



NATURKULTUR E.V.  
DROSSELWEG 1A  
26215 WIEFELSTEDE  
+49 (0) 4402 60079  
INFO@NATURKULTUR.EU  
VR 201093

## “Train the trainers - Its up to me 5”

**NaturKultur e.V. Germany** would like to invite you to apply for the fifth edition of the Training course - “It’s up to me” from Erasmus + Program Key Action 1 – Mobility of youth workers.

**Dates:** 5<sup>th</sup> of April – 13<sup>th</sup> of April 2018.

**Partners:** Italy, Kosovo, Ukraine, Croatia, Spain and Germany.

**Age of participants:** 18+ years old

**Target group:** Youth leaders, Presidents of NGOs, project managers, trainers, people who want to become trainers.  
**The level ranges from complete beginners to intermediate.** Basically the project is targeting all people that are responsible (or will be in future) for transferring the knowledge within the organization and organizing and delivering project.



**Group size per country:** (all individual applications required)

**Spain – 6, Italy – 6, Croatia – 6, Kosovo – 6, Ukraine – 6, Germany – 6.**

Train the trainers “It’s up to me 5” is the fifth edition of the train the trainers and was really successful in the previous four years.

“It’s up to me” is a holistic approach on how to create really good youth workers /trainers that are going to work on transferring know-how and organizing and delivering high quality projects within the Erasmus + program. This is project is going to contribute towards raising the quality of the Erasmus + projects that are going to be organized in future, but also is going to improve the quality of youth work in general. Some of the activities involve things that you already know which we are going to refresh and see different points of view from different trainers, we will see how to design projects and activities from A to Z, learning about tools and methods available, work on mastering your soft skills – basically all skills that you need to design and deliver educational activities, projects and exchanges.

Each year “It’s up to me” has an underlying topic that it addresses, some **burning issue in our societies**. This year's theme on “It’s up to me” is going to be - Europe, the European Union, its integration and cohesion and the growing sense of European citizenship for the youngsters from the different European countries post Brexit happenings. Most of the workshops, different tools and examples, tasks and simulations are going to have this theme incorporated which is going to bring an added value to the whole programme, especially in times when nationalism, hatred and xenophobia are spreading across Europe like wildfire.

SPENDENKONTO  
KTO.-NR.: 90320177  
BLZ: 28050100  
LANDESSPARKASSE ZU OLDENBURG

IBAN: DE63280501000090320177  
BIC-/SWIFT-CODE: BRLADE21LZO



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The objectives of the training are going to be the following:

- ✓ **Know-how** - To provide the participants with information on how some things are done, why some things are done in particular way, what is behind the scenes of a good organized training/project, to peek into the decision making process, in the team management and in the preparation.
- ✓ Improve participants **soft skills** such as public speaking, presentation skills, self-expression skills listening skills, emotional intelligence etc
- ✓ Provide **methods and tools** for delivery of workshops – such as different types of simulations, team building games, brainstorming, creating a learning environment, creative environment etc
- ✓ Provide **hard copy materials** (guidebooks and written materials). We will give access to the online library (which is already set up from the previous It's up to me 1, 2, 3 and 4) and is continuously upgraded with other materials from other groups.
- ✓ **Provide feedback** to the participants. It is really important to **receive feedback** and do it again, so we would see the growth of the participants during the project.
- ✓ Show them **different styles of trainers**. We will have four trainers from different backgrounds and professions that have very different working styles. This will help the participants see different approaches and ways of working which would then lead them to finding their own unique style in the future.
- ✓ **Coaching and mentoring**. Apart from the mentoring and feedback during the project, for this edition we will have a 12 months mentoring process for all participants after the project until their first/next training experience.
- ✓ **Self-assessment**. Sometimes young trainers are not aware of the qualities they have and things they know. Sometimes they think that they know everything and there is nothing new to learn. We will provide a self-assessment opportunity for the participants to evaluate which things they know well, which things they still need to learn.
- ✓ **Critical thinking** – The participants will have the opportunity to analyze everything and develop critical thinking skills. After each workshop we take off the "participant hat" and put the "trainers hat" and analyze why we did this or that.
- ✓ To offer **opportunities for quality training experiences and project development**. Organizing joint projects, creating pool of trainers, getting shadow-trainer opportunities.

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The main method used during this training will be learning by doing. The participants will be given tasks and short deadlines in order to achieve their tasks. They are going to be guided by the trainers. After the tasks they will receive feedback and suggestions for improvement.

**Application deadline:** 1<sup>st</sup> February 2018

The applications are going to be posted on Salto-youth and everyone is required to apply there for this training. After the deadline, the selection will be done between trainers, organizers and the partner organization from the country.

**Selection Results:** 14<sup>th</sup> of February 2018

All selected and not selected participants are going to be informed by email. There will be a waiting list created in the case that there are more applicants from some countries for which they will be informed via email.

**Confirmation from participants:** 21<sup>st</sup> of February 2018

Each selected participant has to confirm their participation. If we don't receive confirmation of participation, the place will be automatically waived and someone from the waiting list will be invited.

**Place and venue:** Bremen, Germany (Osterholz- Scharmbeck).

Osterholz - Scharmbeck is a small village/suburb in the surrounding of Bremen in Germany. We are going to be accommodated in a youth center's seminar house. **We are going to be away from city**, shops and bars because we want the participants to be focused on the training, on the cultural activities and to create a good atmosphere among the group. There is beautiful nature, really nice forest and places to have long walks and activities outside in the middle of the national park, fresh air and landscapes in the surrounding.

The venue is a youth center where we will be alone as a group, so the participants should **expect simple accommodation**. There are several seminar and break out rooms available for us to work, the rooms are from 2 to 4 people in a room. There will be showers and toilets in all rooms (or just outside the room). We will have **our own cooking team** that will prepare the food and coffee breaks, take care about our health and nutritional intake so we can completely focus on the activities. Please note that we cannot provide vegan, fruitarian and HALAL food.

**Travel cost reimbursement and booking of tickets**

Travel costs will be reimbursed according to the distance bands allowances from Erasmus+. You need to calculate how much the distance is from your residence place to Bremen, Germany.

Here you can calculate the distance:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

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100 - 500km: 180€  
 500 - 2000km: 275€  
 2000 - 3000km: 360€

Italy - €275  
 Germany - €180  
 Spain - €275  
 Kosovo - €275  
 Ukraine - €275  
 Croatia - €275

Travel cost will be reimbursed 7 days after receiving all documents from the participants:

- Documentation about a workshop “Bring back TTT” that will be delivered by the participants in their local community/project and posted online (Facebook, website, blog etc.).
- Dissemination of the project which includes an article, blog or report with photos published online (your sending organizations website, local youth portal, local newspaper).
- Boarding passes, flight bookings, train tickets etc.
- Proof of insurance that will be reimbursed after the project

**Costs:** Accommodation, food and all materials are for free. **There is participation fee of 50€ that will be deducted from the travel costs.**

### Time table

Time	Thursday 5-Apr	Friday 6-Apr	Saturday 7-Apr	Sunday 8-Apr	Monday 9-Apr	Tuesday 10-Apr	Wednesday 11-Apr	Thursday 12-Apr	Friday 13-Apr
8:30-9:30 AM	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:30-10:00	Breakfast cleanup	Breakfast cleanup	Breakfast cleanup	Breakfast cleanup	Breakfast cleanup	Breakfast cleanup	Breakfast cleanup	Breakfast cleanup	Breakfast cleanup
10:00-00 AM	Energizers	Team building	Energizers	Energizers	Team building	Energizers	Team building	From learning to delivery	Departure
10:30-00 AM	Goal, methods, approaches, rules, security, safety, Prax, combinations and expectations setting	Preparation for delivering workshops and adapting the workshops to the audience	Public speaking	Listening skills	Non-verbal communication and body language	Trainers team management / Q&A	From learning to delivery	From learning to delivery	From learning to delivery
11:30-00 AM	Get to know each other	Preparation for delivering workshops and adapting the workshops to the audience	Public speaking	Listening skills	Non-verbal communication and body language	Trainers team management / Q&A	From learning to delivery	From learning to delivery	From learning to delivery
12:30-00 PM	Break	Break	Break	Break	Break	Break	Break	Break	Break
1:00-00 PM	Erasmus + Youthpass information	Erasmus + Youthpass information	Erasmus + Youthpass information	Erasmus + Youthpass information	Erasmus + Youthpass information	Erasmus + Youthpass information	Erasmus + Youthpass information	Erasmus + Youthpass information	Erasmus + Youthpass information
13:30-15:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
3:30-00 PM	Arrival	Energizers	Energizers	Energizers	Energizers	Energizers	Energizers	Energizers	Energizers
4:00-00 PM	Why and which teambuilding and getting to know each other?	Methods and tools	Self expression skills	Free time	How to design creative workshops and design of program - step by step	Personal and professional goal setting	How to take the learning to a next step	How to take the learning to a next step	How to take the learning to a next step
4:30-00 PM	Why and which teambuilding and getting to know each other?	Methods and tools	Self expression skills	Free time	How to design creative workshops and design of program - step by step	Personal and professional goal setting	How to take the learning to a next step	How to take the learning to a next step	How to take the learning to a next step
5:00-00 PM	Why and which teambuilding and getting to know each other?	Methods and tools	Self expression skills	Free time	How to design creative workshops and design of program - step by step	Personal and professional goal setting	How to take the learning to a next step	How to take the learning to a next step	How to take the learning to a next step
5:30-00 PM	Why and which teambuilding and getting to know each other?	Methods and tools	Self expression skills	Free time	How to design creative workshops and design of program - step by step	Personal and professional goal setting	How to take the learning to a next step	How to take the learning to a next step	How to take the learning to a next step
6:00-00 PM	Trainers competency model - Assessment and trainer development	National delegation meeting / group leaders meeting	Trainers debate	Reflection	Future projects	Class management	Evaluation Closing Goodbye	Evaluation Closing Goodbye	Evaluation Closing Goodbye
6:30-00 PM	Trainers competency model - Assessment and trainer development	National delegation meeting / group leaders meeting	Trainers debate	Reflection	Future projects	Class management	Evaluation Closing Goodbye	Evaluation Closing Goodbye	Evaluation Closing Goodbye
7:30-00 PM	Trainers competency model - Assessment and trainer development	National delegation meeting / group leaders meeting	Trainers debate	Reflection	Future projects	Class management	Evaluation Closing Goodbye	Evaluation Closing Goodbye	Evaluation Closing Goodbye
8:00-00 PM	Dinner	Ukrainian dinner	Spanish dinner	Croatian Dinner	Bonfire and grill dinner	Kosovo dinner	Italian evening	German Dinner	German Dinner
8:30-00 PM	Dinner	Ukrainian dinner	Spanish dinner	Croatian Dinner	Bonfire and grill dinner	Kosovo dinner	Italian evening	German Dinner	German Dinner
9:00-00 PM	Dinner	Ukrainian dinner	Spanish dinner	Croatian Dinner	Bonfire and grill dinner	Kosovo dinner	Italian evening	German Dinner	German Dinner
9:30-00 PM	Official opening	Ukrainian Evening	Spanish night Evening	Croatian Evening	Bonfire and grill dinner	Kosovo Evening	Italian night	German Evening	German Evening
10:00-00 PM	Official opening	Ukrainian Evening	Spanish night Evening	Croatian Evening	Bonfire and grill dinner	Kosovo Evening	Italian night	German Evening	German Evening
10:30-00 PM	Official opening	Ukrainian Evening	Spanish night Evening	Croatian Evening	Bonfire and grill dinner	Kosovo Evening	Italian night	German Evening	German Evening
11:00-00 PM	Get to know each other	Photo party	Chill out night	Chill out night	Halloween party	Chill out night	Chill out night	Outdoor party	Outdoor party
11:30-00 PM	Get to know each other	Photo party	Chill out night	Chill out night	Halloween party	Chill out night	Chill out night	Outdoor party	Outdoor party
12:00-00 PM	Get to know each other	Photo party	Chill out night	Chill out night	Halloween party	Chill out night	Chill out night	Outdoor party	Outdoor party

### Contacts:

If you need more information about the project please contact:  
 Darko - darkomitevski@naturkultur.eu



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