



Participant Pack

ATOQ 2015

PARTICIPANT PACK



Improving **QUALITY** of youth exchanges

DEAR PARTICIPANTS,

We are looking forward to welcome you on this ATOQ Training Course and to work together with you on different aspects and quality elements in organising and running international Youth Exchanges.

We hope that you are as excited as we are with this training, which is especially designed for experienced users (who run at least one youth exchange) of the Youth In Action /Erasmus + Youth Programme.

ATOQ is not based on a 'one way information-flow' but requires a pro-active participation from you. We hope that this information will help you preparing adventurous, challenging and inspiring ATOQ!

During this training course you might find new partners, **but this is NOT the main objective of this ATOQ.**

Please read carefully next chapters.

● ● ● ● BRIEF DESCRIPTION OF THE ATOQ...

1. TARGET GROUP

The training course is open for **voluntary and professional youth workers, working directly with young people**, which organised and/or participated as a team member in at least one international youth exchange (which is completed) **and plan to organise another within the frame of the ERASMUS+ Youth programme.**

Participants should be **at least 18 years old.**

Be aware that this training course will be in English, without any possibility of permanent translation. Therefore, we ask you to have a good level of English (to be able to understand and to communicate).

Group size: approximately 30 participants

2. AIMS AND OBJECTIVES

The aim: To support youth workers/leaders with youth exchange experience in increasing the quality of future European youth exchanges organised within the ERASMUS+ Youth Programme.

The objectives for the ATOQ are:

The ATOQ training course will provide the participants with opportunities to:

1. Critically reflect upon their previous international youth exchange experience(s) and the impact on young people, organisations and wider community
2. Increase the understanding of different quality aspects of youth exchanges such as: active participation of young people, cooperation with partners, intercultural learning, impact and dissemination of results; programme design
3. Experience a non-formal learning process and understand how to support young people's learning in the project;
4. Improve their project management competences (knowledge, skills and attitudes) in order to better organise the different phases of a youth exchange project.

3. THE PROGRAMME

ATOQ is built on the past experiences of participants and is interspersed with workshops, info-sessions, activities to improve group dynamics and ends with an evaluation. At the end of this information pack, you will find a global overview of the programme.

4. THE TRAINERS' TEAM

The ATOQ trainers' pool is composed by 6 experienced trainers. Each training course is run by 3 of them. Profiles can be visited through the Salto website.

Anita Silva	http://trainers.salto-youth.net/anasilva
Jo Claeys	http://trainers.salto-youth.net/joclaeys
Elizabeth Kasa Malksoo	http://trainers.salto-youth.net/ElizabethKasa/
Nerijus Kriauciunas	http://trainers.salto-youth.net/NerijusKriauciunas/
Marta Piszczek	http://trainers.salto-youth.net/martapiszczek
Wim Vogalaere	

● ● ● ● ● ● ● ● FOR YOU TO BRING...

ABOUT YOUR YOUTH EXCHANGE

During this training course we will look back to your last organised youth exchange. You will also have the possibility to share your experience with the rest of the group. If you find it important for your own support you may bring the programme, the aims and objectives and the evaluation report of your last exchange, but there will not be a special time to present these. You will only be invited to share your past experiences, good practices and challenges or difficulties you found on the way.

ABOUT YOUR ORGANISATION

During the ATOQ, each one will get the opportunity to present its own organisation in a visual way (during the session **Youth Exchange & Organisation Market**). Please be aware that there will be no time within the organised frame of the training course to present your organisation in front of the whole group. We however encourage you to bring relevant material about your youth exchange as there will be an opportunity to show these during this evening, the informal moments and the coffee breaks. Generally the method used to present the organisation is a free market where people can go around and freely discover each other's organisations.

To bring with you:

- English information about your organisation
- All relevant information you have on the previous international project(s) you have organised

ABOUT THE ERASMUS+ YOUTH PROGRAMME

Before coming to the training we kindly ask you have a good look the Programme Guide of the Erasmus + Youth Programme. This may help you to understand better some of the content that will be presented. Please be sure that you are checking the version valid as from 1st of January of this current year.

You can find more information about the Erasmus+ Programme at <http://ec.europa.eu/programmes/erasmus-plus/>

ABOUT FREE TIME MOMENTS

There are some free moments during this training course. Some people use these opportunities to rest, while others look forward to another kind of sharing time with each other. We invite you to bring material which you would like to share with the others such as different methods you used during your exchanges, games or board games, interesting videos or a music instrument, etc.

You may also wish to bring drinks or food from your region to share.

Looking forward to meet you on the ATOQ
The ATOQ team.



ATOQ TRAINING PROGRAMME

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8.00		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9.00		<p>Getting to know participants and the rest</p> <p>Let's begin non-formal learning</p> <p>Exchange of “good” and “bad” practice in your Youth exchanges: “the box exercise”</p>	<p>Intro to the day</p> <p>Active participation of young people</p> <p>Programme design: linking theme, objectives and activities</p>	<p>Intro to the day</p> <p>Quality in Youth Exchanges: workshops run in parallel, according to the learning interests & led by trainers</p> <p>Consultation possibilities with present NA officer(s)</p>	<p>Intro to the day</p> <p>Thematic exercise on Quality: We invest in you(th)</p> <p>Feedback on improving quality in exchanges</p>	<p>Departure of participants & team: unless you miss your plane ;-)</p>
13.00	Lunch	Lunch	Lunch	Lunch (till 14h30)	Lunch	
15.00	<p>Arrival of participants before 17.00</p> <p>17.00 Getting started</p>	<p>Debriefing “the box exercise” & link to Project life cycle</p> <p>Reflect on your expectations and contributions</p>	<p>Intercultural learning</p> <p>Impact and dissemination</p> <p>Reflect on your progress & learning needs</p>	<p>Share expertise about youth exchanges</p> <p>16.00 Departure to town</p>	<p>Reflect and conclude your own learning</p> <p>How to support learning of others?</p> <p>Evaluation of the training course</p> <p>Closure</p>	
19.00	Dinner	Dinner	Dinner	Dinner in town	Dinner	