

Infopack

STEP'IN



**A step-by-step guide
to support your preparation**

**3-10 MAY 2024
HOLLÓKŐ, HUNGARY**

THE PROJECT 'STEP'IN"

Step'IN training course is focusing on developing the skills and competences of youth workers, youth leaders and volunteers to empower them to take up leadership positions and to equip them with tools to lead a youth groups and communities.



THE IMPACT

Participants will be motivated to participate more actively in the lives of their organisations, develop more projects with and for young people and will be better equipped to provide a higher quality of youth work delivery.

Objectives

- To identify the role of youth work in our societies and to understand the importance of youth workers
- To provide participants with different tools to acquire knowledge and to develop skills and competencies in organisational management
- To introduce effective communication, leadership and teamwork techniques
- To develop competences to implement tools, non-formal and informal educational methods of decision making and strategic thinking
- To provide space for participants for discussion and sharing best practices and to develop their leadership skills and competences using tandem method

THE VENUE

HOLLÓKŐ

Real and honest, so authentic.
Maybe this is how we could best characterize this village with a population of merely 380 people, which is unique in Hungary in belonging to the world heritage.



CREATIVE SPACE TRAINING CENTRE

reative Space is a social enterprise and a community accommodation. An inspiring environment for activities which create values of youth and training courses. A Youth Centre in Hollókő which is suitable with all its capacity for a group with various learning needs.

You will be accommodated in shared rooms with private facilities.

There is a huge meeting room, some cozy areas, a dining area and a huge garden for our use.



TRAVEL INFORMATION

1. BUDGET

Travel costs are determined by standards set strictly by Erasmus+ Programme and will be calculated according to the travel distance and travel type. Green travel options are highly preferable.

Please note that your local travel will cost 25 Euro from Budapest to Hollokő with a private bus, which will be part of the travel budget.

2. TIMING

arrive: **before 17:00 on 3 May**

leave: **after 12:00 on 10 May**

3. DOCUMENTS

Before you make any bookings, please **send travel information for approval** to us.

Please keep all your original tickets and boarding passes for administration and reimbursement.



You MUST ask for an invoice to our organisation name and address.

Tudatos Ifjúságért Alapítvány

Address: Fő utca 92/B Kápolnásnyék, 2475

VAT number: 18728763-1-07

1. VISA

We reimburse you the full amount of your visa costs, upon the presentation of the original visa papers. **Please ask for assistance** for your visa application process.

2. REIMBURSEMENT

We plan to reimburse your travel and visa costs during the training course in cash (in Euros) or after the TC by bank transfer after **we received all the needed documents from you.**

3. INSURANCE

You are responsible for your own travel insurance. If you arrive from an EU country make sure you have your European Insurance Card with you!

4. COVID PROTOCOLL

Before confirming your participation please check the travel possibilities to Hungary from your country due to **COVID issues.** In Hungary we do not have any restrictions at the moment.





Soon we will send you the Agenda of the training course.

The programme will be conducted **in English**.

Please avoid discussions on your native language during the sessions, unless you are working in national group

THE TRAINING PROGRAMME

The training course will be based on an **interactive and participative approach**. The processes of learning from each other and **learning by doing** will be crucial, as well as self-directed peer learning, where partners equally share their knowledge while placing emphasis on integration and promoting **independent learning** experience. The training course will stimulate creativity, communication and active participation.

During our training course we are going to use **non-formal and informal educational tools**.



1. TIME ZONE

Hungary is in the Central European time zone (CET). Be aware of the time differences!

2. MONEY

The Hungarian currency is Forint (HUF).

1 Euro = 380-400 HUF

You can exchange money at the Airport or in the city centre. You may also use cash machine to withdraw Hungarian Forints. You can find one inside the terminal building at the Airport, but also around the train/bus stations.

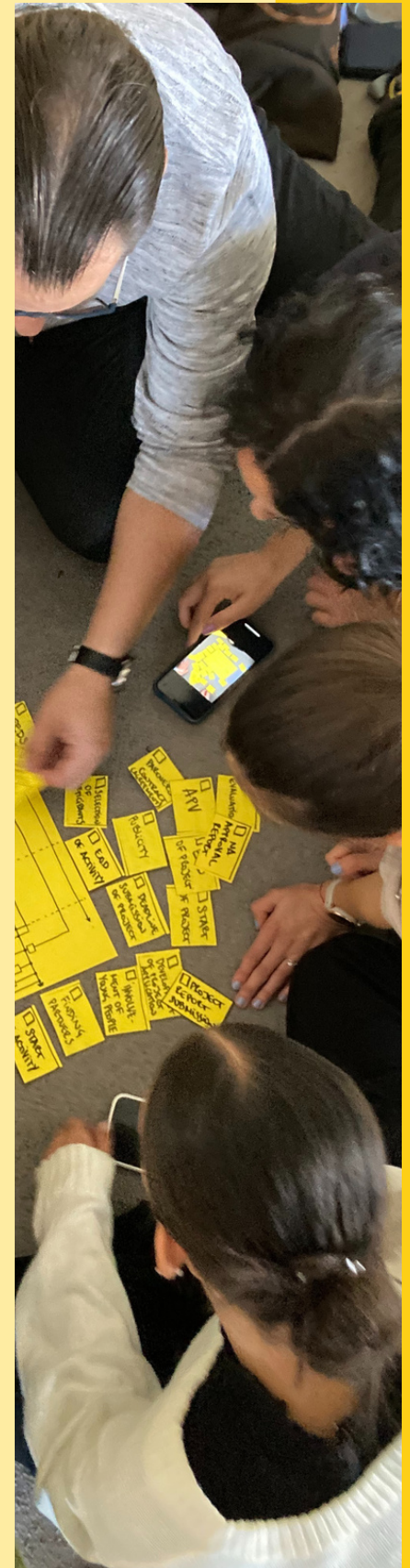
Please note, that there is no money exchange possibility in or around the venue!

3. WEATHER

The climate of Hungary is **humid continental**. Please be prepared for all kind of weather conditions. A few days before the event you may check the weather in Hollókő.

4. ELECTRICITY

Hungary has the **220 Volt 2 pin electricity plugs** - bring adaptors if needed (and your chargers for mobile phones, cameras etc.



HANDY TO TAKE WITH YOU

Adequate clothing for indoor and outdoor activities with the changing weather conditions

Shoes/socks to be worn inside the meeting room and the venue

Waterproof jacket and/or umbrella

Towels

Health insurance proof

Documents for reimbursement: flight ticket, visa papers, invoices

National food and/or drinks to share during the intercultural night

Swim suit (if you would like to try a special Hungarian Spa - only out of the official programme)



MORE INFORMATION

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See you soon!