

**INFO PACK**  
Training Course  
**Non-Formal Education in Action**  
**Training for New Youth Trainers**  
8 – 16 November 2016  
Pesaro, Italy

This project is a training course for 24 youth workers and everyone actively involved in activities with young people coming from 8 countries, taking place in Italy on 8-16 November 2016.

**SUMMARY OF THE PROJECT:**

Participation of young people is one of the key questions that youth workers address in their work. Since youth work holds a variety of instruments to foster youth participation, the project aims to strengthen organizations in making best use of the power of the educational impact of their projects improving the quality and expertise of their youth worker in planning, implementing and evaluating educational programs both at local level both at international through youth exchanges and EVS.

The project aim to enhance capacities of organizations in the youth sector in implementing educational activities such as workshops, seminars, youth exchanges and training courses for young people on local and international levels with the aim to encourage young people to participate more actively in societal life and to stimulate young people's spirit of initiative, creativity, entrepreneurship, and employability. The program contains experiential part where the participants can test own facilitation skills.

Time will be dedicated to plan further step among partners like youth exchanges and training courses for young people thanks to the competences acquired by the participants.

The methods that will be used in the training course will be based on the principles of non-formal education, are highly participatory and inclusive and rely on the active participation of the participants to make the educational experiences a success.

## **SELECTION PROCEDURES:**

### **PROFILE OF PARTICIPANTS:**

This project is addressed to participants with the following profile:

- Involved in a NGO working with young people
- Took part at least to 1 local or international educational project (youth exchange, workshop, etc.) for young people
- Interested on leading further educational projects after this training
- Wish and ability to participate fully in the event
- Good level of English to actively follow the activities and to contribute to them
- Age: over 18 years old

Additionally, it is appreciated:

- knowledge of the situation of young people in their country and of the specific working context for empowerment work with young people with fewer opportunities
- knowledge and understanding of youth participation.

After the deadline we will inform the applicants if they are selected or not, according to their profile.

### **TIMING DEADLINE:**

1. **By 4<sup>th</sup> September:** deadline to send the **Participant Forms** to [hosting@vicolocorto.org](mailto:hosting@vicolocorto.org)
2. Selection results will be communicated by **11<sup>th</sup> September**
3. **By 4<sup>th</sup> October:** deadline to fulfil the logistic and travel tasks: Purchase of travel tickets and provide us with all the needed information.  
DON'T BUY TICKETS UNTIL WE GIVE CONFIRMATION

## Financing Rules

### **FINANCING RULES:**

Accommodation, meals and working materials are provided by the organisers. Travel costs to the venue and back will be reimbursed up to the maximum of the amount indicated by the distance calculator provide by the EC (see the Travel costs max reimbursable below).

**There is a participation fee of € 50 for each participant, that will be deducted from the reimbursement.**

According to the Italian law, a municipality daily tourist tax of € 1,30 per person/day (total € 10,40 eur) will be paid from each participant **directly to the hotel** in cash during the project.

### **TRAVEL COSTS MAX REIMBURSABLE**

| <b>COUNTRY</b> | <b>DEPARTURE CITY</b> | <b>PARTICIPANTS</b> | <b>MAX REIMBURSABLE</b> |
|----------------|-----------------------|---------------------|-------------------------|
| Italy          | Pesaro                | 3                   | 0 €                     |
| Belgium        | Brussels              | 3                   | 275 € per person        |
| Cyprus         | Nicosia               | 3                   | 275 € per person        |
| Croatia        | Samobor               | 3                   | 180 € per person        |
| Germany        | Erfurt                | 3                   | 275 € per person        |
| Norway         | Tromso                | 3                   | 360 € per person        |
| Portugal       | Amarante              | 3                   | 275 € per person        |
| Spain          | Barcelona             | 3                   | 275 € per person        |

For further information about reimbursement, check Travel Reimbursement Rules page.

### **TRAVEL DETAILS**

The **ARRIVAL** day is Tuesday 8<sup>th</sup> November. **Be in Pesaro before 19.00.**

The **DEPARTURE** day is Wednesday 16<sup>th</sup> November

It's not possible to arrive later than 8<sup>th</sup> November and depart before 16<sup>th</sup> November.

Please note that according to Erasmus+ guide the participants need to START and END their travel from the city/town where the organization seats (see the Departure City table). In case of different departure city, this change must be motivated.

**Extra-days:** following the guidelines of the Erasmus+ programme the travel must be realised by the participants in proximity to the project's dates (the travel cannot start before 6<sup>th</sup> November, and the return flight cannot end after 18<sup>th</sup> November)

In case of longer stays the travel might not be reimbursed.

Food and accommodation for extra-days will not be covered by the organizers.

## **HOW TO GET TO PESARO:**

### **1. Flight**

The main and better connected airports to Pesaro in Italy are Bologna, Milan and Rome.

Bologna (BLQ) is the nearest and best connected with Pesaro, there is a train every hour. It takes about 2 hours to arrive in Pesaro.

Milan and Rome are about 4/5 hours by train far from Pesaro but there aren't too many trains to Pesaro and you need at least one hour from the airport to the railway station. So it means that you've to pay special attention to the flight departure because you can risk to sleep overnight in the airport if there are no trains!

### **2. Train**

For those landing in Bologna airport

When you land at Bologna airport, right out of the exit doors you will find a bus stop on your right, where you can take the shuttle bus (Aerobus) to the main railway station ("Bologna Centrale"). The bus takes around 30 minutes and there is one every 20 minutes. The ticket can be bought on the bus and costs 6 euro.

At the railway station, you have to catch a train to Pesaro, it takes around 2 hours and the cost varies from € 10,70 (Treno Regionale) to € 22 (Eurostar/Freccia Bianca). You can buy the ticket at the ticket office (or machine) in the railway station. Please, look at the web site of the Italian Railway Company [www.trenitalia.com](http://www.trenitalia.com) (it's a multilingual web site) to choose the most convenient train from Bologna to Pesaro, according to the arrival time of your airplane and to the meeting time at Pesaro train station. Don't forget to validate your train tickets before your departure using the yellow/white machines in the railway station otherwise you'll get a fine!!

Once you buy your ticket, **please send us an sms to +39.3275796163** to inform about arrival time in Pesaro train station.

### **3. Pick up at Pesaro train station**

Once you will get to Pesaro train station look for an A4 paper with Vicolocorto logo out of the train station!

### **Emergency contacts**

**For any communication you can contact us to the number: +39.3275796163**

## **WHAT TO BRING:**

- Materials to present your NGO (brochures, video, gadget etc...)
- Food & drinks, music and games, for the Intercultural Evening

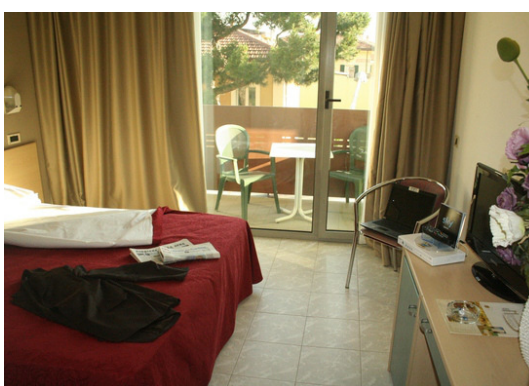
## **ACCOMMODATION:**

The project will be held in hotel in Pesaro, two-three participants of the same sex and different nationalities will share one room.

The hotel provides full board (including coffee breaks), towels and bed linen.

Further details will be provided in October.

**We strongly recommend participants to inform the organisers about any special needs such as dietary, vegetarian or any other kind of special needs.**



## **TRAVEL REIMBURSEMENT RULES**

### **Travel reimbursement criteria:**

- Most economical criteria: you have to find the most economic transport fares.
  - Taxi will be reimbursed only in particular cases to be agreed with us in advance.
  - It's not possible to arrive later than 8<sup>th</sup> November and depart before 16<sup>th</sup> November
  - Extra-days: following the guidelines of the Erasmus+ programme the travel must be realised by the participants in proximity to the project's dates (the travel cannot start before 6<sup>th</sup> November, and the return flight cannot end after 18<sup>th</sup> November)
- In case of longer stays the travel might not be reimbursed.

- Maximum Reimbursable limit: each country has a budget limit reimbursable, please, check it in the respective section of this infopack.
- Please note that according to Erasmus+ guide the participants need to START and END their travel from the city/town where the organization seats (see the Departure City table). In case of different departure city, this change must be motivated.

Please ***contact us before buying your ticket***, and wait for our confirmation.

### **Flight reimbursement:**

To obtain the reimburse of your flight you need to keep all your boarding passes and provide an invoice from the Travel Agency / Flight Company that must contain the following data:

- Has to be clearly written in English and not handwritten.
- There must be written "paid"
- Date, place and number of the Invoice
- The name of the passenger
- The full details of the flight (departure/destination and travel days)
- The total amount of the flight

We will not assure the reimbursement if the invoice does not contain all the elements

### **Tickets (bus, train):**

They can be reimbursed only if they're legally valid documents.

They must contain clearly the price and the dates. If these info are missing, please, ask to the responsible of the service to add it and put their stamp to validate it.

### **Reimbursement:**

Only original tickets and flight complete with boarding pass will be reimbursed. Please keep all the bus, train and airplane tickets, including boarding pass as well. Expenses will be calculated in Euro and the reimbursement will be paid in Euro. Reimbursement will be done by bank transfer after receiving the original tickets and boarding passes by post: (We suggest you to scan them before to send them to us.)

Associazione Vicolocorto  
via Paoli, 39  
61122, Pesaro  
Italy

**Lost or missing tickets will not be reimbursed.**

# Non-Formal Education in Action - Training for New Youth Trainers

8 – 16 November 2016

Pesaro, Italy

|               | Day 1          | Day 2                                           | Day 3                                            | Day 4                                                     | Day 5                         | Day 6                        | Day 7                   | Day 8                                        | Day 9            |
|---------------|----------------|-------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------|-------------------------------|------------------------------|-------------------------|----------------------------------------------|------------------|
|               | <i>Welcome</i> | <i>Team Building</i>                            | <i>Facilitation</i>                              | <i>Facilitation</i>                                       | <i>Lab-Phase</i>              | <i>Lab-Phase</i>             | <i>Lab-Phase</i>        | <i>Evaluation</i>                            | <i>Departure</i> |
| 09:00-09:45   | <i>Arrival</i> | Breakfast                                       | Breakfast                                        | Breakfast                                                 | Breakfast                     | Breakfast                    | Breakfast               | Breakfast                                    | Breakfast        |
| 09:45-11:30   |                | Getting to Know & Programme Intro               | Youth Work and Youth Empowerment                 | Programme Design & Session Planning                       | Lab-Phase: Preparing Sessions | Facilitation Laboratory      | Facilitation Laboratory | Learning Outcomes<br>Reflection on Lab-Phase |                  |
| 11:30-12:00   |                | Coffee break                                    | Coffee break                                     | Coffee break                                              | Coffee break                  | Coffee break                 | Coffee break            | Coffee break                                 |                  |
| 12:00-13:30   |                | Learning Intentions                             | Non-Formal Education & Youth Empowerment         | Leadership & Motivation                                   | Lab-Phase Preparing Sessions  | Facilitation Laboratory      | Facilitation Laboratory | Follow-up Planning                           |                  |
| 13:30-14:30   |                | Lunch                                           | Lunch                                            | Lunch                                                     | Lunch                         | Lunch                        | Lunch                   | Lunch                                        |                  |
| 14:30-16:00   |                | Team Building<br>Participation & Responsibility | Facilitation & Training Delivery<br>Introduction | Training Essentials<br>Active Listening & Active Speaking | Excursion                     | Facilitation Laboratory      | Facilitation Laboratory | Final Evaluation & Youth Pass                |                  |
| 16:00-16:30   |                |                                                 | Coffee break                                     | Coffee break                                              |                               | Coffee break                 | Coffee break            |                                              |                  |
| 16:30-18:00   |                |                                                 | Educational Tools & Methodological Diversity     | Training Essentials<br>Debriefing and Feedback            |                               | Facilitation Laboratory      | Facilitation Laboratory |                                              |                  |
| 18:00-18:30   |                |                                                 | Daily Reflection                                 | Daily Reflection                                          |                               | Daily Reflection             | Daily Reflection        | Daily Reflection                             |                  |
| 19:00 – 20:00 |                | Dinner                                          | Dinner                                           | Dinner                                                    | Dinner                        | Dinner                       | Dinner                  | Farewell Party                               |                  |
| 20:30         | Welcome        | Cultural Night                                  | Trainers` Night                                  | Case Study<br>Challenges in Non-Formal Education          | Lab-Phase Preparing Sessions  | Lab-Phase Preparing Sessions | Traditional Dinner      |                                              |                  |
|               |                |                                                 |                                                  |                                                           |                               |                              |                         | <i>Departure</i>                             |                  |

## **HOSTING ORGANIZATION**



### **Associazione Vicolocorto**

web: <http://www.vicolocorto.org/>



blog: <https://vicolocortini.wordpress.com>

FB: <http://bit.ly/2a5n933>

## **THE TRAINERS**

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p>Freelance trainer and consultant who has been working in the educational sector since 2003. He finished Political Science and started working in political and civic education in Germany. In 2006, he focused his work on the South Caucasus and the Western Balkans. Sebastian facilitates seminars and training courses on topics such as peace-building, conflict transformation, active participation and civic education for civil society activists and project managers. From 2011 to 2013, Sebastian co-managed a peace education programme for schoolteachers in Macedonia.</p>                  |
|  | <p>I am a freelance trainer, a NGO coordinator on daily basis and since few years I work as a rapporteur too. As trainer, I design, run and evaluate international seminars and training courses address to youth workers. Main topic of my projects are recognition of competences in non formal and informal context, project management and inclusion of youngster with fewer opportunities. As NGO coordinator, my tasks are both operational (supervision of educational projects) both political (networking with other stakeholders like schools, institutions and private bodies at local level).</p> |

## **THE TEAM**

|                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |
| <p><b>Daniele Lucarelli</b><br/>Project Coordinator</p>                             | <p><b>Carolina Tenti</b><br/>Logistics</p>                                           |

### **PASSWORD:**

If you read the info-pack till here, please send us an email with the object:

Info-pack "GRAPEFRUIT"