

Participants Infopack

Training Course: “Facilitation Skills for youth workers and NGO Leaders”



(2014-2-PT02-KA105-000443)

Version 3

Azores, Portugal from 9th to 18th March 2015

1. Training Course: "Facilitation Skills for youth workers and NGO Leaders":

Context: Training Course "Facilitation Skills for youth workers and NGO Leaders" that will take place in the [Terceira Island](#), Azores, Portugal from 9th to 18th March 2015 under the Erasmus+ program.

The main aim of this training is to strength the role of youth work and Non Formal Education in employability by training new 30 Facilitators in the field of Non Formal Education and Experiential Learning participants have the chance to further develop their competences as a facilitator.

Specific Objectives of the Training:

- To experiment different Group Facilitation Methods and empower youth facilitators in implementing quality training activities using participatory methods;
- To develop facilitation skills and competencies in working with non-formal education above all at local level and disadvantaged areas like the islands and interior of each country;
- To share and exchange participatory methods and good practices in order to improve team work and group creativity;
- To provide a non-formal environment where facilitators can work in a cooperative way;
- To provide the opportunities for networking with partners interested in participative approaches;
- To find creative ways to involve facilitators in non-formal education and enhance motivation.

Methodology: will be based on the mutual cooperation between participants from different backgrounds and settings, invited them at exchanging proposals and working methods contributing to the European debate on validation and certification of non-formal learning. During the Training will be approached different methods offered by the European framework of Non Formal Education: Group Dynamics and team buildings, Learning by experience methods, Open Space Technology, Theatre of the Oppressed, Learning Circles, Role play Games, Outdoors Activities, Scenarios simulations, round tables and facilitation workshops.

2. Project Partners:

PARTNER	COUNTRY
<u>AJITER – Associação Juvenil da Ilha Terceira</u>	Portugal
<u>Greenlight Youth Club</u>	United Kingdom
<u>Asociación Ser Joven</u>	Spain
<u>We Go</u>	Lithuania
<u>MOSTart</u>	Hungary
<u>Outward Bound Croatia</u>	Croatia
<u>CEIPES - Centro Internazionale per la Promozione dell'Educazione e lo Sviluppo</u>	Italy
<u>UNESCO Club of the Department of Piraeus and Islands</u>	Greece
<u>D.G.T – Do Great Things</u>	Romania

3. Participants:

- **Number/Partner:** 3 persons by country - residents from Portugal, Hungary, Spain, Italy, United Kingdom, Lithuania, Greece, Romania and Croatia
- **Age Indicators:** 2 Participant (between 18 and 35) and 1 Participant with no age limit;
- **Participants Profile (Very Important):** The TC was designed for Youth and Adult community Workers, NGO Leaders, Project Managers that aim to empower their skills in the field of group facilitation and group dynamics. And also for participants that wish to be Youth and Adult community Workers and special if they are young's with fewer opportunities, like NEET category (not in education, employment or training).

Participants Application Form:

- **Participant's application form should be fulfilled until 16 of February 2015.**
- Final confirmation and selection of Participants will be done until 20 of February 2015.
- Link to Application:

https://docs.google.com/forms/d/1G2kEBakXSpESCYir_WW4t6Oez8LGAd4Xp0P10mD7eoA/viewform

4. Location of the Training Course:

The training will take place at Praia da Vitória.

Accommodation: Board (three meals a day) and accommodation will be fully covered within the project. However we recommend you to have your own pocket money for personal expenses.

You will be lodged in double rooms. (The exactly place of accommodation will soon be announced.)



Activities: The majority of the training sessions and activities will take in the **Youth and Arts Academy of Terceira Island:** <http://www.cmpv.pt/academia/index.php>

5. Costs and reimbursements:

The project is funded by the New Erasmus+ Program and travel costs are available according to the distance band calculator (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) and values for KA1 youth workers mobility.

- Reimbursements will be done by bank transfer after the project ends, upon the presentation of full proofs of the travel expenses, original tickets, boarding passes, etc.
- Participation fee of 50 EUR will be charged. The participation fee of 50 EUR for the training course will be deducted from the travel reimbursement.

- **Arrival to Terceira Island:** 9 of March (There is only one direct flight from Lisbon at 8H00)
 - **Departure from Terceira:** 18 of March (There is only one direct flight to Lisbon at 10H35)
- Notes:** 1) To reach the Island on 9th of March is possible that you need to start traveling from your country on Sunday 8 of March;
- 2) Expenses with arrivals before or departures after the training dates cannot be cover by the Erasmus+ program or AJITER;

Maximum Travel Budget by person and by country that AJITER is be able to reimburse:

- United Kingdom (London) - 360.00€
- Italy (Palermo)- 530.00€
- Hungary (Budapest) - 530.00€
- Spain (Santander) - 360.00€
- Croatia (Zagreb)- 530.00€
- Romania (Corbeanca) - 820.00€
- Greece - 820.00€
- Lithuania (Vilnius) - 820.00€

When you return home, you should send to AJITER by post mail the originals of boarding passes and transportation expenses to the following address: **Pico Redondo 29, São Bento. 9700-211**

Angra Do Heroísmo

Notes:

- Is mandatory that all the participants make their own travel insurance and travel with valid European Health Insurance Card.
- According to Erasmus+ rules only expenses with **public transportation and economic class** will be considered. Costs with taxi or private transportation will not be covered.
- For the European Health Insurance Card please consult this website for more information:
<http://ec.europa.eu/social/main.jsp?catId=509&langId=en>

6. About Terceira Island:

Here you can see where Terceira Island is located: <http://goo.gl/maps/S0Nfq>

Here you can see some panoramic pictures around the island: <http://www.terceira360.com/>

Here you can see a video: <http://www.youtube.com/watch?v=JZR3aNL5nCo>

Weather forecast:

The Azores have a maritime climate with mild temperatures, ranging between 14° C in winter and 22° C in summer. The weather in the Azores is very smooth we don't have very extreme temperatures. We expect to have sunny days but it might rain also, because the weather in Azores is very instable. Please check the weather forecast for March 2015:

<http://www.weather.com/> | <http://www.visitazores.com/en/the-azores/weather-forecast>

Money: Euro is the current official Portugal currency (which was once Escudo). It is possible to exchange money in banks (Monday to Friday, 8:30 am to 3:00 pm) or currency exchange offices. If you need to exchange money to euros we strongly recommend you to do it at Lisbon or Terceira airports.

- ATM's are found in the main centers and money exchange can only be done at banks.
- Credit cards are generally accepted.

More information about Azores in:

<http://www.visitazores.com/en>

<http://www.visitazores.com/en/the-azores/the-9-islands/terceira/nature>

Note: The electricity is 220V and plugs are the usual European two-pin style.

7. PROJECT TEAM and Email for contact:

Décio Santos: Project Coordinator and AJITER President

Ana Rita Seirôco: Project Trainer

Tânia Resende and Ana Ávila: AJITER Support Team

Email for contact: secretariado@ajiter.pt

AJITER General Contacts:

Phone: +351 295 212 409/10

Fax: +351 295 212 409

E-mail: geral@ajiter.pt | Website: www.ajiter.pt

8. Personal belongings:

What to prepare and bring with you:

- Some national food and drinks, national dress, presentation of your country etc – for national evening
- **Good mood and strong motivation** 😊😊😊
- Bath towel for beach (Recommended)
- Personal hygiene products (Recommended)
- Flip-flops; (Recommended)
- Personal Medicines/Pills
- Hair dryer; (Optional but recommended)
- Flashlight; (Optional)
- Sunglasses (Optional)
- Swimsuit/bikini (Optional but recommended);
- Lockers

Clothes you should bring: Warm sweaters; Comfortable shoes; Warm nightclothes; Hiking boots/Tennis; Raincoat; Wind-jacket;

9. RECOMMEND FORMAL NORMS AND RULES THAT WE ALL SHOULD FOLLOW:

- Gathering space (for conversations and getting together amongst the participants) should be out from the sleeping area;
- Cleaning: Each participant will be responsible for keeping clean the space they are using;
- For the Intercultural Night participants should bring their own materials and/or ingredients;
- Participants should speak one at a time and respect other's opinions, beliefs, cultures, religions, etc.;
- To smoke and consume alcoholic drinks will not be allowed during program activities, and should be moderated during all the TC.
- Please respect the work sessions – use your laptop and cellphone in your free time, including coffee breaks (and/or when necessary for a specific activity);
- Respect the scheduled program – don't be late!
- Participants will be under jurisdiction of Portuguese Law's and AJITER will not be responsible for any illicit behavior.

10. TC – Program:

ACTIVITY PROGRAMME FOR A YOUTH WORKER MOBILITY						
Activity nº	A1					
Participating organisations	Associação Juvenil da Ilha Terceira (PT); Greenlight Youth Club (UK); CEIPES - Centro Internazionale per la Promozione dell' Educazione e lo Sviluppo (IT); MOSTart Nemzetközi Kulturális Közhasznú Egyesület (HU); ASOCIACIÓN SER JOVEN (ES); Outward Bound Croatia (CR); Asociatia D.G.T.(RO); CLUB FOR UNESCO OF PIRAEUS & ISLANDS-OMILOS GIA TIN UNESCO PEIREOS & NISON (GR); Tarptautinis bendradarbiavimo centras (LT)					
Venue		Duration				
City	Country	Start date	End date	Activity duration (excluding travel days)	Travel days	
Praia da Vitória - Terceira Island	Portugal	09.03.2015	18.03.2015	8	2	
Activity Programme						
Timetable	Activities	Non-formal & Informal learning methods used				
DAY 1						
AM	Arrivals + Check In	Self Check with AJITER back up				
PM	Presentation Games & Icebreakers	Group Facilitation				
	Training Objectives	Presentation and deductiv method				
	Learning Goals of each participant	Reflection & work in pairs				
	Needs and Expectations;	Individual Reflection				
	Group Dynamics for Group Building	Group Facilitation				
	Daily Evaluation	Learning groups				
NIGHT	Welcome evening	Animation techniques and promotion of Intercultural dialogue				
DAY 2						
AM	Energisers + Team building games	Group Dynamics				
	Introduction to Non-formal Education	Workshop + World Café				
	Experiential Learning and Facilitation	Brainstorming +Round table				
PM	Personal action plan	Individual Reflection + Coaching Methods				
	Learning Goals of each participant;	Individual Reflection + Coaching Methods				
	Daily Evaluation	Learning groups				
NIGHT	NGO Market	Active Interaction				
DAY 3						
AM	Energisers + Moorning Sport	Group Dynamics				
	The Art of Facilitation: What is facilitation	Active Workshop				
	Role and competences of a facilitator	Brainstorming + Round table				
	Training and Facilitation - Diferences and Similarities	Workshop & Simulation Exercise				
PM	Playing and experimenting different methods and methodologies	Group Dynamics + Active Interaction				
	Daily Evaluation	Learning groups				
NIGHT	Intercultural Night	Active Interaction				
DAY 4						
AM	Energisers + Moorning Sport	Group Dynamics				
	Experiential Learning and outdoor facilitation	Workshop Outdoor in the Nature				
PM	Session & program planning/ Building scenarios	Demonstration & Simulation Exercise				
	Daily Evaluation	Learning groups				
NIGHT	Free Night					
DAY 5						
AM	Energisers + Moorning Sport	Group Dynamics				
	Briefing & Debriefing & Feedback	Workshop & Simulation Exercise				
	Conflict management	Workshop & Simulation Exercise				
PM	Group Coaching Sessions	Coaching and Reflection				
	Daily Evaluation + MidTerm Evaluation	Learning groups				
NIGHT	Creative Night Facilitation	Group Dynamics and teambuilding				

DAY 6		
AM	Energisers + Moorning Sport	Group Dynamics
	What is a Learning Circle?	Workshop & Group work
	Learning Circle Facilitators	Workshop & Group work
PM	Learning circle simulation;	Roll Play - Simulation Exercise
	Daily Evaluation	Learning groups
NIGHT	Creative Night Facilitation	Group Dynamics and teambuilding
DAY 7		
AM	Energisers + Moorning Sport	Group Dynamics
	Session I - Preparation of Scenarios and workshops led by the participants	Group work
PM		
NIGHT	Free Afternoon and Free Ningt in Terceira	Free Style!
DAY 8		
AM	Energisers + Moorning Sport	Group Dynamics
	Session II -Preparation of Scenarios and workshops led by the participants	Group work
PM		
	Session III - Implementation of Facilitations Scenarios for local young's from Terceira High Schools and University;	Group work - Facilitation in Action
	Daily Evaluation + Evaluation of the Facilitation Sessions	Learning groups
NIGHT	Sunset Party	Free Style!
DAY 9		
AM	Morning walk around the Hotel	Group Dynamics
	Networking & Erasmus+ cooperation	Interactive Workshop + Group work
	Follow-up & introduction of NFE materials and on line platforms to obtain usefull resources and toolkits	Interactive Workshop + Group work
PM	Tools and strategies to raise Employability of NGO Workers and Youth Leaders	Interactive Workshop + Group work
	Youthpass	Recognition and Validation of Knowledge Acquisition
	Final Evaluation/ Closing of the Learning groups	Self, Group and Project Evaluation
NIGHT		
	Celebration and See you Soon Party!	Free Style!
DAY 10		
AM		Group work
	Follow Up activities	
PM		
	Departures	Self Check Out

11. Information's and Notes About The Tc And Program:

- The program could have some occasional changes in order to manage it with the arrivals and departures of the participants;
- AJITER is also expecting some local support in Terceira Island that can result in some changes in the initial program, in order to promote local visits connected with content of this TC;
- AJITER will also accept suggestions from the participants in order to fulfill all the expectations;

We are looking forward seeing you very soon in Azores. If you have any further questions let us know and we are here to support you.

Regards from AJITER Team