



**Unique
Projects**

Association „Unique Projects“

Project PRO

Training course

Kaunas, Lithuania

17th to 22nd of August, 2017

Project's topic:

Nowadays project management is gaining more and more importance both in non-governmental sector and in business field. It is a powerful tool which helps organisations and businesses to develop and opens opportunities for continuous improvement. There are many youth workers and educators who have plenty of practical experience while implementing projects, however, additional input of theoretical and practical knowledge could have a huge contribution to becoming more professional and successful project managers in youth's or wider field.

Project's aim:

To improve project management competences and to become able to plan and implement not only youth projects but wider spectrum of projects.

Project's objectives:

- To learn about importance of the team and how to develop a successful project team
- To learn about project process steps and what should be done in each of them
- To get to know to various project opportunities and how to find them
- To identify which project manager competences are the most important
- To analyse most common mistakes in project management
- To learn about stakeholder management
- To learn about risk management
- To learn about quality management
- To learn how to evaluate soft results / project outcomes
- To identify why reflection and monitoring processes are so important
- To practically apply gained knowledge by establishing our own project plan

Methodologies:

This training is based on mixture of formal and non-formal education. In addition to theoretical input, it will be accompanied by learning by doing and other non-formal learning techniques such as working in groups, sharing experiences, simulations, reflections and etc. This means that theoretical lectures will be followed by practical activities either in groups or individually.

Target group:

This training call is open for project managers, trainers, educators, facilitators, youth workers or anyone who is willing to gain more theoretical and practical knowledge about project management.

Language:

Training activities will be provided in English. Due to many visual aids and non-formal methods being used, it is simple and easy to understand. In case of some difficulties, trainers are also able to speak Lithuanian, German and Russian. However, it is recommended to have at least satisfactory level of English so that training would bring maximum knowledge and benefit to you.

Training programme:

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
	17th August	18th August	19th August	20th August	21th August	22th August	
Time	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	
08:30		Breakfast					Departures
09:30		Team-building	Project manager competences	Stakeholder management	Reflection and monitoring processes in PM		
11:00		Break					
11:30		Kick-off workshop, stages of group development	Most common mistakes in PM	Risk management	Establishing a project plan		
13:00	Arrivals	Lunch					
14:30		Project concept. Project phases and processes	Project plan. What is important?	Quality management. Result indicators (qualitative vs quantitative)	Establishing a project plan. Presentations. Discussion		
16:15		Break					
16:45		Projects in NGOs vs Business sector. Reflections	Sharing experiences. Projects' opportunities and how to find them	Evaluation. Soft results. Reflections	Evaluation of the project. Close up		
18:30	Dinner						
19:30	Opening the training, ice-breaking	Free evening	Free evening	Free evening	Free evening		

Practical information:

Dates:

Arrival day: 17th of August, 2017

Start of the programme: 17th of August, 2017 at 19:30 – 20:00

End of the programme: 21st of August, 2017 at 19:30

Departure day: 22nd of August, 2017

In total, there are 4 full training days. If you want to arrive earlier or leave later and are looking for accommodation, don't hesitate to contact us and we could help you to arrange your stay for reasonable price and give recommendations for sightseeing destinations.

Accommodation:

The training will take place in Kaunas, Lithuania. Kaunas is the 2nd biggest city in Lithuania and is famous for its beautiful architecture and stunning nature just around the corner. The participants will be accommodated in 3* either 4* hotel near the city centre. Participants will be accommodated 2 to 4 people in a room. There will be shower and WC in each room. Also, there will be free Wi-Fi connection.

The daily activities will take place in hotel's conference room either outside (in the park nearby) in case of a good weather.

We will send you more exact and detailed information about accommodation and directions how to get to the place after your application form is approved.

Training fee:

The project is not supported under any programme and receives no extra funding.

There is a participation fee of 350 euro.

The fee covers:

- 5 nights accommodation in 3* either 4* hotel
- Food (3 meals per day (dinner on 1st day and breakfast on 6th day) + coffee breaks)
- Programme materials
- Training and facilitating

The fee does not cover:

- Travel costs

In order to complete your registration to the training you should make a 50 euro advance payment by bank transfer to our account. The remaining account can be paid either in cash either by bank transfer during the training.

We realize that for some of us participation fee can be a big investment. We encourage you to be creative with it. If you think this training is for you, do not let the money be an obstacle to gain this experience and knowledge.

Registration:

If you wish to apply for this training, please fill the [online registration form](#). We would like to stress out, that only complete registration forms are taken into consideration. Information about confirmation will be sent by 5th of June. Please do not buy travel tickets before you receive the confirmation.

Contact information:

If you are still deciding whether it is worth participating in this training or have any specific questions or doubts, do not hesitate to contact us on:

- ✓ exchange@uniqueprojects.eu

About association „Unique Projects“:

Association „Unique Projects“ is non-profit non-governmental organisation based in Kaunas, Lithuania. Association has more than 4 year experience in non-formal education, youth projects and is active in social and civic live in local society. Main topics, covered by organisation's activities are social awareness, entrepreneurship, tolerance, intercultural dialogue human rights, active and healthy lifestyle, stress management and, of course, project management. Association's core team has rich experience in preparing and implementing local and international projects. We believe, that every little step contribute to the common goal and we will finally make world a better place for each of us.

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