



Fundacja  
Arena i Świat



Erasmus+

# ***TRAINING COURSE***

## ***TRAINING OF TRAINERS – BETWEEN THEORY AND PRACTICE***

***Training Dates: 7-13.07.2019***

***Arrival day: 06.07.2019***

***Departure day: 14.07.2019***



***Venue: Leszno, Poland***

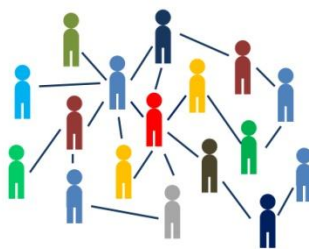


# ***INFOPACK***



Inside this infopack you can find information about...

- The project
- \*\* Participants & Partners
- Language of the TC
- \*\* Travel and Reimbursement
- Venue and Accommodation
- \*\* Agenda



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- \*\* Health Insurance
- Homework
- \*\* What to bring
- Tips
- \*\* Currency
- Weather
- \*\* Contacts

Venue: Poland, July 2019

Project Coordinator: [mara.adr@gmail.com](mailto:mara.adr@gmail.com)

## Information about the project







### *\* What is the Project about:*

*We have designed a Training for Trainers in the field of youth work based on theories and practice equally; as a will to continue improving youth work, our organisations and Erasmus+ projects. This is a step after our previous projects (List STEP UP, Now GO! and C&E in 2018). We would like to go further with the capacity building of organisations working in Erasmus+ and providing better services for our local communities.*

*ToT will be a 7 days Training Course, hosted in Poland, which will gather participants from 10 countries: Poland, Romania, Greece, Turkey, Spain, France, Bulgaria, Italy, Cyprus and Portugal.*

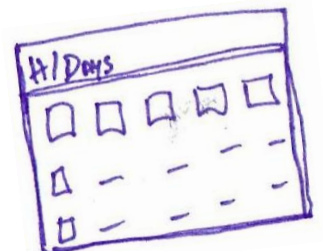


### *Why to do this Project:*

-  To be more efficient in our educational practice;*
-  To improve youth work and the quality of training of youth workers;*
-  To increase the quality of Erasmus+ programme and its opportunities;*
-  To get introduced to theories of learning. To be more aware of group and goal aspects of the trainings;*
-  To promote the good practices of NFE;*
-  To open our minds to practical elements of training in youth work. To share our best practices and difficulties with our peers and share feedback for improvement.*

*We expect to develop innovative approaches to training related to inclusion of youth and also create innovative training tools, test them and spread their use in future projects.*

**Agenda:** [Available here](#)



**When** will the Training Course be implemented:

**7-13<sup>th</sup> of July 2019** (arrival 06.07.2019, departure: 14.07.2019)



Venue: Poland, July 2019

**Project Coordinator: [mara.adr@gmail.com](mailto:mara.adr@gmail.com)**

## 🌐 Participants & Partners

### Participants' profile:

People who have already some experience in delivering workshops or are really willing to do it in their professional future. Our training is an opportunity to develop trainer's skills, so participants who have already some experience in this education area can increase it to start doing even better workshops or trainings. TOT is also adapted to people without experience but very strong motivated to be a trainer. *The participants should be 18+.*

The educational approach implemented during the TC intends to allow for various learning needs of participants to be identified and pursued individually through group work and simulation of training development, design and implementation. At the core of this process is the competence of the participant to direct his/her own learning. The group as a source for peer learning and the trainers as coaches during the learning processes are essential pillars of this approach.



**All partners must** select participants according to their *motivation* and *expectations* to take part in the project.

✦ It's needed and crucial to gather participants who will be motivated and engaged in the activities to get as much as possible from the partnership in the project.

- **All participants must** fulfill an application form. The Hosting Organisation must have this information from each participant:

- Full name;
- Gender;
- Date of birth and age;
- Place of birth;
- Passport, ID number with issue and expiration date;
- Phone number and email;
- Special needs/ allergies, Food restriction, Health restrictions.

The **application form** will be collected by partner organisations and it should be sent to the HO until **15th of April 2019** to [mara.adr@gmail.com](mailto:mara.adr@gmail.com).

Also, **ALL** participants must sign a **contract** with the Hosting Organisation.

**\*\*The failing of the partners to accomplish this deadline gives us the right to replace the partnership in accordance to the Erasmus+ Programme rules.**

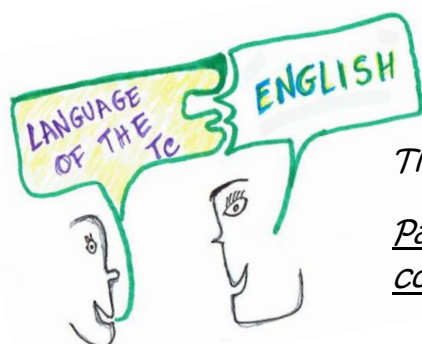
Venue: Poland, July 2019

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### ☼ **Partners involved:**

- Arena i Swiat, Poland (Hosting Organisation),
- Walk Together, Bulgaria
- Asociatia GEYC, Romania
- ENNEA, Italy
- Associacao Intercultural Para Todos, Portugal
- ULUSLARARASI DEFNE GENCLIK EGITIM DERNEGI, Daphne Youth, Turkey
- KINONIKI SINETAIRISTIKI EPICHERISIPELLINIKI SYMMETOCHI EON, Hellenic Youth Participation, Greece
- Asociacion Building Bridges, Spain
- Cyprus Organization for Sustainable Education and Active Learning (S.E.A.L), Cyprus
- Formethic, France



### ☼ **Language of the TC:**

*The main language used during the TC will be English.*

*Participants taking part in Training of Trainers must be able to communicate and express themselves in English.*

### ☼ **Travel and Reimbursement:**

<b>Partner</b>	<b>Number of participants to send</b>
Arena i Swiat, Poland	
Walk Together, Bulgaria	2
Asociatia GEYC, Romania	2
ENNEA, Italy	4
Associacao Intercultural Para Todos, Portugal	3
Daphne Youth, Turkey	2
Hellenic Youth Participation, Greece	2
Asociacion Building Bridges, Spain	2
SEAL Cyprus	2
Formethic, France	3

☼ **Each organisation is responsible for sending a gender mixed team, involving fewer opportunities participants.**

Venue: Poland, July 2019

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### ➤ **Costs and REIMBURSEMENT**

**Accommodation, food and materials** - 100% funded by the Programme.

This includes breakfast, lunch, dinner and two coffee breaks during the Training Course dates.

However, it's recommended to have a disposal for drinks, small shopping, etc.

### ➤ **Travel Costs**

The travel costs are being reimbursed **AFTER** the Training Course ends and all participants' responsibilities are complete.

According to the Programme Guide, the final financial settlements will be based on the distance **from the city from where the participant left to the city where the activity takes place** – Leszno, Wielkopolska, up to the budget set by the project.

The reimbursement will be done based on real travel costs, up to limit set by the European Commission, according to the distance done by the participant.

(For more information check the distance calculator online: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en) and the limit budget set by the Programme Guide).



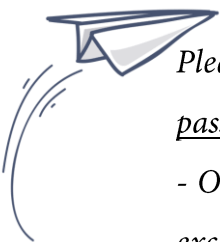
### **Maximum reimbursement amount per country\*\*:**

✈ *Poland – Distance Band [0-9km] – 0eur*

✈ *Portugal, Turkey, Cyprus and Spain – Distance Band [2000-2999km] – 360eur*

✈ *Romania, Greece, Italy, Bulgaria, France – Distance Band [500 – 1999km] – 275eur*

\*\* (The reimbursement amount can change if the participants start the travel from a place with a different distance band to the venue – Leszno, than the place the organisation is set). For detail information, contact the project coordinator.



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-overs exceeding 12 hours).

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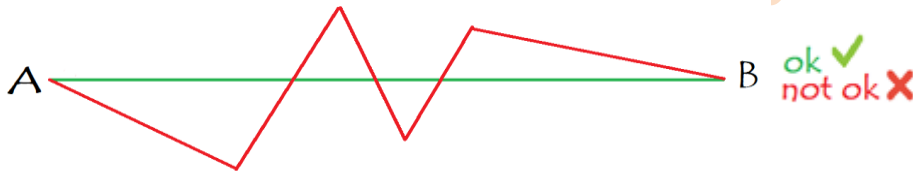
- Only on the shortest way from the departure to the venue place (Leszno) will be reimbursed.

- Only economy class travel and public transports will be reimbursed.

- Only actual expenditure/tickets will be reimbursed – no pre-payment for tickets not purchased. The project doesn't cover travel by taxi, or any private means of transportation. 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.



The participants are responsible for collecting the proper documentation for reimbursement.



None of us would like to have problems 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.**

**!!! Arrivals after the arrival day (06.07.2019) won't be reimbursed.**

**!!! Departures before the departure day (14.07.2019) won't be reimbursed\*.**

Participants are requested to be in the Training Course from day 1 morning to day 7 afternoon.

\* Contact the project coordinator for any questions regarding this topic.



✿ **REIMBRUSEMENT** will be done when:

**1. All the tickets (originals) will get to the Foundation**

Address: Fundacja Arena i Swiat, ul. Jasna 7b, 64-100 Leszno, Poland;

**2. 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.

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 the Project coordinator. **Tickets for travel out of the official dates bought without approval, need to be confirmed with the coordinator.**

✿✿✿ Participants are voluntary participating in the Training Course, due their will to learn and improve themselves and the Organisations they represent. That means they should take part in all the activities and be engaged. Failure of participation in the sessions or inappropriate behavior might resolve in reimbursement not being given to the participants and withdrawal of the course with a notice provided to the sending organization and to the Polish National Agency. As well as failure to organize dissemination activities and provide a report of that.

- The participants are also responsible for disseminate their learning achievements of the Training Course after it ends, in their communities and share those results with the Project coordinator.



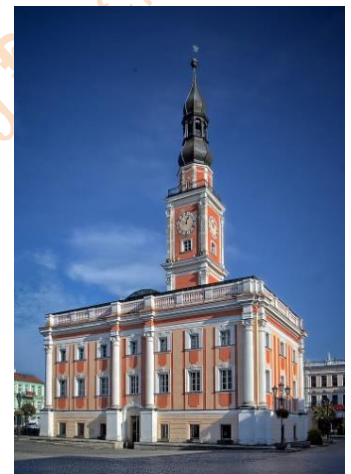


## VENUE:

The Training Course will take place in **Leszno, Wielkopolska, in Poland**. The Training activities start on **7<sup>th</sup> of July 2019** in the morning and finishes on **13<sup>th</sup> of July 2019** in the evening. **Arrival day** is on 06.07.2019 and **departure day** is on 14.07.2019 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.

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



## Important adresses you might find in the maps:

PKP – Leszno train station (Adress: Dworcowa 1, 64-100 Leszno)

PKS – Leszno Bus station (Adress: Towarowa 1, 64-100 Leszno)



## AIRPORTS Close to the Venue:

*Once participants are selected (this has to be confirmed by the Sending Organisations), they should look for flights to the follow airport, by this order: **Poznan, Wroclaw**. Just after that, they should consider the options Berlin, Gdansk, Krakow (and **last, Warsaw**). These last options depend very much from the time landing and national transportation.*

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## ACCOMODATION

The Hosting Organisation will provide you during the Training:

⇒ Accommodation – sleeping in mixed nationalities (2-3 people shared rooms and bathroom).

\*\* There can be issues with getting *wifi* at the Hotel.

\*\*\* There can be, in exceptional situation, rooms of 4 people.

Accommodation will be provided from arrival day evening (night of 06.07.2019) to departure day after breakfast (14.07.2019 morning).



## Health insurance

Make sure that coming to Poland 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 as people insured in that country.

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



- Preparing to present the organizations on a professional level;
- To bring or prepare a tool that you or your organization use in training or in youth activities that you would like to share/try/present for us during the tool fair.

## PREPARATION OF PARTICIPANTS

The Sending organisation should meet with the participants and prepare them for the activity/ project – explain them the KA1 action and the interculturality of the event. The participants should also be supported regarding travel planning and any get answers on any questions they might have.

For preparation of participants, please share with them the follow link: <https://www.youtube.com/watch?v=9SBcxqpmNrc> [What's a Training Course in 2 minutes]



**Intercultural Evening:** Bring snacks, games and anything you would like to share about your culture.

## What to bring

- All travel documents;
- Energizers which can be implemented during the Training Course;
- GOOD MOOD and POSTIVE ENERGY
- Board games, games we can do inside during our free time, etc 😊



Venue: Poland, July 2019

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## Currency



In Poland we use **PLN – Polish ZLOTY**. 1 EUR is 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).

## WEATHER



In July the weather in Poland use to be rather warm. However, closer to the arrival dates, the Project coordinator will let you know how the weather is about to be.



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 say it, because you might get to a different city with the same name or to another city with similar one.

**LESZNO, WIELKOPOLSKA** – That' s you destiny... Good luck 😊🎉

Join us, if this is a topic  
you're interested to develop  
and learn more about... 😊



## CONTACTS

For any questions regarding the organization of the Training Course, or travelling please contact

**Mara Rodrigues** - [mara.adr@gmail.com](mailto:mara.adr@gmail.com), OR [madr.arenaiswiat@gmail.com](mailto:madr.arenaiswiat@gmail.com) . She is the project coordinator and she will direct your questions for anyone else, if needed.

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



Our facebook: <https://www.facebook.com/FundacjaAiS>



Our Instagram: [fundacja.arenaiswiat](https://www.instagram.com/fundacja.arenaiswiat)

Feel free to join us online or  
follow us on Instagram!! 😊



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