

RISTI - RÄSTI
REPRESENTS



TRAINING COURSE

FACILITY TO FACILITATE



ESTONIA, Keila



7th-15th NOV 2017
(including travel days)



Archimedes Foundation Youth Agency



Erasmus+

ABOUT THE PROJECT

The aim of the Facility to Facilitate project is to develop youth workers' facilitation skills and create innovative activities that later on will be used in their daily work with groups of youngsters. Testing them on spot and getting feedback will increase their future applicability.

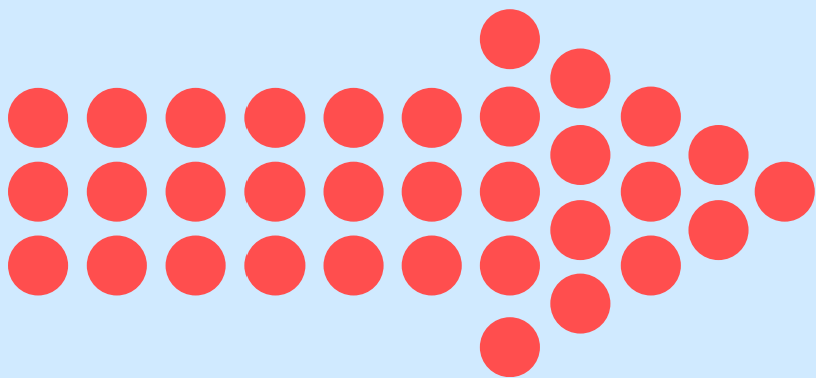


"ONCE WE RID OURSELVES OF TRADITIONAL THINKING
WE CAN GET ON WITH CREATING THE FUTURE."

- JAMES BERTRAND -



THIS TRAINING COURSE IS FOR YOU IF:



-
- you are working on a regular base with a group of youngsters
 - you are interested to renovate your tools and create new resources
 - you are official resident of Estonia, Spain, Cyprus, Italy, Hungary, Bulgaria, Romania or Czech Republic
 - you are able to work in English
 - you are highly motivated and willing to actively participate during the whole training course

PRELIMINARY PROGRAM PER DAY:

This training course is based on non-formal education, being highly participatory and interactive using experiential methods.

1

build up a safe environment to express freely

2

communication: own style + audience focused

3

Creativity Lab I

4

learning from experience

5

NFE tools

7

Creativity Lab II

6

future applicability and evaluation

ACCOMMODATION

- Training will take place in the hostel of Keila Health Centre.
- There will be up to 4 people in one room.
- Washrooms are shared.
- Free WIFI
- There is a possibility to use pools, saunas, gym.
- Nearby are located forest health trails.



HOW TO GET THERE?



1. From your country you will be travelling to TALLINN AIRPORT.
2. From Tallinn Airport you will be travelling to train station BALTI JAAM.
3. Train will take you directly to KEILA (35-min ride).
4. At Keila train station we will be welcoming you!





FINANCIAL ARRANGEMENTS

Participant's contribution is 40€ per person to be paid upon arrival.

This training course is co-financed by the Erasmus+ program, therefore accommodation, food, materials, the program and the travel costs up to the maximum allowed amount will be fully reimbursed.

Conditions of reimbursement:

- You must travel in the most cost-efficient way available to you. Before attending the training course, you must provide details of your travel plans to us for verification and approval.
- You must supply all the ORIGINAL travel documents (receipts, invoices, tickets and boarding passes) for BOTH your journeys to and from the training course. Digital copies of travel documents are also very useful, so please also email these to us before you come to Estonia at kairiintomera1@gmail.com.
- You must attend all the sessions and commit yourself fully to the activities.
- You must complete and sign a Reimbursement Form.
- After coming back home, you should send the remaining ORIGINAL boarding passes and any other documents from your return journey by post to: Kai-Riin Tomera, Nurmenuku 16 Keila, 76 603, ESTONIA.

We recommend that you ask for a confirmation of receipt when you post. Also, before you post your tickets, please scan them and keep the scanned copy

The process for receiving your reimbursement is as follows:

1. After you have successfully completed the training course and returned home, you will send any remaining ORIGINAL travel documents to us for validation.
2. Once we have approved all the documents of ALL the participants from a country, we will send the collective reimbursement money to our partner organisation in that country – we use a lump sum payment to keep bank fees as low as possible.
3. Our partner organisation will then divide the amount that remains after bank fees and transfer the corresponding amount of money to each individual participant from that country.

This whole process can take up to April 2018. You can help us do it faster by submitting your documents quickly and correctly.

PARTNER

COUNTRY	ORGANIZATION	E-MAIL ADDRESS	NO. OF PARTICIPANTS	MAX AMOUNT REIMBURSED
ESTONIA	RISTI-RÄSTI	kairiintomera1@gmail.com	4	180€
SPAIN	XERACIÓN VALENCIA	ionlera@xeracionvalencia.org	3	360€
BULGARIA	YOUTHUB	office@youthub.bg	3	275€
ITALY	VAGAMONDO	infoyouthprojects@gmail.com	3	275€
CYPRUS	YEU CYPRUS	info@yeucyprus.org	3	360€
ROMANIA	SYNERGY ROMANIA	contact@synergyforyou.ro	3	275€
HUNGARY	EGYESEK	szevja.szloboda@egyesekek.hu	3	275€
CZECH REPUBLIC	EUROPEAN YOUTH CENTRE BŘECLAV	eycb.info@gmail.com	3	275€

ORGANIZATIONS

TRAVEL AND HEALTH INSURANCE

Health insurance will NOT be provided or reimbursed by the mobility organisers. However, it is a mandatory requirement for all participants to provide your own health insurance. This should cover you for the full duration of your time in Estonia. When you have arranged your insurance policy, please provide us with the details of it before you attend the training course, by sending us a scanned copy at kairiintomera1@gmail.com. If you are an EU resident, you can use the free European Health Insurance Card (EHIC) to allow you access to public hospital treatment. Having this card means you may be able to receive free medical treatment in the event of an emergency, but it is NOT guaranteed. Also please be aware that the EHIC is NOT a travel insurance policy, it will not cover private health care, non-emergency health costs, or being flown back to your home country. To learn more, please go to ehic.europa.eu/.

General travel insurance to cover the safety of your possessions, lost luggage, delays to flights, etc is NOT a mandatory requirement, but it is advisable.

DIETARY, HEALTH AND OTHER SPECIAL REQUIREMENTS

Please inform us as soon as possible if you have any food allergies or special dietary requirements so that we can inform the caterers and so that they can prepare meals that are suitable for you. If you have any other allergies, need to take regular medications or foresee a need for general medicines during your time in Estonia (for example bug spray, headache tablets, travel sickness pills, etc) please arrange these yourself as we are unable to provide them for you.

Likewise, if you have any health conditions, disabilities or mobility issues that you feel we need to be aware of or that may affect your participation in the training course activities, then please let us know what they are and how best to assist you.

TRAINERS TEAM

JORDAN HERREROS

Jordan enjoys creating and delivering non-formal education programmes in international contexts. At the moment he focuses on experiential learning, workshop creation, media, embodied arts and team support systems.

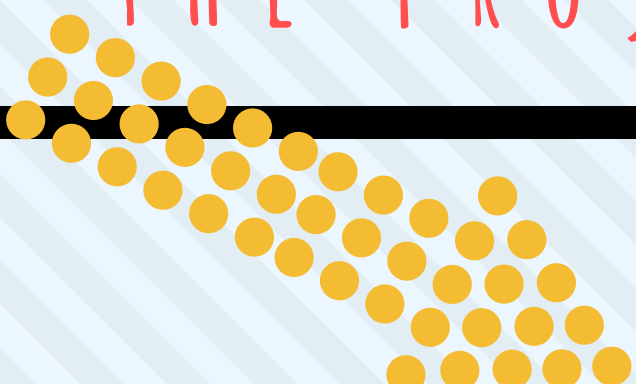


BOB SONET

Bob is an educator with experience in body expression, nature-based methods and gamification. He develops new methodologies to be applied in non-formal education at the local and international level.



TIMEFRAME OF THE PROJECT

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You are allowed to arrive or depart max. 2 days before or 2 days after the mobility. In case you decide to use that extra time, bear in mind that it will NOT be supported with food or accommodation. Should your stay be longer than 2 days, we will NOT reimburse part of your travel costs.

Applications deadline: **15th September at 12pm**

Selection results: **18th September**

Confirmation by participants and booking of travel tickets: **until 25th September at 12pm**

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Arrival day: **7th November from 5pm until 7pm**

Start of the program: **7th November at 8:30pm**

End of the program: **14th November around 7pm**

Departure day: **15th November until noon**



HOW TO APPLY?

Fill in the application form provided here, latest by the 15th September 2017 at 12pm.

We ask you to fill in the application and answer ALL the questions in it.

Any questions related to the training course, travel to Estonia or visa matters shall be addressed to the project coordinator Kai-Riin Tomera on kairiintomera1@gmail.com



APPLY
HERE

This training course has been co-funded by the Erasmus+ Program. If you would like to find out more about the program, please visit <http://ec.europa.eu/programmes/erasmusplus/>



Erasmus+