

## TRAINING COURSE - INFOPACK

# EMPOWERING LABOUR OPPORTUNITIES FOR YOUTH



**PRACTICAL INFORMATIONS FOR YOUR TRAVEL AND STAY**  
**Ambite, Madrid \* 9th – 16th November 2015**

Organized by

**dianova** 

Co-funded by



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Ayuntamiento de Ambite



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## SUMMARY

“EMPLOY EMPowering Labour Opportunities for Youth” is a Training Course directed to youth workers and youth leaders from EU and specially the Mediterranean countries to empower the work of their NGOs in the field of youth employability. Often, for youngsters, to orientate in today’s European labour market, affected by a deep economic crisis, and with an increasing competition within it, has become extremely complicated. Following the Europe 2020 Strategy, we wish to support youth organizations in developing an inclusive growth approach in their local communities, equipping their youth workers with valuable tools to empower youth employability, developing their coaching, career guidance and motivation skills, to support young people in their realities to be active in their labour market and in the European one. Moreover, we’ll provide them space to network, share best practices, define obstacles and challenges in different contexts, and work together on practical solutions to be implemented in each of their local contexts.

## RESUME OF PARTICIPANTS

Asociación Dianova España	Spain	4
Associazione TDM 2000	Italy	4
Beyond Barriers Association	Albania	4
Uluslararası Gençlik Aktiviteleri Merkezi Derneği	Turkey	3
Ethelontikh Omada Neolaias Dimoy Faistou Dro	Greece	3
Synergia Centro Jovem de Santo Adrião	Portugal	3
Center for Youth Education and Mobility “ELEMENT”	Bosnia Herzegovina	3
The Mediterranean Forum for Youth	Morocco	3
L'Association Euro-méditerranéenne des Echanges, Volontariats, Événements	Tunis	3

## WORKING METHODS

All the exchange will be done through the methods of non-formal education. The activities will be for example brain storming's, plenary discussions, simulations, role plays, team building, energizers, ice breakers and many others. Non formal education we remember you that is voluntary, no hierarchical and all its methods are based on the concept of learning by doing.

## MAIN AIM

The Training course, by using the non-formal education methodology, is directly aiming at creating a safe learning environment for the participants, environment that would facilitate the development and acquisition of new skills, competences and attitudes. "EMPowering Labour Opportunities for Youth" will offer a range of activities that will create the proper environment for learning, using non formal education methodology mostly based on active listening, creative and visual methods, socializing, according to every participant's learning style. More than this, as the NFE is learner based approach, the learning environment will be framing this perspective that it can be constantly updated the methodology according to the participants learning needs.

All the participants, after attending the course, will be able to support youngsters from their areas in boosting their employability in several ways, through workshops, activities, guidance and coaching, supporting them in different aspects that will lead them to find a relevant place in the labour market of their country in the MEDA, Western Balkans, Turkey and EU.

After the course, as we don't want to finish it as a "one time activity" but to give the inputs to be active at local level. With their new competences, and with the help and support by their NGOs and the Training team, they will become able to implement new activities and workshops to make a positive change in their societies.

## OBJECTIVES

Within the training participants will be able to:

- Enhance participants competences on career guidance, counselling, orienteering, and coaching with practical tools
- Explore and map platforms, portals, strategies and websites for European job opportunities and the ways to use them to enhance active job search of young people
- Develop a network of youth workers and leaders among EU to collect and promote best practices, challenges, ideas, obstacles and policies related with youth employability in Europe
- Share and create efficient and creative models for CV creation and undertaking of job interviews



- Empower the role of the Erasmus + programme and Non Formal Education as tools to boost the employability and labour market awareness of youngsters in the Mediterranean countries such as EU countries, Turkey, MEDA and the Western Balkans.

This project has been funded with support from European Commission, approved with Reference number 2015-2-ES02-KA105-006366.

## PARTICIPANTS PROFILE

This project has been designed and developed to be addressed to Youth Worker and Leaders, Youth Activists and those active in youth organizations or dealing with youth matters.

The participants will come from different backgrounds and areas of expertise, in order to favor a wider exchange of good practices, ideas and challenges, favoring at the same time values such as interculturalism, tolerance and respect, while developing skills such as teamwork in an intercultural group, critical and creative thinking and problem solving.

Key assets for selection will be:

- Motivation
- Experience
- Possibility to use the outcomes of the TC
- Will to undertake in follow-up activities
- Gender Balance (2 male and 1 female participant or 1 male and 2 female participants per country)
- Minorities, economic difficulties, coming from rural Areas, or other disadvantaged backgrounds

Keeping this in mind, each involved organization will have to take care about selecting three participants from their country, between the active youth leaders and youth workers that they have between their members, bearing in mind that in order to be eligible as a participant, it will be necessary to be over 18 years old and legally resident in the country in which the organization is registered. They will have to share the information about the project in as many means as possible, and each person willing to participate will have to compile an **application form** <http://goo.gl/forms/HQJtrFXNjV> in order to express their expectations, need, motivation, experience and wanted follow up in the field of the training course. Based on their applications, the sending organization will have to choose the ones that they consider the best candidates, also taking into account how much relevant the impact of their participation might be for their NGO and for the local community once they come back. Eventually, they might ask for the opinion of the coordinating organization, which will anyway check the selected profiles before giving the final confirmation for their participation in order to ensure that they match with the foreseen program and its objectives.

The participants will be coming from various age groups, depending on the workers and leaders active within the sending organizations singularly. We believe that the main target group will be between 20 and 35 years old, guaranteeing a mix of freshness, experience, creativity and

knowledge. We wish to involve, for this activity, participants who are only over 18 years old, to ensure a minimum level of experience within the project and to minimize legal issues with parents bound with their participation. However, we might make exceptions on condition of extremely motivated situations (experience regardless the young age; motivation; involvement in the organization; fewer opportunities background).

The gender balance will be a fundamental aspect to be taken care about throughout the whole project. We wish to guarantee equal opportunities on gender terms for our training course, therefore we will support the sending organizations in the selection of their participants, so that in the end we'll have a group formed equally by men and women.

## DISSEMINATION PLAN

The dissemination and exploitation of results will be made via the following methods and tools:

- Common electronic brochure that will be developed in order to:
  - Share the knowledge that participants acquired and the experiences gained;
  - Highlight key issues or solutions suggested during the TC;
  - Pass on useful contacts to interested sides for further networking opportunities;
  - Spread the word about the Erasmus + program to encourage others to get involved in European projects.
- The project, and later on the outcomes of the training, will be published in partner organization's website and, in case of relevant partnerships with other local NGOs or public bodies, in their websites as well
- The relevant information will be distributed through any communication channels possible (i.e. mailing lists, info groups, social media, and so on), following the specificity of each partner and using its own tools for communication
- The preparation of a presentation conference and a dissemination one in each country, will be suggested in order to share the outcomes with a broader public
- Materials shared through the Facebook group and the Dropbox account to all the participants, will be available to be shared by the NGOs through their members, networks, authorities, youth centers, and in general as much as possible, guaranteeing additional dissemination
- Realization, and then sharing through all the partners' channels and our international network, of an online manual with best practices, tools, ideas, strategies and policies coming from the different NGOs, local realities and countries, presented during the TC
- One full session will be dedicated to discuss about dissemination of results, what is it, how it should be done, and to make participants think about how they can disseminate results in a



creative way, practically producing texts for their websites and social networks, and any other ideas they might have to give additional value to the project

- During the project the participants will realize creative CVs (including video CVs and other multimedia and creative ways to present themselves for job opportunities) which can be used as examples and tools for dissemination, through our YouTube and the one of the partners
- The media, newspapers, online magazines, TV and radios, will be invited to participate during the course in different moments, as well as all the youth from the area, and anyone interested in the topic, will be able to participate. In this way we will promote the activity, and we will explain the working methods, the objectives, and the expected outcomes of the project, presenting all the possibilities offered by the Erasmus + programme as well.
- The session about the programme will be open for other youngsters not directly involved in the project, and other youth workers and activists as well, to give them also relevant information on it.



## DAILY PROGRAM

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY						
	Day1-9Nov	Day2-10Nov	Day3-11Nov	Day4-12Nov	Day5-13Nov	Day6-14Nov	Day7-15Nov	Day8-16Nov						
8:30	BREAKFAST													
9:30	Arrival of participants	Expectations, Fears and Contribution; Ground Rules	Employability and Employment: What is the difference?	Unemployment vs Employment: Realities in Europe I	Visit to the Municipality, Round Table on Policies for youth unemployment	Do's and Don'ts in Job Interviews	Erasmus Programme +	Final Evaluation and closing Ceremony						
11:00									COFFE BREAK					Departure of Participants
11:30									Team Building Activity	Transversal and Soft Skills for Employability	Unemployment vs Employment: Realities in Europe II	Visit to Employment Agency	Experts: Another Perspective on a Job Interview	
13:00	LUNH													
15:00	Presentation of the TC, Getting to know Each Other	Formal, Informal and Non Formal Education	What job is a good job? Career Orienteering and Myths	The European Labour Market: Most and Least Wanted	CV: Tips, Tricks and Examples	Job Interview Simulation: Preparation	Dissemination of Results	Departure of Participants						
16:30									COFFE BREAK					
17:00									Presentation of the TC, Getting to know Each Other	Recognition of NFE: Youthpas, the 8 Key Competences and Best Practices	Setting up goals and reaching them	European programmes and platforms for employability	Practical building of creative CVs	Job Interview Simulation: Practice and Debriefing
20:00	DINNER													
22:00	Welcome Evening	NGO Fair	Intercultural Evening	Mid Term Evaluation - Free Evening	Movie Night	World Café	Farewell Evening							

## TRAINERS TEAM

Here we present you the Trainers Team which you will meet in the project, in both the activities.

The Trainers Team is a multicultural one (Italian-Spanish - from Associazione TDM2000 and Asociación Dianova España) composed by 3 experienced Trainers.

We see the learning as a process where everyone can discover a lot about himself/herself, and where everyone can have an important role for the whole group, simply ..sharing!

We share the same view and the same idea of "Teamwork" and that makes us work with trust and fun!

### **Antonio Jesús Molina Fernández**

Clinical psychologist, social anthropologist, Master in Social Problems.

Responsible of Programs & Projects, Asociación Dianova España.

Associated professor in Faculty of Psychology, Universidad Complutense de Madrid. Topics: "Evaluation applied to social contexts", "Social Psychology of Health", "Epidemiological and social perspectives of addictive behaviours" and "Models of Intervention in social and educative context".

Member of Social Intervention Division (PISoc) of Consejo General de Colegios Oficiales de Psicólogos/COP, since september 2014.

### **Angelica Perra**

Project manager and President of Associazione TDM2000.

Freelance trainer. Main fields: human rights education, human rights in general, intercultural learning, project management.

Research and analysis of the European, National and Regional funding related with the development of Sardinia. Main sectors: agricultural, rural areas development, tourism, training for entrepreneurs of any sectors, internationalization.

Planning and management of projects related with development of the inland and rural areas of Sardinia region.

Keeping relations with the Regional Government for cooperation in projects' development.

Promoting Europaternariat and other events which offer European Companies the opportunity to get in touch and co-operate

## MATERIAL NEEDED PER COUNTRY

One laptop per country, in order to develop the electronic brochure.

## LOGISTICS IN AMBITE (MADRID)

The Training Course will be placed in the residential center Santa Lucia in Ambite, nowadays this complex acts also as a residential care center for drug addicts and as a center for humanitarian emergency aid.

Ambite, Madrid. Ambite is just 60 km from Madrid in a country side area but well communicated in public transport to the city. (1 hour by bus)

GPS: 40°19'12.9"N 3°11'19.5"W

Adress: Ctra. de Tielmes a Ambite, km 19, 28580 Ambite (Madrid)

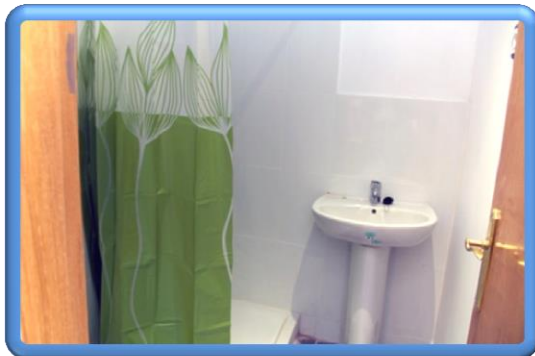
## ACCOMODATION

Participants will be hosted in a private floor in one wing of the building.

You will sleep in rooms for 3-4 persons: we kindly ask you to respect your roommates and work with them to achieve the comfort that all need. The distribution of the rooms will be made according to the gender.

There is one bathroom in each room, please pay attention to the cleaning and respect for the space and the others.

The floor designed for the Erasmus program has 9 big bedrooms with bunked beds, one meeting room, an office, a place for meals, an equipped kitchen, toilets and showers,...but especially it has amazing outdoor spaces in the green where develop many activities.



## MEALS

Meals will be cooked there by professional cooks every day for us.  
Breakfast, lunch and dinner + 2 coffee-breaks a day!  
We will take into consideration your diet needs, creating a healthy and good menu good for all!  
You'll taste the genuine Spanish food!

## INTERNET CONNECTION

There is a wifi spot in the theatre for the Training Course

Key: ACadE4KjQUFRYxPC3tXE

## THINGS TO BRING

Bring with you the following: you'll need it and it will be necessary to present during the project:

## PERSONAL STUFF

- Towels for shower
- Flipflops (the bathroom is shared)
- Personal hygiene products (shampoo, toothpaste, etc..)
- Fresh and comfortable clothes and shoes
- Your Health European Card



## OPEN SESSION AND ORGANISATION PRESENTATION

Information about your organization and your country or/and your local region; pamphlets, booklets, PowerPoint presentations, pictures, posters, etc...



You will have a table and a space where you can show everything from your organization and country. The idea is to present to general public, mainly youngsters that will visit the project in that day.

## INTERCULTURAL NIGHTS

- Some of the things described before (pamphlets, leaflet...) about your country/region;
- Typical food/drink (DO NOT BRING ALCOHOLIC BEVERAGES) from your country / region: possibility for a fast cooking but better if ready food- dry or canned food, sweets, drinks, biscuits, etc.;
- Traditional clothes and / or objects;
- Music and games from your country.

## TRAINING COURSE

Your experience about tools and methodologies in youth work.

Your energy, good mood, and will to share with the others and to develop yourself and your skills!

## COMMUNICATION

To facilitate the communication between all, we have created the EMPOWERING LABOUR OPPORTUNITIES FOR YOUTH Facebook group.



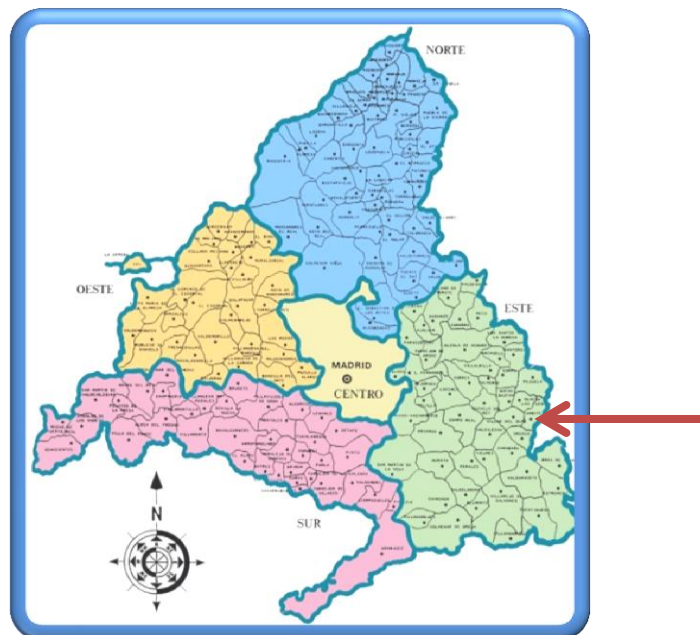
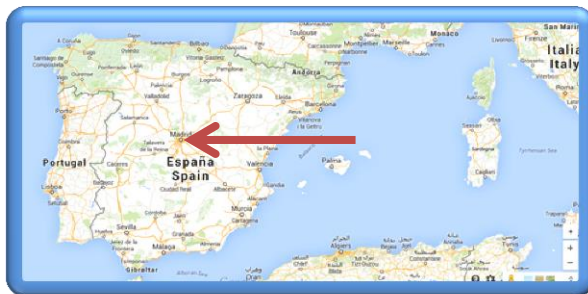
Please add yourself to the group through the following link:

<https://www.facebook.com/employempowering>



## TRAVELS

Your destination is Madrid Airport.



Dianova will provide a transfer to / from the airport the day of arrival (9 of November) and the last day (16 of November). The cost of the transfer will be 20 euros go and return.

We ask you to be waiting for us at the Terminal 1 door, outside.

We have planned 2 rounds to pick you up there on 9th of November:

- h. 12.00

- h. 17.00

So, please plan your travel timetables in order to fit as much as possible with these.

In case you can't, please let us know and we will provide some solutions.

We will explain in further updates if you are coming to the venue of the event by public transport.

**IMPORTANT: Keep all the boarding passes and tickets of airplane, bus and/or train (they are needed for reimbursement). Also all receipts/ invoices are needed, without any exception!**

## WEATHER FORECAST

In November in AMBITE the weather is pretty chilly. Varies from 13 degrees in a sunny day to 6 degrees in the night. So be sure that you will bring warm clothes.

## TRAVEL REIMBURSEMENT

Following the rules of the ERASMUS+ programme for this project are foreseen:

Asociación Dianova España	Spain	-
Associazione TDM 2000	Italy	275 €
Beyond Barriers Association	Albania	360 €
Uluslararası Gençlik Aktiviteleri Merkezi Derneği	Turkey	530 €
Ethelontikh Omada Neolaias Dimoy Faistou Dro	Greece	360 €
Synergia Centro Jovem de Santo Adrião	Portugal	275 €
Center for Youth Education and Mobility "ELEMENT"	Bosnia Herzegovina	360 €
The Mediterranean Forum for Youth	Morocco	275 €
L'Association Euro-méditerranéenne des Echanges, Volontariats, Evénements	Tunis	360 €



The total amount covered is the max for the round trip for each participant; all the extra euros spent that overcome the max amount covered are in charge of the participants.

### EXAMPLE

If your max amount covered is 275€ and you spend 300€ for your round trip you'll receive 275 and the rest of the money out of 275€, in this case 25€ are in charge of the participant.

Mind that if you use the transfer to / from the airport provided by DIANOVA the participant will have to pay 10€ each way (20€ return).

### IMPORTANT

**Do not buy any tickets before our approval or permission, before to buy tickets you have to send us your travel plan and then after our check if we agree with that we will give you permission to proceed with the booking.**

**Any flight/bus/train or other mean of transport won't be reimbursed in case of participant miss the travel for any motivation. According the Erasmus+ rules the applicant can only reimburse the people that participate to the training course and signed the official list of signatures during the exchange.**

### During the Training Course

Give us the original tickets of your way from home. We will scan all the tickets and boarding passes;

### After the Training Course

When you come back home, you will have to **send us a scan of the boarding passes and tickets** (especially those on your way back)

Then send us by post an envelope with all the **original tickets and boarding passes and receipts and invoices**

Once we received all the documents, we will make a **bank transfer** to you.

## INSURANCE

We suggest you to bring with you the European Sanitary Card in order to be safe in case of emergency. Concerning Turkey, we suggest you to buy an insurance for travel, the INSURANCE IS NOT MANDATORY, but we suggest you to buy it.



## CONTACTS

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Office phone: +34 91 468 87 65 (Office)

Here is the link for Application Form: <http://goo.gl/forms/HQJtrFXNjV>

Thanks for your motivation and participation  
Looking forward to seeing you!  
Dianova Team



<https://www.facebook.com/dianova.es>



[https://twitter.com/dianova\\_es](https://twitter.com/dianova_es)



<http://bit.ly/1MEFvRQ>

