

Participants Infopack



TRAINING COURSE | 2ND EDITION

FACILITATION SKILLS FOR YOUTH WORKERS AND NGO LEADERS

(2015-3-PT02-KA105-002968)

Version 1

1. Training Course: “Facilitation Skills for youth workers and NGO Leaders”:

Context: “Facilitation Skills for youth workers and NGO Leaders” is a 10 days Training Course that will be implemented in Terceira Island (Azores Region) from 27th of May to 5th of June 2016.

The training was designed for young NGO workers from 10 European Islands that work in the youth field and aim to empower their skills in the field of facilitation of groups and activities. The main aim of this training is to strength the role of youth work and Non Formal Education in employability by training new 20 Facilitators in the field of Non Formal Education and Experiential Learning in order that participants have the chance to further develop their competences as a facilitator.

Is also direct to youth works that want to raise their employability and gain new skills which will help them to raise self-esteem, to encourage them to take a more active role in society, to develop ideas and plans for opening and leading their own businesses and/or to raise their chances of getting employed in a more sustainable way.

Specific Objectives of the Training:

- To experiment different Group Facilitation Methods and empower youth facilitators in implementing quality training activities using participatory methods;
- To develop facilitation skills and competencies in working with non-formal education above all at local level and disadvantaged areas like the islands and interior of each country;
- To share and exchange participatory methods and good practices in order to improve team work and group creativity;
- To provide a non-formal environment where facilitators can work in a cooperative way;
- To provide the opportunities for networking with partners interested in participative approaches;
- To find creative ways to involve facilitators in non-formal education and enhance motivation.

Methodology: will be based on the mutual cooperation between participants from different backgrounds and settings, invited them at exchanging proposals and working methods contributing to the European debate on validation and certification of non-formal learning. During the Training will be approached different methods offered by the European framework of Non Formal Education: Group Dynamics and team buildings, Learning by experience methods, Open Space Technology, Theatre of the Oppressed, Learning Circles, Role play Games, Outdoors Activities, Scenarios simulations, round tables and facilitation workshops in a local school.

2. Project partners:

PARTNER	COUNTRY
AJITER – ASSOCIAÇÃO JUVENIL DA ILHA TERCEIRA	Portugal
SEEDS - SEE BEYOND BORDERS	Iceland
GREENLIGHT YOUTH CLUB LIMITED	United Kingdom
ASOCIACIÓN PARA LA PARTICIPACIÓN, OPORTUNIDAD Y DESARROLLO	Spain
ASSOCIAZIONE CULTURALE MALIK	Italy
PRISMS	Malta
MITTETULUNDUSÜHING ISLANDER	Estonia
INFORMAL GROUP "FORWARD IT"	Greece
UDRUGA MLADIH PHARINA	Croatia
PLANBE, PLAN IT BE IT	Cyprus

3. Participants:

- **Number/Partner: 2 persons by country** - residents **from Islands** from where the project partners belong.
- **Age Indicators:** 1 Participants (between 18 and 35) and 1 Participant with no age limit;
- **Participants Profile (Very Important):** The TC was designed for Youth and Adult community Workers, NGO Leaders, Project Managers that aim to empower their skills in the field of group facilitation and group dynamics. And also for participants that wish to be Youth and Adult community Workers and special if they are young's with fewer opportunities, like NEET category (not in education, employment or training).
- **APPLICATION FORM FOR PARTICIPANTS:**
<https://docs.google.com/forms/d/15CJ8ydvv4pFsU-LiMX0UI3w-G6XgnzANIZBirKcOhgc/viewform>
 - **DEDLINE FOR APLICATIONS – 18TH of April 2016**

4. Location of the Training Course:

The training will take place in the city of **Praia da Vitória**, translated as the *Beach of the Victory*, that is a municipality with a population of 21,035 (in 2011), the second largest administrative authority of Terceira Island.

Accommodation: Board (three meals a day + refreshments) and accommodation will be fully covered within the project. However we recommend you to have your own pocket money for personal expenses.

Hotel: You will be lodged in double or triple rooms in Hotel Teresinha: <http://hotelteresinha.pt/en>
Adress: Praceta Dr. Machado Pires nº 45 - 295 540 060



Activities: The majority of the training sessions and activities will take in the **Youth and Arts Academy of Terceira Island**: <http://www.cmpv.pt/academia/index.php>

Working Hours: From **9:30** (In the Academy) to **13:00H** and to **15:00 to 18:30** (19:00 sometimes).

IMPORTANT NOTE: Training activities will start in the beginning of the afternoon of May 27th at 15PM and will finish in the middle of the afternoon of 5th of June – 18PM.

5. Travel details, costs and reimbursements:

The project is funded by the New Erasmus+ Program and travel costs are available according to the distance band calculator (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) and values for KA1 youth workers mobility.

- **Reimbursements will be done by bank transfer after the project ends**, upon the presentation of full proofs of the travel expenses (Invoices), electronic tickets, original tickets, boarding passes, etc.
- **Participation fee of 50 EUR will be charged.** The participation fee of 50 EUR for the training course will be deducted from the travel reimbursement.

Very Important Note: Before buying your flights please share with AJITER team your travel details and wait for our approval.

Maximum Travel Budget by person and by country that AJITER is able to reimburse:

- Portugal – 0€
- Iceland – 820€
- United Kingdom – 360€
- Spain – 360€
- Italy – 360€
- Malta – 530€
- Estonia – 530€
- Greece – 820€
- Croatia – 530€
- Cyprus – 820€

How to reach Terceira Island?

Arrival: To be on the Island on 27 of May morning - You must assure your place on the flight of SATA Azores that departs from Lisbon (LIS) on **May 27 at 8:00am** and reach Terceira Island (TER) at **9:30am**.

It means you need to start travelling from your country on 26th of May to reach Lisbon and to be ready in the early morning of 27.

For departures: To depart from the Island we recommend the direct flight to Lisbon on 5th of June at 20:00pm from TAP Portugal or in 6th of June at 12:10am from SATA Azores. You need to choose it according you next connection to your country.

Travel Documents: When you return home, you should send to AJITER by post mail the originals of boarding passes and transportation expenses to the following address: **Pico Redondo 29, São Bento. 9700-211 Angra Do Heroísmo**

Other Notes:

- According to Erasmus+ rules only expenses with **public transportation and economic class** will be considered. Costs with taxi or private transportation will not be covered.
- Is mandatory that all the participants make their own travel insurance and travel with valid **European Health Insurance Card**. For the European Health Insurance Card please consult this website for more information: <http://ec.europa.eu/social/main.jsp?catId=509&langId=en>

6. About Terceira Island:

Here you can see where Terceira Island is located: <http://goo.gl/maps/S0Nfg>

Here you can see some panoramic pictures around the island: <http://www.terceira360.com/>

Here you can see a video: <http://www.youtube.com/watch?v=JZR3aNL5nCo>

Weather forecast:

The Azores have a maritime climate with mild temperatures, ranging between 14° C in winter and 22° C in summer. The weather in the Azores is very smooth we don't have very extreme temperatures.

We expect to have sunny days but it might rain also, because the weather in Azores is very instable.

Please check the weather forecast for May/June 2016:

<http://www.weather.com/> | <http://www.visitazores.com/en/the-azores/weather-forecast>

Money: Euro is the current official Portugal currency (which was once Escudo). It is possible to exchange money in banks (Monday to Friday, 8:30 am to 3:00 pm) or currency exchange offices. If you need to exchange money to euros we strongly recommend you to do it at Lisbon or Terceira airports.

- ATM's are found in the main canters and money exchange can only be done at banks.
- Credit cards are generally accepted.

The electricity is 220V and plugs are the usual European two-pin style.

Local Pharmacies:

Pharmacy Silva - Address: Largo Conde da Praia da Vitória – Tel: +0351 295 512 905

Pharmacy Toledo - Address: Praça Francisco Ornelas da Câmara – Tel: +0351 295 512 814

Pharmacy Santa Casa da Misericórdia da Praia da Vitória - Address: Rua do Hospital nº 18 - Tel: +0351 295 543 442

Emergencies: 112

Local Police of Praia da Vitória - Address - Largo Conde da Praia da Vitória - Tel: +0351 295 543 442

Hospital of Angra – Address: Canada do Barreiro 9700-851 Angra do Heroísmo – **Tel:** 295-403200

More information about Azores in:

<http://www.visitazores.com/en>

<http://www.visitazores.com/en/the-azores/the-9-islands/terceira/nature>

7. RECOMMEND FORMAL NORMS AND RULES THAT WE ALL SHOULD FOLLOW:

- Gathering space (for conversations and getting together amongst the participants) should be out from the sleeping area;
- Cleaning: Each participant will be responsible for keeping clean the space they are using;
- For the Intercultural Night participants should bring their own materials and/or ingredients;
- Participants should speak one at a time and respect other's opinions, beliefs, cultures, religions, etc.;
- To smoke and consume alcoholic drinks will not be allowed during program activities, and should be moderated during all the TC.
- Please respect the work sessions – use your laptop and cell phone in your free time, including coffee breaks (and/or when necessary for a specific activity);
- Respect the scheduled program – don't be late!
- Participants will be under jurisdiction of Portuguese Law's and AJITER will not be responsible for any illicit behaviour.

8. PROJECT TEAM and Email for contact:

- **Décio Santos:** Project Coordinator and AJITER President
- **Ana Rita Seirôco and Cláudio Rodrigues:** Trainers Team
- **Ana Ávila:** AJITER Support Team
- **Email for contact:** secretariado@ajiter.pt
- **AJITER General Contacts:** Phone: +351 295 212 409/10

9. Information's and Notes About The TC And Program:

- The program could have some occasional changes in order to manage it with the arrivals and departures of the participants;
- AJITER is also expecting some local support in Terceira Island that can result in some changes in the initial program, in order to promote local visits connected with content of this TC;
- AJITER will also accept suggestions from the participants in order to fulfil all the expectations;

10. BUS Between Praia da Vitória and Angra do Heroísmo

2 ANGRA - PRAIA

PARTIDAS					
Seg. a Sexta		Sábado		Domingo	
Angra	Praia	Angra	Praia	Angra	Praia
6:15	6:00 b)	6:15	6:00 b)		
7:00	7:00	7:00	7:00 c)		
8:00	8:00	8:00	8:00 c)		8:00 d)
9:00 a)	9:00	9:00 c)	9:00 c)	9:00 c)	
10:00	10:00	10:00	10:00		10:00 c)
11:00	11:00	11:00	11:00	11:00 d)	
12:00	12:00	12:00 c)	12:00 c)		12:00 d)
13:00 c)	13:00	13:00	13:00	13:00 c)	
14:00	14:00 c)		14:00		14:00 c)
15:00 a)	15:00	15:00		15:00 d)	
16:00	16:00 a)		16:00		16:00 d)
17:00	17:00	17:00		17:00 c)	
18:00	18:00		18:00		18:00 c)
19:00	19:00	19:00 c)		19:00	

Notas: a) Vão pelos Àlamos Bravos.
b) Vão ao Porto Judeu e passam pela L. Grande
c) Vão ao Porto Judeu de Baixo.
d) Vão ao Porto Martins.