



Fundacja  
Arena i Świat



Erasmus+



# S.T.E.P UP

Seminar for **Trainers** of Erasmus+ Programme

LESZNO - POLAND

**Seminar dates: 04.01.2018 to 09.01.2018**

**PARTNERS AND PARTICIPANTS' GUIDE**

**Infopack**

## I. THE PROJECT

### ◦ **Description:**

The seminar will connect in one place 33 experienced trainers who have competences and the motivation to contribute to the improvement of the quality of projects within Erasmus+ Programme of the European Union. On the individual level the seminar is the chance to further develop skills as a trainer.

Trainers are a core element when it comes to European youth work, particularly in the field of non-formal learning. Their professional expertise combined with their ability to perform within an educational framework affect the quality of training activities in a crucial way. For them, we developed this seminar for Trainers.

The main reason to create this seminar is to raise the quality of training courses within the programme Erasmus+, especially youth mobility projects directed to marginalized young people; and those projects focused on the biggest and urgent challenges in Europe such as unemployment, refugees, asylum seekers and migrants.

Even though, there is a general consensus that trainers working in the international youth field already deliver high-quality educational programmes and projects, a need has been recognized that efforts must be undertaken to develop higher-quality training programmes and promote the requisite competences.

This Seminar will lead to stronger recognition of the contributions of youth work to society, develop capacity-building strategies, and strengthen resource availability and support mechanisms for training.

The seminar based on NFL will be the space for:

- sharing educational methods, ideas and tricks;
- analyzing good practices and challenges experienced during previous TC (related with training planning, implementation and debating problems faced during these processes);
- learning how to communicate efficiently in the group;
- discussion how to improve professional development of trainers;
- developing intercultural competences;

- consideration and reflection about the way to promote diversity, intercultural and inter-religious dialogues, common values of freedom, tolerance and respect of human rights;
- strengthen partnerships and creating new ideas for common projects related with the most important issues in Europe.

◦ **Objectives:**

There will be one main activity in the project - the Seminar - which will bring together all the participants. Thus, the activities and sessions of the seminar mirror the objectives of the whole project and will give the base for reaching the desired outcomes.

The seminar aims to develop and discuss thematic as:

- Communication and Judgments;
- Awareness and Cultural expression;
- Inspiration and Learning to learn;
- Cooperate successfully in teams;
- Design educational programs.

Share background experiences and work on improvement for the future, as well as share best practices across borders.

All this is done with constant reflections and activities that foster inter-cultural learning. The main activity is designed to have enough space and balance between building partnership, space for sharing experience, space for developing new ideas and also theoretical parts connected with conducting the seminar, problems of marginalized youth and about Erasmus+.

## 2. WHICH LANGUAGE WILL WE USE

As there are many different native languages in the project and we have to communicate between all of us, the main language used will be **English**. Participants

must have good English skills (meaning that they must be **able to communicate and express themselves and their thoughts in English**).

### 3. PARTICIPANTS' PROFILE & PREPARATION OF GROUPS:

Each partner must select trainers with some experience in delivering Erasmus+ projects. The programme can take only people above 18 years old.

#### Participants' profile:

- ▶ The project is dedicated to trainers with small or average experience in delivering Erasmus+ projects for young people (min. 2 Training Courses delivered already).
- ▶ The participants must be highly motivated to learn and share their experience in the Seminar;
- ▶ They must be ready to share methods and tools they know as well as be open to get new fresh ideas and vision of problems they have been facing as trainers;
- ▶ They must be ready to share and learn best practices of Erasmus+ projects;
- ▶ They must be also able to freely communicate in English and work in international teams;
- ▶ The trainers should be willing to develop their skills and improve their projects ideas for the future;
- ▶ Motivation, positive attitude and good energy are more than welcome in the Seminar.

## HOMEWORK

- ✓ All trainers must get informed, before the Seminar, about Erasmus+ programme, updates (with special focus on KA1 and KA2) and Youthpass certification;
- ✓ As well, the trainers/ participants must get familiar with non-formal education learning method;
- ✓ Become familiar with the Sending Organisation priorities (speak with decision makers of the Sending Organisation in order to establish cooperation plans);
- ✓ Speak with youth groups about desired topics and issues in their communities;

- ✓ Bring good practices from their experiences as trainers and difficulties connected with Erasmus+ programme.



#### 4. TRAVEL COSTS & REIMBURSEMENT:

- **Accommodation, food and materials** - 100% funded by the EU. This includes everything, except for travel costs. However, it's recommended to have a disposal for drinks, small shopping, etc.

- **Travel Costs:**

The project covers travel from your home town to Leszno, both ways. 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. Participants who are not able to buy tickets online or in advance and cannot give us tickets before the end of the Training Course, will have to send us the tickets once they get home- **scan it, send it by email and send by post the original tickets.**

None of us would like to have problems afterwards with travel tickets and reimbursements. Due that fact, all participants must contact the project coordinator **BEFORE** buying tickets in order to get the confirmation that everything is all right with dates and flights and the tickets can be reimbursed. Just after that, the tickets must be bought. Any tickets bought without the coordinator's agreement are not ensured to be reimbursed afterwards.

**!!! Arrivals after the arrival day (03.01.2018) won't be reimbursed.**

**!!! Departures before the departure day (10.01.2018) won't be reimbursed.**

The reimbursement will be done when:

- All the tickets (originals) will get to the Foundation

Address: Fundacja Arena i Świat

ul. Jasna 7b

64-100 Leszno, Poland;

- The final report online will be done.

\*\*\*The reimbursement will be done according to the Erasmus+ programme rules. That means that the participants should be engaged in 100% of the project. Punctuality counts as well.

We recommend you to ask for suggestions when you look for tickets. Send us the travel plan, when you get everything done. We are here to help you, just contact us. If you need to fly after the official travel dates, please contact us. **Tickets for travel out of the official dates bought without approval, will not be reimbursed.**

**Travel limits per person and participants per organization:**

Maximum amount reimbursed per person, in the black box.

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	Travel Grant per Participant	Participants (including accompanying persons)	
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	1	Poland	Poland	0 - 9 km	0.00	4	Host Organisation
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	2	Poland	Poland	10 - 99 km	20.00	2	TDM2000 Polska
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	3	Italy	Poland	500 - 1999 km	275.00	2	ENNEA
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	4	Italy	Poland	500 - 1999 km	275.00	2	EUFEMIA
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	5	Spain	Poland	500 - 1999 km	275.00	2	AECEE - León
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	6	Spain	Poland	2000 - 2999 km	360.00	3	Eurodynamis
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	7	Turkey	Poland	2000 - 2999 km	360.00	3	Daphne Youth
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	8	Bulgaria	Poland	500 - 1999 km	275.00	3	Walk Together
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	9	Former Yugoslav	Poland	500 - 1999 km	275.00	3	Former Yugoslav Republic of Macedonia
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	10	Greece	Poland	500 - 1999 km	275.00	3	POLIANA
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	11	Lithuania	Poland	500 - 1999 km	275.00	3	Unique Projects
A1	YOUTH-TNYW-P - Mobility of youth workers - Programme Countries	12	Romania	Poland	500 - 1999 km	275.00	3	EduLifeLong

### Partner Organisations and Nr of participants:

- 👍 Fundacja Arena i Świat, Poland - 2 Trainers;
- 👍 TDM 2000 Polska, Poland - 2 Trainers;
- 👍 ENNEA, Italy - 2 Trainers;
- 👍 EUFEMIA, Italy - 2 Trainers;
- 👍 AEGEE - León, Spain - 2 Trainers;
- 👍 Eurodynamis, Spain - 2 Trainers;
- 👍 Daphne Youth, Turkey - 3 Trainers;
- 👍 Walk Together Association, Bulgaria - 3 Trainers;
- 👍 Center for Youth Activism CYA, Macedonia - 3 Trainers;
- 👍 POLI.ANA , Greece - 3 Trainers;
- 👍 Unique Projects, Lithuania - 3 Trainers;
- 👍 Asociatia Edulifelong, Romania - 3 Trainers.



### 5. VENUE

The Seminar will take place in Leszno, Wielkopolska, in Poland. The Seminar activities start on 04.01.2018 in the morning and they finish on 09.01.2018 in the evening.

**Arrival day** is on 03.01.2018 and **departure day** is on 10.01.2018 in the morning.

This beautiful town is located aprox. 90km away from Wroclaw and aprox. 87km away from Poznan, in the western side of Poland.

First of all, you should find a flight to Wroclaw, Poznan or Berlin Airport. You can also fly to Warsaw, but it won't be so easy to reach Leszno. When you get to Leszno, by train, bus or car, this is the main square:



More info about  
[Leszno](#) and its [history](#).

If you find these pictures in real life, you got to your goal. If you don't, so please contact the coordinator as soon as you can.

**IMPORTANT INFORMATION:** If there will be groups arriving at the same time, **during the night**, it's possible to pick you from the airport. **If two groups are coming in similar time from the airport, we may pick you from the airport (8 people).**

**This information should get to the coordinator in advance. DEADLINE for it: 24th December 2017.**

## 6. ACCOMODATION & FOOD



Hosting Organisation within the Erasmus+ programme will provide you during the Training:

- ⇒ Accomodation (2-3 people shared rooms and bathroom);
- ⇒ Food (Breakfast, Lunch, supper & coffee breaks).

On **03.01.2017** afternoon the rooms will be ready to receive the participants (the hour will be communicated to the partner organisations/ participants, closer to the activity dates). Light supper might be served in this day, if participants will be already in the hotel to eat. This information will be confirmed when the coordinator gets the participants' arrival time.



The seminar will start on 04.01.2018 with breakfast and will finish on 10.01.2018 with breakfast.

## 7. HEALTH INSURANCE

Please make sure that coming to the project you have a valid health insurance, eligible to have a medical treatment abroad! This is absolute crucial if you want to join the project. You can obtain **European Health Insurance Card (EU)** or **buy travel insurance** covering potential medical needs. Costs regarding Health Insurance are not reimbursed by the project.



**FOR FREE for 28 EU countries!!!**

This is the European Health Insurance Card. You can order it in your own country and it's for free.

The free card gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Liechtenstein, Norway and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country.

**More info here:** <http://ec.europa.eu/social/main.jsp?catId=559>

## 8. WHAT TO BRING WITH YOU

- All travel documents;
- Homework done;
- GOOD MOOD and POSTIVE ENERGY :)

## 9. TIPS

Once you get to Poland and you try to reach Leszno, be aware that English is not very popular and it's not always easy to find an English speaker. Our suggestion after previous projects is: once you try to buy bus or train tickets to Leszno, **SHOW** the name of the city. Don't try to tell it, because you might get to a different city with the same name or to another city with similar one.

Remember to show - **LESZNO; WIELKOPOLSKA**. This is your destiny. :)

## 10. CURRENCY

In Poland we use PLN – Polish ZLOTY. 1 EUR more or less 4,2 PLN. You can change some money at the airport. Once you get to Leszno, there will be also some places to change money. The national place to change money is called KANTOR (the polish word).

## 11. WEATHER

In January the weather in Poland use to be cold, with high possibility of rain or snow. However, inside the buildings it use to be warm, so you need to bring winter clothes and some clothes lighter to use inside the buildings.

## 12. CONTACTS



If you have any questions regarding the organization of the seminar, please contact **Mara Rodrigues** - mara.adr@gmail.com, she is the project coordinator.

If you have any questions regarding travelling, please contact the project coordinator **Mara Rodrigues** - mara.adr@gmail.com

If you have any questions regarding the programme of the seminar, please contact the facilitator **Marta Grzesko-Nyczka**, marta.grzesko@gmail.com

Our website: <http://fundacja-arena.pl/>

Our facebook: [https://www.facebook.com/Fundacja-Arena-i-%C5%9Awiat-810698222389743/?ref=br\\_rs](https://www.facebook.com/Fundacja-Arena-i-%C5%9Awiat-810698222389743/?ref=br_rs)

Feel free to join us online!! 🌐

Get ready



& See you soon, in Poland...

***	DAY 0 03.01.2018	DAY 1 Communication and Judgments 04.01.2018	DAY 2 Awareness and Cultural expression 05.01.2018	DAY 3 Inspiration and learning to learn 06.01.2018	DAY 4 Cooperate succesfully in teams 07.01.2018	DAY 5 Design educational programs 08.01.2018	DAY 6 Evaluation and Closing 09.01.2018	DEPARTURES 10.01.2018
AM	ARRIVALS	Official opening: Presentation of seminar(background, main objectives, project agenda, trainers & support staff); Presentation of Erasmus+, youthpass; Ground rules for the project;Introductions of participants: name - games, icebreakers	Intro of the day, energizer					DEPARTURE
		Arise moment: Presentation of daily program	International youth work: diversity is your mirror	Self-assessment - what competences I need as youth worker/trainer?	Cooperation: diversity is an opportunity	Exchange of best practices/1	Personal evaluation, creating YouthPass certifications	
		Expectations-Fears-Contributions	Feedback is information					
PM		Team building and communication. Dreams tower	Inclusion through communication	Learning to learn: personal learning objectives	Map of opportunities	Exchange of best practices/2	Evaluation of the seminar and closing	
		Cultural awareness and expression: diversity in action			Presentation of the future cooperations			
		Forming reflection groups			Reflection time			
		Closing of the day						

\*\*\*The agenda can be update. However, main activities might remain the same. The coordinator will keep the partner organizations updated.