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# W E L C O M E

**Dear partners,**

*Through the following pages, we have summarized the information you need to know about our training course.*

*We are very glad that you have decided to participate in our project, and therefore we will strive to offer a warm welcoming to you in the training course for youth workers that will be held from **May 24 to June 01** in Uzana, region of Gabrovo, Bulgaria.*

*If you have further questions, do not hesitate to contacting us at [yas.bulgaria@gmail.com](mailto:yas.bulgaria@gmail.com)*



**Enjoy exploring the practicalities!**



CREATING OF TOMORROW'S LEADERS 2

## What is “Creating of Tomorrow's Leaders 2”?

The project aims at participants in senior positions, decision-makers etc in partner organizations and developing their leadership skills and competences to increase the capacity of the organizations. To increase the influence of these organizations at local and regional level , develop opportunities for cooperation , exchange of experience and good practices between them as well as to enhance the quality of the work of youth organizations in international cooperation for the realization of quality projects.

The main direction of the project is working with partners from countries where youth work and the youth sector are in the process of development and such projects concerning the capacity of youth organizations from these countries will improve the quality of youth work and active involvement of NGOs in the development of sustainable policies in the sector. In order to achieve rapid progress in the youth sector the initiative (leadership) should be taken over by people and organizations aware of the needs and problems and able to identify ways in which they can be resolved.

One of the results of the project is to develop project ideas and proposals that can be implemented in an international partnership between the participating organizations. This will promote the 'Erasmus +' Programme and its importance for young people as well as the exchange of good practices and improving the quality of youth work in the partner countries. The project focuses on topics such as organizational management , strategic planning, youth leadership and the importance of youth organizations , leadership in the community, young people as generators of change , work in an international network, standards and quality in the youth work , development of project ideas and their realization within international cooperation.

The expected results of the implementation of the project are: to increase the capacity of the organizations by developing leadership and organizational skills of their decision-makers, to increase their attention to the problems in the youth sector,



to create conscious and trained leaders who are multipliers of the experience to other young people (direct youth work) , NGOs (networking) , and Europe as a whole (international projects). The methods used to achieve the objectives of the project are training sessions, workshops , simulations , interactive presentations , role plays , discussions , project development and social initiatives.

The long-term benefits from the implementation of the project will be: raised the profile/image and competence of youth work and non-formal learning, positive long-term development of the organisations, activities with higher quality that will lead to better cooperation, opening the local communities for intercultural dialogue and development of European identity and solidarity in more young people.

### How will we work?

**The methodology** of the training course is conceived in ways that require active participation and exchange between participants. It is based on participants' own experiences and builds on concrete actions for the future. The methodology of the training programme is based on the main principles of experiential learning cycle and non-formal education.

**The programme** is designed with a logical flow that starts with introduction to concepts and progressively gets into the topic, to end up working on the creation by participants of practical results. This way, the course will close with a document containing all the information gathered in the training.

The training course will be fully implemented **in English**.



## CTL 2 Process

We want to create a learning process which will lead to a bigger impact in the development of the participants. Thus we created a six phase process which will be described below.



**1. Preliminary information** – information material for the host and partner organizations, training program, venue and important information about Bulgaria - transport, climate, currency, prices and more. The information contain requirement for documentation and reporting of travel expenses of participants as well as a list of necessary items and preparation prior to the course. So, if you reading those rows – welcome on the first phase! ☺

**2. Evaluation of personal training needs** - filling in form, which will contain information on personal training needs of selected participants. Thus trainers will gather information and be able to carry out final tuning of the program so that maximum to meet the needs of the participants.

**3. Online information packages** - it will be several e-info package that will send participants before the start of training. Info packages will represent a short online course with information on the topics of the training. Course will contain concepts, theories, video presentations and links to the participants on the topic. Info packages will have a role to set wave participants to learn and motivate them before training, also to prepare them with the necessary knowledge on the topic. Info packages will be prepared by the team-trainers who prepare the training program.

**4. Homework** - Participants will receive a list of tasks to prepare to national groups to cover several aspects of training - strategic planning, inter-cultural learning, building partnerships and networks. The tasks will be to prepare presentations with the necessary materials: the future course of their organizations, the activities of the organizations and the national culture



of the countries.

**4. Training course** – the program activities will be between May 24 - June 01, 2016 in Uzana, Gabrovo region, Bulgaria. You will have more details bellow.

**5. Mentoring phase** – in the next 3 months after program activities (June 1 – September 1), each participant will receive mentoring support (if necessary) in two directions: directly mentoring - for the implementation of new tools and methods learned during the training; sharing of materials – our team will share useful information related with the topic of the project.

### When?

Participants' Arrival day: 24 May 2016 before 15:00 in Sofia.

Start of the program: 24 May 2016 at 20:30 in Uzana.

End of the program: 31 May 2016 at 22.00 in Uzana.

Departure day: 01 June 2016 after 16:00 from Sofia.

We will provide bus from Sofia to Uzana in the day of arrival and departure!

Cost of the transfer (around 20 EUR) will be included in your reimbursement forms and deducted from the total reimbursement you will receive at the end of the project. So, please try to look for travel options which allow you to be in Sofia latest at **15.00 on May 24.**

P.S. The ticket price (in both directions) with public transport from Sofia to Uzana is the same BUT with organized the bus will be more comfortable for you!

If you plan to **arrive earlier** or **leave later**, and you need to find an accommodation, let us know, so that we can support you. Your expenses out of the days of the training will not be reimbursed by the organizers. Please **DO NOT BUY** any tickets before approval of the organizers !!!





## The Training course

The course is prepared and will be run on the basis of a methodology that emphasizes active participation and commitment of all who's involved. Therefore, the program is subject to regular changes and adaptations before and during the course. The activities foreseen are ice-breakers, role-plays, teambuilding and outdoor activities, debates, open space and several workshops to develop life skills and competences useful for any youth worker. The working methods are the: "Experiential learning", "Educator to Peer" and "Peer to Peer".

We will like to remind you again that this training course will be quite challenging since we will be reflecting and facing challenges on individual and on group level overcoming demanding situations, we will be questioning a lot how we and others are living and will pass intensive reflection moments.

## Participants

The project "Creating of Tomorrow's Leaders 2" is a training course which aims at bringing together 28 youth workers from 11 countries. Training course is aimed at people who work at the level of management and decision making in youth organizations and informal groups: presidents, vice-presidents, board members, project coordinators, organizational managers involved in decision making and planning positions, whose leadership competencies depends on the capacity and effective work of organizations. The project aims at the active involvement of organizations working in the youth sector from countries where youth work is underdeveloped. The idea to involve these representatives to be trained and prepared so that they can feel confident to be a catalyst for change in their communities, by increasing their personal competencies and knowledge will increase the capacity of organizations, and this turn will enhance the quality and impact of youth organizations and the development of youth work.

Number of participants:

Bulgaria - 7	Greece - 1	Serbia - 2	Poland - 2	Slovenia - 2	Croatia - 2
Cyprus - 3	Romania - 2	Italy - 2	Macedonia - 2	Montenegro - 2	



## Selection of participants

Each partner must to use this form about selection of participants - <http://goo.gl/forms/Q9jgmwR13x>  
Deadline for submitting application forms is **April 01**. On that day we will send you list of applicants from your country and ask you to do selection until **April 07**. If we do not receive decisions until that day project team will do selection instead of you. In case that you would like to do pre-selection feel free to do so using any kind of application forms. However, we would like to have all selected participants applied through our form. In case that you already have participant that you will send, please make sure that he/she apply through our form.

## Partner organizations

Country	Partner organization
Bulgaria	YAS Bulgaria
Cyprus	allaZOYME
Macedonia	Marketing GATE
Greece	Youthnet Hellas
Croatia	CET Platform
Italy	PAOLAB
Romania	Ask yourself
Poland	TDM2000
Serbia	CET Platform
Montenegro	CET Platform
Slovenia	CET Platform





## PROJECT TEAM



**Nikolay Nikolov** is the President of the youth non-governmental organization "International Youth Activity Centre - Bulgaria" and informal group "Youth for active society – Bulgaria". He is also currently a member of the Board at the National Youth Forum (NYF) and a member of the "Project management" Pool of the NYF. He has successfully completed training of trainers of the National Youth Forum in the framework of the project "Youth Academy". He has participated in numerous national and international projects. He is a successful coordinator in 3 projects under Erasmus+. Nikolay will be responsible for the coordination of the project.



**Ognian Gadoularov** is international trainer (<https://www.salto-youth.net/tools/toy/ognian-gadoularov.2625/>), member of trainer's network of SALTO EuroMed, member of the national team of trainers of the National Agency "Erasmus +"(HRDC) and coordinator of international cooperation in Narodno chitalishte "Badeshte sega 2006".Ognian last six years has prepared and conducted 14 international trainings within the Youth in Action and Erasmus + Programs, including TCP/TCA trainings for Romanian, Latvian, Cyprus and Bulgarian national agencies and SALTO trainings for



SALTO Inclusion. Before he starts working as a trainer and youth worker in the youth field Ognian has 5 years of experience in corporate training and consultancy work in business consulting company. This gives him a great advantage in developing and implementing projects related to youth employment and labor market support. Ognian is one of the educational experts who developed this project and will lead educational activities.



**Eleni Michail** is international trainer (<https://www.salto-youth.net/tools/toy/eleni-michail.3402/>) and youth worker. Eleni has a master degree in psychology and is specializing in positive psychology and pedagogical approaches. She is an experienced youth worker who has taken different roles in youth work until now. Her activities stretch from youth trainer to project coordinator, researcher and educator. Eleni has previously worked with various local, national and international youth organizations in Cyprus and Belgium. As a youth trainer, Eleni has cooperated with Cyprus' National Agency of the YiA Programme, the Cypriot Commissioner of Children's Rights, the Cyprus Youth Council and the Youth for Exchange and Understanding International. She has been a member of the Cyprus Youth Council pool of trainers, the Youth for Exchange and Understanding Pool of trainers and organizers and the team of trainers who collaborate with the Erasmus+ Youth National Agency. Among her areas of interest are; non formal education, personal development and empowerment,

volunteering, human rights, gender issues, leadership and positive education. Eleni was recently authorized to develop the paper suggesting the enactment of a national youth strategy for young people in Cyprus and is considered as educational associate of the Youth Board of Cyprus, the government department dealing with young people in the country. Eleni is one of the educational experts who developed this project and will lead educational activities.





**Alexandra Mircheva** is a trainer in the Pool of Trainers of the National Youth Forum - Bulgaria (NYF) and is actively working in youth field and non-formal learning in the last four years. She is part of the team of NC "Future Now 2006". Over the years she has worked at local level - to develop youth councils which take part in the decision-making together with the responsible institutions and on national level as a member of the Board of NMF in two consecutive mandates. In the NYC she was responsible for the development of priority "Education" and has coordinated an expert working group preparing policy documents, positions and opinions related to non-formal learning, validation of knowledge, skills and competencies and others. She is a certified instructor from "Future Now 2006" to conduct training programs for children and young people through experiential learning. Alexandra successfully completed training of trainers of the National Youth Forum. She has experience for facilitating groups within the National Youth Meeting "Non-formal education" and "Youth worker", as well as other projects in the field of non-formal learning and training. She has participated actively in the preparation and implementation of youth projects under the Erasmus + program and has conducted several international trainings for young people and youth workers. Her training experience and interests are mainly on the topics of youth leadership, civic activity, structured dialogue and youth empowerment, personal development. Alexandra is one of the educational experts who developed this project and will lead educational activities.



## Program of the Training course

We are presenting you with a program for the course. However, it is important to notice that it is just guidelines to offer you and overview, which can still be modified and will also be adapted accordingly to the group during the course.

24.05.2016	25.05.2016	26.05.2016	27.05.2016	28.05.2016	29.05.2016	30.05.2016	31.05.2016	01.06.2016
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Arrival Welcome	<b>INTRO DAY</b>	<b>TEAM WORK AND LEADERSHIP DAY</b>	<b>ORGANIZATIONAL LEADERSHIP AND MOTIVATION DAY</b>	<b>LOCAL COMMUNITY AND CULTURE DAY</b>	<b>REALITY CHECK DAY</b>	<b>PRACTICE LEADERSHIP DAY</b>	<b>FUTURE PLANNING DAY</b>	Departure Goodbye
	Official opening Introduction	Basics of teamwork	Motivation and leadership	Meeting local NGO representatives and Youth leaders	Youth organizations as a figures in community	International cooperation and projects – part 1	International network for support - 1	
	Break	Break	Break		Break	Break	Break	
	Get to know each other	Roles in the team and characteristics of effectiveness	Organizational leadership	Cultural visit	Role of International Youth work	International cooperation and projects – part 2	International network for support - 2	
	Lunch	Lunch	Lunch		Lunch	Lunch	Lunch	
	Teambuilding	Leadership styles	Working in network	Erasmus + - opportunity and partnerships	International cooperation and projects – part 3	Action planning and follow-up	Final evaluation and closing	
	Break	Break	Break					
	Role of the youth organizations for community and Youth work	Organizational presentations	Communication and international cooperation					
	Reflection	Reflection	Reflection	Reflection	Reflection			
	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner		
Welcome Evening	Sharing stories	Cultural Cross-Road 1	Cultural Cross-Road 2	Dinner out	TEDx evening	Free evening	Closing evening	



## Travel reimbursement & Insurances

Board and lodging will be provided and paid by the Organizers of the Training Course. There will be travel reimbursement according to the Erasmus + regulations (see the table below). Please pay attention to the figures and conditions. We are strongly recommending you to have insurance while you are in Bulgaria. Each participant will be in charge of purchasing one, because no private insurance will be reimbursed.

Very important: your tickets are an essential part of accounting of the project that we must keep and present to the Erasmus + National Agency, the main funders of the training. **Therefore, if you cannot provide your original tickets, receipts, insurance and invoices clearly stating the travel agency, your name and the exact costs of the tickets, we will not be able to reimburse you.**

Maximum travel costs for:	
Serbia	180€
Macedonia	
Romania	
Montenegro	
Bulgaria	

Maximum travel costs for:	
Poland	275€
Greece	
Slovenia	
Croatia	
Italy	
Cyprus	

Please **DO NOT BUY** any tickets before approval of the organizers ! Please note if you bought your ticket in your local currency which might be different than EUR, we will calculate your travel costs according to the exchange rates from official European Commission web-site:  
[www.ec.europa.eu/budget/inforeuro/index.cfm?Language=en](http://www.ec.europa.eu/budget/inforeuro/index.cfm?Language=en)





## Travel expenses

The travel expenses (from your home town till the venue of the course) are reimbursed on presentation of the relevant receipts **up to the maximum listed in the table**. In the frames of the Training Course the reimbursement will be done only for travel expenses incurred according to the rules given below:

- **Travel expenses** will be reimbursed only upon presentation of **documentary evidence** of the sum actually paid: original invoice or/and a copy of credit card slip. **The documents** must have the date, price, name of the traveler, destinations of the travel and the bill has to be completely clear.
- **Electronic tickets** will only be reimbursed on receipt proof of payment (invoice, paper of booking/purchase printed from internet, copy of credit card-slip showing the transfer of the money for the ticket, **payment confirmation from internet**) and on presentation of the boarding pass for the outward journey.
- Note, that **the booking paper alone is not enough to prove your travel expenses**. You should present as well **the boarding passes**, a bill, a slip of payment and print-out from your bank account to confirm the sum paid for your ticket.
- **Keep all travel documents** you get during your trip: boarding passes, bills, slips, tickets etc., because we absolutely need them!
- **Taxi fares** cannot be reimbursed.

Organisers will reimburse **100%** of eligible travel costs up to the limit. **50% of travel cost** will be reimbursed after participants provide their original tickets and fill their personal report from European Commission. **Other 50% of travel cost** will be reimbursed after approval of project report.

Reimbursement will be done by bank transfer in Euro **to the sending organization's bank account**.

Note that, only participants attending the entire training course can be reimbursed. The Commission **solely** reimburses public transport costs.

**There is NO participation fee for this training course!!!**





## Personal health

It is very important that you notify us of any health risk or possibly necessary medicines (if you did not note it yet in your application form, please let the team know about it as soon as possible via e-mail).

The information you provided on any special needs does not remove your own personal responsibility for ensuring your own health.

## What to bring?

- Clothes and shoes **suitable for sports and walking/hiking.**
- Your **original tickets for the entire trip, the invoice** of the travel agency (the price clearly indicated on the ticket), **the boarding passes.**
- Your **travel insurance** contract and a legible copy of it.
- Your **ID/passport.**
- Your own **medication.**
- Something typical about your country such as **food, drinks, music, traditional objects, promotional materials** and whatever else you want to present.
- **Materials** about your organization.
- Your **willingness to reflect on your own skills, knowledge and attitudes.**
- Your **motivation, inspiration and energy for an intense and hard working week.**
- Your **spirit to share your experience, questions and doubts.**

Concerning **special needs (diets, medicine)** please, tell us beforehand if you need any assistance from us in this matter.





## Venue

The **Uzana** ([Bulgarian](#): Узана) is a winter resort in [Bulgaria](#). It is located at the foot of Ispolin peak at 1,420 m above sea level, near the [Bulgarka Nature Park](#) in the [Stara Planina](#). It consists of large meadows surrounded by forest. The altitude varies from 1,220 to 1,350 m. The longest run is 4,265 ft /1,300 m. The nearest big city is [Gabrovo](#), some 22 km away. Uzana is also the [geographic center of Bulgaria](#). The resort with its 15 hotels provides tourism opportunities throughout the year.



The surrounding sites of Uzana are suitable for spaleology, skiing, and rock climbing. There are possibilities for [cultural tourism](#) in the region. In the nearby open-air ethnographic museum [Etara](#) people can learn more about [Bulgarian crafts](#). The [Sokolski Monastery](#) is situated a few kilometers away from Uzana. Tourism in the Uzana region started in 1937 when the first chalet also named Uzana was built on the southern side of the meadow. Uzana is a home of rare floral species included in the [Red Book of Endangered Species](#).





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## Accommodation and food

The training course will take place in hotel "Prima S". Participants will be accommodated in double and triple bed rooms. Each room has a bathroom. Accommodation and full board meals (breakfast, lunch and dinner) are covered by the hosting organization. Each participant can use the sauna 😊

<http://www.uzana.com/prima-s.html>





## Usefull information:



Located in South Eastern Europe, Bulgaria is bordered by Greece and Turkey to the South, Romania to the North and Macedonia and Serbia to the West. Its Eastern Border is formed by the beautiful Black Sea Coast. A country of outstanding natural beauty the environment remains unspoilt and is incredibly varied. A relatively small country, a few hours drive will take you from the snow covered central Pirin mountain Ranges to he long sandy beaches of the Black Sea coast. Forming the heart of several of ancient histories greatest civilizations Bulgaria's rich culture is reflected in a vast number of architectural treasures. Throughout the country you will find ancient Greek sites, Roman amphitheatres and Byzantine churches. The country is home to 160 monasteries, 36 cultural centres and 40,000 listed archaeological monuments. Nine sites have achieved a coveted place on the UNESCO world heritage list.

- **Capital city:** Sofia
- **Official language:** Bulgarian
- **Currency:** The official currency of the country is **the lev**. Since 1997, the country has been governed by a currency board and the value of the lev has been pegged to the Euro, at a fixed rate of **1 EUR – 1.95583 BGN**.



- **Getting to Bulgaria:**
  - **by Plane:** Official site of Sofia's airport <https://www.sofia-airport.bg/en/passengers>, Sofia airport tel.: +359 2/ 937 22 12. You can use the international website <http://esky.com/> to find your flight.
  - **by Bus:** You can visit Internet site <http://www.centralnaavtogara.bg/> where you will find more information about international and interurban bus schedules and where you will be able to make online reservations.
  - **by Train:** The main European railway routes pass through Bulgaria. If you prefer traveling to Bulgaria by train we recommend visiting the official site of the Bulgarian State Railways which provide direct or non-direct transportation to main European and Mediterranean cities: <http://www.bdz.bg/en/>
- **Most important phone numbers:** 112 - european emergency number
- **The average temperature** for May in Uzana is around 20-25 degrees centigrade.

### Contact information:

If you need help, have questions or need further information please do not hesitate to contact us:

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