

Participants Infopack

Training Course – KA1

FACIS: FACilitation Skills for **IS**landers Youth Workers



Saaremaa, Estonia

21st to 28th of October 2017

Project Reference: 2017-1-EE01-KA105-034749



1. Training Course: FACIS: FACilitation Skills for ISlanders Youth Workers

The Training Course **FACIS: FACilitation Skills for ISlanders Youth Workers** will take place in the Saaremaa Island, Estonia from 21st to 28th of October 2017 under the Erasmus+ program.

The training is designed for NGO youth workers from 11 European Islands that work in the youth field.

The main aim of this training is to strengthen 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 to empower their skills in the field of facilitation of group activities using also media tools and creative methods.

The main competence to be promoted during the training course “FACIS” is the individuals and also group ability to facilitate an creative workshop for a group in a given mind-set, and planning these activity working in an international group scenario and be able to turn ideas into action and manage this actions in a real situation.

During the training, the participants will take part in a number of activities where they will gain or increase their knowledge about the basic theory in facilitation and their own style as facilitators, sharing experiences and understanding the roles that will be established within the group dynamics. They will develop skills, attitudes and strategies that a facilitator needs when leading a group, and they will acquire resources and tools that will allow them to keep on working on their competences as facilitators in the future.

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, Learning Circles, Role play Games, Outdoors Activities, Scenarios simulations, round tables and facilitation workshops.

2. Project Partners:

PARTNER	COUNTRY/Island
MTÜ ISLANDER	Estonia/Saaremaa
<u>AJITER – Associação Juvenil da Ilha Terceira</u>	Portugal/Terceira - Azores
<u>SEAL CYPRUS - CYPRUS ORGANISATION FOR SUSTAINABLE EDUCATION AND ACTIVE LEARNING</u>	Cyprus
CSJC - Centre sport et jeunesse de Corse	France/Corsica
PRISM - PROMOZIONE INTERNAZIONALE SICILIA - MONDO	Italy/Sicily

Galway Regional Youth Federation Ltd	Ireland
PRISMS Malta	Malta
TDM 2000	Italy/Sardinia
Asociación Mojo de Caña	Spain /Cran Canaria
Núll Prósent hreyfingin	Iceland
POLITISTIKI ANAZITISI LESVOU MAKE	Greece/Lesvos

3. Participants

Number/Partner: 2 persons per country - residents from Estonia, Portugal, Cyprus, France, Spain, Italy, Ireland, Malta, Greece and Iceland

Age Indicators: 1 Participant (between 18 and 35 years) and 1 Participant with no age limit;

Participants Profile (Very Important):

- Participants must be motivated by the topic and want to empower their skills in the field of group facilitation and group dynamics
- Ready to participate actively 100 %
- Participants must be able to communicate in English
- Participants must be **directly** working with young people on daily basis (youth or adult community workers, project managers) and special if they are with fewer opportunities, like disability, geographical obstacles, NEET category (not in education, employment or training).

Participants Application Form:

- **Participant's application form should be fulfilled until 31 of July 2017.**
- Final confirmation and selection of participants will be done by **10th of August 2017.**
- Participants will have to buy their travel tickets latest until **18th of August.**
- Link to Application: goo.gl/UjwgCH

Selection of Participants:

Selection of participants will be done by project organizer and coordinator with the support of partner organizations.

Accepted candidates need always to be confirmed by organizer & trainers.

In case participants' do not match the selection criteria or lack motivation, **coordinator can reject the candidate** and ask partners to review the selection.

4. TRAVEL COSTS, FEES AND REIMBURSEMENTS:

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

Travel cost reimbursement limits depend on starting point of the participant. For this reason, there might be changes in travel limits if starting point changes. Please check your distance please.

Taxi: Participants should use the cheapest means of transport (economy class plane tickets, 2nd class train tickets etc). Use of **taxi is not allowed**.

Private vehicle: Use of private vehicle or hired transport may only be used if agreed **beforehand** with organizers and it is **highly justified** (it is cheaper or it is the only way of transportation and receipts are provided).

Local transports: **MTÜ ISLANDER** will need 30 € for local transport from Tallinn to [Kuressaare](#) (town in Saaremaa) and back by private transfer. You need to arrive to TALLINN (airport).

Travel days: Participants are allowed to stay up to 3 days longer in Estonia if they want. Expenses with arrivals before or departures after the training dates cannot be cover by the Erasmus+ program or NGO Islander.

TRAVEL COST REIMBURSEMENT MAXIMUM LIMITS PER PARTICIPANT FROM HOME TO TALLINN:

Country	Distance	Amount
Cyprus (Nicosia)	2000-2999 km	330€
Portugal Azores (Terceira)	4000-7999 km	790€
Spain (Cran Canaria)	4000-7999 km	790€
Greece (Lesvos)	2000-2999 km	330€
Italy (Cagliari, Caltannissetta)	2000-2999 km	330€
Ireland (Galway)	2000-2999 km	330€
Iceland (Reykjavik)	2000-2999 km	330€
France (Corse du sud, Ajaccio)	2000-2999 km	330€
Malta (Hamrun)	2000-2999 km	330€

- **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 and completing final evaluation.
- **Participation fee:** 50 EUR per person (to be paid in cash in the 1st day of the training).
- **Arrival to Saaremaa Island:** 20th of October | **Departure from Saaremaa Island:** 29th of October
- **Notes about travel dates and hours:**
 - 1) To reach the Island on 20th of October, please **arrive in Tallinn by 16:00** and please book return flight on the **29th after 13:00**. We have arranged private transfer to travel to Saaremaa.

All tickets must be confirmed with organizers before buying, otherwise the costs will not be reimbursed!

- **Insurance**

If you are European Union citizen, please make sure that you have the European Health Insurance Card (<http://ec.europa.eu/social/main.jsp?catId=653&langId=en>) or temporary certificate. . Additionally it is **obligatory** to make travel insurance, this is your own contribution and will not be reimbursed. Travel insurance should include medical insurance, trip protection and luggage insurance.

5. LOCATION OF THE TRAINING COURSE:

The training will take place in Saaremaa Island (<http://www.visitsaaremaa.ee/en>) and only town in island called **Kuressaare**. Saaremaa is famous for spa culture and our training will take place in **Spa hotel Meri** (named after our second **President Lennart Meri**). Hotel is located near the yacht harbour, famous Kuressaare Castle and city beach. You can check online [webcam](#).

Accommodation: You will be lodged in double rooms. Pool, gym and saunas and WIFI are free of charge for hotel guests. Board (three meals a day) and accommodation is covered by the project. However, we recommend you to have your own pocket money for personal expenses.

— **Activities:** The majority of the training sessions and activities will take place in the Hotel, with exception of Outdoor Activities and the implementation of workshops in the local community.

Spa Hotel Meri:



Here you can see some pictures takes by local photographer Valmar Voolaid.



Check out [video](#) from last year street picnic.

6. About Estonia and Saaremaa

Training course will take place in Estonia; you can find more information about our country here:

<https://www.visitestonia.com/en/>, <https://en.wikipedia.org/wiki/Estonia>.

If you come earlier or leave later, you can visit our capital Tallinn: <http://www.tourism.tallinn.ee/eng>, which has really nice medieval Old Town and is in the UNESCO World Heritage list.

More information about [Saaremaa](#)



Weather forecast:

Second part of October is autumn in Estonia. Most likely weather will be between 7- 13 degrees, but we never know. Nights are cold and temperature can drop to around 0 degrees. It might rain or snow, bring umbrella, raincoat and warm clothes. Check weather here: <https://weather.ee/kuressaare/>

Money: Euro is the official currency in Estonia. It is possible to exchange money in banks (Monday to Friday, 9:00-17:00 or at Tallinn airport. One option is to take out money from ATM and there is one near to our hotel. Credit and debit card are accepted in most places.

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

Getting around in Tallinn (if you need for some reason)

The best way to get around in Tallinn is to use bus **number 2**. It stops in the airport (follow signs to get to stop), if you get out in stop A.Laikmaa you, are in the centre (5 minute to old town) and bus continues to ferry terminal. The bus goes also opposite, from ferry terminal to centre, and finally to airport. You can buy tickets from driver, students have discount (0,8 € /1,6 €).

7. Personal belongings:

What to prepare and bring with you:

- **Good mood and strong motivation**
- Some national food and drinks, national dress, presentation of your country etc – for national evening
- Some materials/ flyers/contact sheets from your organization to share with others
- You can prepare some energizer or bring some games, as you like
- Warm clothes – autumn might be chilly - warm jacket, warm pullovers, raincoat, scarf and hat.
- Shoes/slippers for inside – please bring something comfortable to wear inside seminar room (this time of year can be muddy) and hiking boots/tennis for outdoor activities
- Personal hygiene products (Recommended)
- Personal Medicines/Pills
- Swimsuit/bikini, workout clothes and shoes (in case you want to go to hotel gym, pool or sauna - not part of programme, but you can do it in your free time and for free)

8. Recommended Formal Norms And Rules That We All Should Follow:

- 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!

9. TC – Program: More details in separate program

10. 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;
- NGO Islander is also expecting some local support, that can result in some changes in the initial program, in order to promote local visits connected with content of this TC;
- NGO Islander will also accept suggestions from the participants in order to fulfill all the expectations;

11. Project team and emails for contacts:

Ingrid Põldemaa: Project Coordinator, Board member

Ana Rita Seirôco, Margit Düüna: Project Trainers

Ene Tool: NGO Islander Support Team

Email for contact: trainings.islander@gmail.com



NGO ISLANDER is a non-profit organization based in the island of Saaremaa, Estonia. Established in 2006 by experienced and enthusiastic people who are living on the island and are proud of its rich culture, history, nature and the traditional lifestyle. NGO Islander aims to promote dialogue and cooperation in the fields of education and training, youth, life-long learning, active citizenship, environment, sustainable development, culture, employment, entrepreneurship, disability and social affairs. We encourage islanders to participate in a variety of national and European projects.

NGO ISLANDER

Address: Kihelkonna mnt 2a-6, Kuressaare,

Saaremaa 93817, ESTONIA

E-mail: estislander@gmail.com

Website: estislander.wordpress.com

Phone: [+372 5224479](tel:+3725224479)

See you soon in Saaremaa!

If you have any further questions, let us know

e-mail: trainings.islander@gmail.com

we are here to support you.

Regards from NGO Islander Team

