed training activities.

" I, the undersigned, hereby guarantee that our organisation fulfils the above requirements and that we respect the information included in *Instructions for course providers*. I recognize that the relevant National Agency may verify if these demands are being fulfilled. Should the training event no longer comply with the rules stated herein, I will inform the National Agency accordingly. In case of breach of the declaration our organisation will be excluded from the Comenius and Grundtvig Training Database. "

Place:

Date:

Signature:

Name and title (position), in block capitals, of the signatory:

Surname:

First name:

Title (position):

Official stamp of the applicant body: