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“Train the trainers - It’s up to me”

7th Edition 2020

NaturKultur e.V. Germany would like to invite you to apply for the seventh edition of the Training course - “It’s up to me” from Erasmus + Program Key Action 1 – Mobility of youth workers. In this edition there are two training activities:

Dates: 2th of April – 10th of April 2020

30 November – 5th of December 2020

Age of participants: 18+ years old

The selected participants must attend both training courses. Each participant that will complete the whole process will receive the EU Youthpass certificate and a Train the trainers: Its up to me certificate.

Partner countries: Germany, Spain, Greece, Turkey and Croatia.

Partner organizations: Hellenic Youth Participation Greece, Fides Spain, Ocean Znanja Croatia, Youth Work Assosiation Turkey, NaturKultur e.V. Germany.

Target group: Youth leaders, youth workers, presidents of NGOs, EVS/ESC coordinators or mentors, project managers, trainers, people who want to become trainers.



The level ranges from complete beginners to intermediate. 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 educational activities and projects.

Group size per country: 7 (each applicant has to apply separately). The partner organizations listed above can have **maximum 2 participants** which are also required to apply and be subject to the selection criteria as everyone else. The call is open for all interested applicants and organizations, and not only from the partner organizations.

Train the trainers "It’s up to me 7"

“It’s up to me” is a holistic approach on how to develop quality youth workers and trainers that are going to work on transferring know-how, organizing and delivering high quality projects within the Erasmus + program. This project is going to contribute towards raising the quality of the Erasmus + projects that are going to be organized in future, develop capacity for the organizations and it will improve the quality of youth work in general. Some of the activities involve things

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that you already know which we are going to refresh and see different points of view from different trainers, we will go over how to design projects and activities from A to Z, learn 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. The workshops selected are based on the different competences from the Trainers competence model (European Training Strategy).



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 – **youth participation in democratic processes and civic engagement**. 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 program. The objectives of the training course 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 and other. **Attitudes, values and behaviors** are also part of the mix.
- ✓ Provide **methods and tools** for delivery of workshops – such as different types of simulations, team building games, role playing, visual expression, feedback and coaching, creating a learning environment, managing group dynamics.
- ✓ Provide **hard copy materials**. We are working on creating a [Trainers library](#) with at least **350 articles** for self-directed-learning that will address the all the trainers competence areas, which you will use in the 9 months between the two training courses to develop your competences as a trainer.
- ✓ **Provide feedback** to the participants. It is very important for you to **receive feedback** and do it again, so we would see the growth of the participants during the project.

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- ✓ Showcase **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. The self-assessment will be made according to the European trainers competence model, and each participants will develop a **learning plan** that they will follow in the next 12 months.
- ✓ **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.



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: 7th of January 2020

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: 21st of January 2020

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: 28th of January 2020

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: KulturHaus, 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 NaturKultur's seminar house.

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We are going to be far away from the 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, yoga or meditation in the morning, to go for a run or bike ride and see the landscapes in the surrounding.

The venue is a youth center (KulturHaus) situated in a forest 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 most of the 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.

Timetable "Its up to me 7.1"

Time	Thursday 2-Apr	Friday 3-Apr	Saturday 4-Apr	Sunday 5-Apr	Monday 6-Apr	Tuesday 7-Apr	Wednesday 8-Apr	Thursday 9-Apr	Friday 10-Apr
8:30-9:30 AM		Croatian Breakfast	Spanish Breakfast	Greek Breakfast	German Breakfast	Turkish Breakfast	International Breakfast		Breakfast
9:30-10:00		Goals, methods, approaches, rules, security, safety	Breakfast cleanup	Breakfast cleanup	Breakfast cleanup	Breakfast cleanup	Breakfast cleanup		Breakfast
10:00:00 AM		Get to know each other	Team building	Song and rhyming contest		Team building	Team building		Departure
10:30:00 AM		Break	Preparation for delivering workshops and adapting the workshops to the needs of the youngsters (audience)	Public speaking Presentation skills	Listening skills and non violent communication			From learning to delivery	
11:30:00 AM		Fears, expectations, contributions				Methods and tools	Trainers team management / Q&A		
12:00:00 PM		Trainer + Youthpass information, Youth strategy	Lunch		Lunch			Lunch	
12:30:00 PM		Lunch							
1:00:00 PM					Lunch				
1:30-15:30	Arrival		Lunch	Lunch	Bus to Bremen	Lunch	Lunch		
3:30:00 PM		Understanding team buildings and group dynamics	Non-violent communication and body language	Self expression skills		Energizers	Energizers	From learning to delivery	
4:00:00 PM						Designing educational programs	Mentors and mentees matching		
4:30:00 PM							Break		Departure
5:00:00 PM									
5:30:00 PM		Trainers competence model - Assessment and trainer development	Break	Break	Free time	Break		Break	
6:00:00 PM		Personal and professional goal setting	Non-verbal and visual expressions	Self expression skills		Open space - designing future projects	Time to work on the final tasks	How to take the learning to a next step	
6:30:00 PM			National delegation meeting /group leaders meeting	Its up to me space	Bus back to venue/National delegation meeting			Evaluation Closing	
7:30:00 PM			Reflection - Dialogue partner	Individual Reflection			Reflection	Goodbye	
8:00:00 PM	Dinner	Dinner	Dinner	Dinner		Dinner	Dinner	Dinner	
21:00:00 PM	Chill out night	Croatian evening	Spanish dinner	Greek evening	NGO Fair	Turkish evening	Chill out night	German Evening	
22:00:00 PM		Chill out night	Chill out night	Chill out night		Movie night	Chill out night	Chill out night	

Timetable "Its up to me 7.2"

Time	Monday 30/11/2020	Tuesday 12/01/2020	Wednesday 12/02/2020	Thursday 12/03/2020	Friday 12/04/2020	Saturday 12/05/2020
9:00		Croatian breakfast	Greek Breakfast	Sleep in	Spanish Breakfast	German Breakfast
9:30		Energizers	Travel to Bremen			
10:00		Opening and expectation setting	Delivery of workshops by participants to youngsters in local organizations in Bremen (Tanzbar, Friedehorst, Jugendinfo, Eurodesk)	Turkish Breakfast	Competence self-assessment (tracking the growth)	
10:30		Evaluation of the last 9 months - how did I grow and how am I now		What is my trainers style?	Break	
11:00		Break			Creating a learning path according to the competence model	
11:30		Team building - how is my team?		What are my strenghts and weaknesses as a trainer?		
12:00						
13:30	Arrival	Lunch	Feedback and critical analysis	Lunch	Lunch	
15:30		Energizers	Lunch	Energizers	Energizers	
17:00		Fine tuning of workshops and final preparation with mentor	Delivery of workshops by participants to youngsters in local organizations in Bremen (Tanzbar, Friedehorst, Jugendinfo, Eurodesk)	Creating my trainers profile - Its up to me community of trainers	Next steps - changing the world	Departure
17:30		Break		Buddy system - support and supervision tools	Break	
18:00		Personal development - from group of individuals to community (support teams)	Feedback and critical analysis	Reflection and discussion - parapatetic method -how to help each other to grow	Trainers inaguration ceremony	
18:30					Closing	
19:30		Reflection and discussion in small groups	Reflection with dialogue partners	International dinner	International dinner	
20:00	German dinner	International dinner	Dinner in Bremen	Cultural presentations food, drinks, dances and music	Cultural presentations food, drinks, dances and music	
20:30	Chill out night	Chill out night	Dancing and celebration party	Chill out night	Farewellparty	
21:00						

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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

100 - 499km: 180€
500 - 1999km: 275€
2000 - 3000km: 360€

Spain, Croatia - €275
Germany - €180
Greece, Turkey - €360

The travel cost will be reimbursed within 10 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 €60** that will be deducted from the travel costs (€40 from the first course and €20 from the second).

Trainers:

Darko Mitevski is president of NaturKultur e.V. and main coordinator of the Trainers library. Working as a trainer worldwide since 2002 has helped him build extensive experience in working with different kinds of NGOs and social enterprises, as lecturer at different universities, but also as trainer for companies and consultant for development of organizations. He has created many manuals, tools, guides in formal and non-formal education environment. Darko has expertise in leadership and team management, organizational behavior and strategy, innovation in terms of training and creation of new methods and tools. He has MBA degree in Strategic management.

Dagna Gmitrowicz is a visual artist, art-therapist with 19 years' experience as professional trainer and facilitator in frame of non-formal education. "I facilitate the growth of people by revealing their resources, strengthening talents and stimulating creativity, leading them to new discoveries and "AHA" moments." As a facilitator she has recently worked among others for: Erasmus + National Agencies from several countries, Euroguidance, Bundesvereinigung Kulturelle Kinder- und Jugendbildung (BKJ) and European Network of Cultural Centres (ENCC). She is a cofounder of cultural Foundation in Poland and expert in creating innovative methodologies for personal development and empowerment.

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Antonio Jovanovski is executive director of Go Green (www.gogreen.mk), youth activist and trainer since 2004 and a passionate environmental activist. He had leadership positions in AIESEC in N. Macedonia and France, as well as worked as a consultant for strategy and organizational development in the Netherlands. He has initiated many youth and environmental actions and networks, such as the National Youth Council of N. Macedonia where he served as a Board member. In 2015 he worked for the Greens in the European Parliament in Brussels following the Climate Change campaign. His expertise includes: leadership and personal development, strategy and planning, (social) entrepreneurship and campaigning. He is author of publications and academic papers on topics of youth, education, employment and environment. He holds a Master degree of Science in Environmental Economy and Sustainable Development from the Integrated Business Institute in Skopje.

Magdalena Malinowska is a trainer of empathic communication and coach. Her main focus is supporting people in creating satisfying relationships (personal and professional) through trainings deepening communication skills. She helps implementing Nonviolent Communication (NVC) in companies and non-governmental organizations. She co-organized two first editions of Polish NVC Festival and is an author of online courses. Her work is based not only on NVC, but also on non-formal learning methods as for 10 years she was working for Polish National Agency of Erasmus+ Program where she was responsible for creating training strategy for the development of the quality of youth work in Europe and coordinating the work of the Trainers' Pool consisting of 20-24 trainers. She has Master's Degree in Cross-Cultural Psychology.

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



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