



# INFOPACK

ERASMUS PLUS PROGRAMME

Training Course

**YES FOR EVS – Training course for development of  
good quality in EVS projects**

**Leszno, 8-14.08.2016**



**Erasmus+**

## **SUMMARY OF THE PROJECT:**

Training "Yes 4 EVS" has been prepared in response to the needs of the staff, working with young people during the EVS projects from European countries, in terms organization, execution and implementation of the EVS projects. The training aims to improve the quality of the projects that's been realized by the project partners, increasing the amount of high-quality execution, increasing the amount and establishing partnerships, exchange of good practices and experiences related to European volunteering, generating new project ideas and developing joint solutions and share the problems and doubts in the implementation of international projects intranscultural environment and increase the level of information in methods of non-formal education (as a tool to build intercultural integration, intercultural dialogue and as a form of education of youth that supplements formal education).

By participating in the project, participants ( after completing the training) will be able to strengthen the capacity of their organizations, to internationalize their activities and to implement international projects with greater efficiency and effectiveness. This will strengthen communication and cooperation between organizations, new contacts will be established and the attitude of active European citizenship will be reinforced. Partners will jointly determine the schedule of workshops through consultation via Skype and Email- thanks to this project will respond more accurately to the demands - suggestions will be gathered, the most common problems and obstacles faced by organizations sending will be pointed and the areas of possible development will be pointed- we will explore all of it during the project activities.

Participants will take part in the workshops, the subject of which will inter alia: building partnerships and networking methods; networking; non-formal education; teamwork, to discuss the needs and problems related to the implementation and creation of EVS projects; strengthening international

countries will be asked to present their culture by organizing cultural evenings); facilitation EVS projects; European Voluntary Service project management; financial management of projects; gathering adequate target group; EU mobility programs; to increase interpersonal skills and communication in the context of working in an international environment. There will be 30 participants from 15 NGO's, conducted by two coaches from Poland. Also - two co trainers will be provided by partners.

Training will be conducted by qualified trainers with experience in working on projects EVS from Poland. The coordinator of the project activities is the Fundacja Centrum Aktywności Twórczej from Leszno in Poland, where the training will take place. The training will last seven days, participants will be provided with all necessary facilities. The training will be held in English, training materials and a brochure, which will be released as a lasting effect of the project also will be executed in that language. TC will take place in Leszno, 08/08/2016-14/08/2016.

**LOCATION: LESZNO, GREATER POLAND**

**OBJECTIVES:**

- To share common challenges within EVS volunteers preparation and support
- To share best practices in EVS volunteers' training and support
- To develop a set of guidelines for youth workers involved in EVS volunteers' hosting and coordination
- To meet partners and potential partners active in EVS projects and build future partnerships

**WHAT DO WE EXPECT FROM OUR PARTNERS:**

- Be active in EVS hosting/coordinating for at least 1 year

- Be interested in improving quality standards for EVS projects, especially volunteers' support
- Have the capacity to guide and support volunteers and to monitor and evaluate their learning process for the whole duration of the EVS project
- Have some experience/interest in hosting/coordinating volunteers facing fewer opportunities
- Be able to work in English

<b>ORGANISATIONS INVOLVED:</b>	
<b>Youthfully Yours SR</b>	<b>SLOVAKIA</b>
<b>Çağakkale Koza Gençlik Derneği</b>	<b>TURKEY</b>
<b>A.D.E.L. - Association for Development, Education and Labour</b>	<b>SLOVAKIA</b>
<b>ULUSLARARASI GENCLIK AKTIVITELERI MERKEZI DERNEG</b>	<b>TURKEY</b>
<b>Association Focus-European center for development</b>	<b>BULGARIA</b>
<b>The Starry Start of Talents Foundation</b>	<b>BULGARIA</b>
<b>WalkTogether</b>	<b>BULGARIA</b>
<b>YOUNET ASSOCIAZIONE</b>	<b>ITALY</b>
<b>MINE VAGANTI NGO</b>	<b>ITALY</b>
<b>Cemea del Mezzogiorno</b>	<b>ITALY</b>
<b>Hellenic Youth Participation</b>	<b>GREECE</b>
<b>ASOCIACION JUVENIL INTERCAMBIA</b>	<b>SPAIN</b>
<b>Asociatia Support for Youth Development</b>	<b>ROMANIA</b>
<b>Fundacja Centrum Aktywności Twórczej</b>	<b>POLAND</b>
<b>ASOCIACION BUILDING BRIDGES</b>	<b>SPAIN</b>

## **PARTICIPANTS PROFILE:**

The training course is designed for those who are directly involved in the support system around the EVS volunteer ( evs coordinator, mentors and task-related support persons) on the hosting, sending and coordinating side. The participants from Sending and Hosting organisations should already have some experience in EVS (minimum of being in the process of sending or hosting a volunteer, better having been already sending or receiving the first volunteer). The participants should be able to work and communicate in English (working language!). We expect 2 participants per organisation.

**Before 15 June 2016 please send us filled SALTO application.**

## **TRAVEL COSTS AND REIMBURSEMENT:**

Accommodation, living and other project – Related expenses: 100% funded by the EU. This includes everything except for travel costs. Travel costs: A unit cost of the travel costs will be reimbursed after the project, when participants will send the full documentation of their travel tickets. This cost is related to distance calculator. Please note that travel costs will be reimbursed on the basis of original tickets, boarding passes and invoices/receipts for travel. Only direct travel from place of residence to Leszno will be considered (no stop-over's exceeding 12 hours). Only cheapest/economy class travel will be reimbursed and also public transports. Only actual expenditure/tickets will be reimbursed – no pre-payment for tickets not purchased. The project doesn't cover travel by taxi.

<b>TRAVEL LIMITS PER PERSON :</b>
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<b>ROMANIA</b>	<b>275 EUR</b>
<b>SPAIN</b>	<b>360 EUR</b>
<b>GREECE</b>	<b>275 EUR</b>
<b>ITALY</b>	<b>275 EUR</b>
<b>BULGARIA</b>	<b>275 EUR</b>
<b>TURKEY</b>	<b>275 EUR</b>
<b>SLOVAKIA</b>	<b>180 EUR</b>

**ATTENTION! AMOUNT OF 15 EUR PER PARTICIPANTS WILL BE DEDUCTED FROM YOUR REIMBURSEMENT.**

**VENUE:**

**ACCOMODATION: HOTEL SANDRO SILVER LESZNO**

**LOOK <[CLIK](#)>**





## DRAFT OF PROGRAMME:

DAY 1		
ARRIVALS		
PM	Welcome practicalities	Familiarising all participants with the venue and the health and safety regulations, introducing them to the area where they will stay First name-games
PM	Getting to know each other	Introducing participants & staff, name games, building family atmosphere between participants

DAY 2

AM	<p>Official opening. Introduction of the team. Introduction of the participants. Expectations of participants.</p> <p>Aims and objectives of the course.</p>	<p>Presentation of the goals and objectives, work together on the rules and share information about the TC: -short introductions of team members (organizers and trainers) and explanation who is responsible for what</p> <ul style="list-style-type: none"> <li>-presentation of goals and programme</li> <li>-introduction of background of trainers and in the field</li> <li>-needs assessment, name games</li> <li>-several name games and ice-breaking activities (trainers are aware about many options, concrete methods will be chosen later)</li> </ul>
AM	<p>Get-to-know each other and ice breaking activities. Group integration activities</p>	<p>Simulation games to stimulate cooperation, trust each other and work as a team, share common goals.</p>
PM	<p>CITY CHALLENGE</p>	<p>Rivalization between small groups in a specific place in the city. Challenge divided in small tasks which result depends from participants' creativity and cooperation. Getting to know local people &amp; reality. Meeting polish volunteers from CAT foundation</p>
PM	<p>TASTE FROM EVS:INTERCULTURAL EVENING</p>	<p>Creative presentation of different cultures through national dances, costumes, places.</p>

DAY 3

9.30 AM	<p>Presentation on EVS Erasmus+ action, current updates in the programme</p>	<p>Working with programme guide &amp; annexes, group work, plenary</p>
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11.30 AM	Checkpoint exercise: how to organise a good EVS activity	All groups are asked to share their results regarding good and bad practices doing EVS projects with the rest of participants. Trainers are also sharing good and bad practice examples from their experience. Participants are divided in groups of 5-6 people and asked to create proposals for good partnership and cooperation in EVS. Later all group are asked to share results with other groups and with help of trainers a list of common proposals is worked out. Participants are asked to create 3 groups that want to make common projects together.
3.00 PM	Exchange good practises 1: Making the Match: how to choose the right volunteer, how to prepare the volunteer for the project - making good infopack, how to check candidate motivation	OPEN SPACE
6:00 PM	Reflection learning	Work in sub-groups, share perception about the day, experiences, emotions, fears, needs for learning. Time for comments.

		<p>Organizational fair is made in the forum of fashion show. Participants are asked to prepare flipcharts – ponchos with information about their organizations (aims, members, target group, main activities, information about the role of participant in the organization, experience with EVS and information about partners they are looking for). Each organization are showing their ponchos on the catwalk and later have a chance to make 3 minutes presentation. Participants have the time to mingle and ask questions to each other.</p>
9:00 PM	NGO Talent show	
<i>DAY 4</i>		
AM	<p>Exchanging practises 2: Exercise on guiding and support -the role and mentors involvement</p>	<p>Simulation game in order to feel the role of mentor; Meeting with mentors; floor for questions &amp; discussion</p>
AM	<p>Exchanging good practises 3: Recognition of learning in EVS – key competences.</p> <p>Learning groups – Selfassessment of learning. - Creative final reports</p>	<p>Educational tavern- participants will be seating like in the restaurant. They will be speaking in different tables about: Making testimonials from EVS, Creative EVS reporting- how to encourage volunteer for reflection , The role of mentor in educational process, Evaluating of learning process from the hosting organisation perspective</p>
PM	<p>PUBLIC EVENT: INTERNATIONAL YOUTH DAY - LESZNO TOWN SQUARE - OPEN NGO MARKET</p>	<p>Participant will create EVS corner where they can promote hosting project in their organisations for future candidates. Apart of that they will be asked for short national performance. They can explore the event organised 100% local volunteers with support of EVS and staff from Fundacja CAT</p>

PM	Reflection learning	Work in sub-groups, share perception about the day, experiences, emotions, fears, needs for learning. Time for comments.
PM	Dinner in the centre	relaxing time in order to encourage participants for conversations
PM	Free evening in the town	Integration& networking through free space given to participants
<i>DAY 5</i>		
AM	Presentation of Fundacja CAT EVS activities, preparation for STUDY VISIT	Short movie about CAT foundation, prepare questions
AM	Exchanging practises 4: Tools for EVS task division - google calendar, google docs, brainstorming	OPEN SPACE
PM	Half of the group: Visiting CAT Office: chat with EVS volunteers about EVS practicalities: language support, trainings provided activities, Half of the group:visiting site of work group EVS -summer workshops for kids	Study visit in Fundacja Centrum Aktywności Twórczej, meeting the volunteers. Exploring real work of volunteers, space for speaking with them and the staff
PM	POLISH TRADITIONAL PARTY: simulation of wedding party, with games and folk music , farewell party	Explore interesting facts about Poland, traditions, taste food and show national dances and costumes.
<i>DAY 6</i>		
AM	Summary the learning outcomes	Individual&GROUP work
AM	Certificating EVS coordinators	Youthpass
PM	Closing session and evaluation	Evaluation with non-formal methods and written evaluation.
<b>DEPARTURE</b>		

## **HOMEWORK:**

### **To prepare:**

- **Examples of your good practices, success stories, personal experiences connected to EVS**
- **Diagnoses of needs in your local environment**

- Presentation of your NGO /t be presented during event/
- Cultural evening snacks and beverages
- Useful materials you think we can use