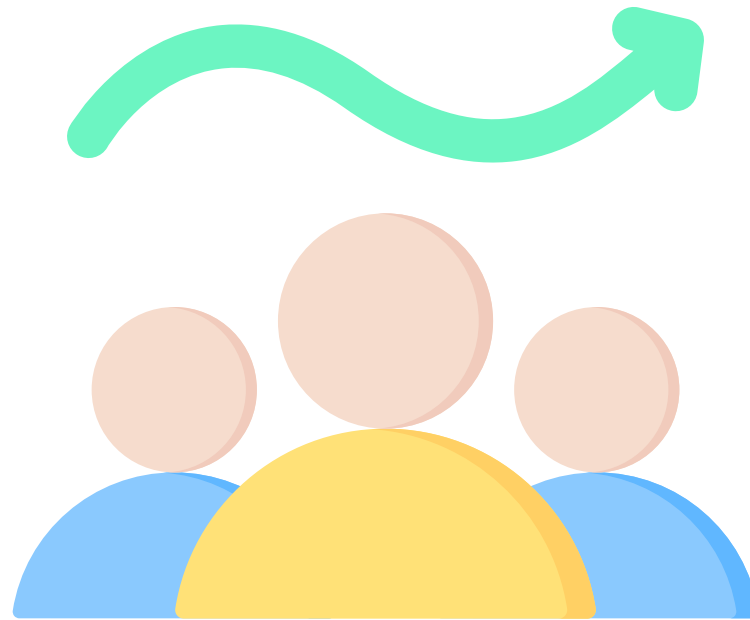


Training Course

Method yourself!



20th to 27th September 2024

SPAIN



Co-funded by the
Erasmus+ Programme
of the European Union



SUMMARY

- **Location:** San Lorenzo del Escorial, Madrid SPAIN)
- **Participants:** 18 participants + 2 facilitators
- **Topic:** non-formal learning and methods
- **Dates:** 20th to 27th September (arrival and departure days)

Open to all EU countries. If your country is not currently partner, we will find a partner to join the project so you can participate.



OVERVIEW

Participants will gain knowledge and develop skills related with non-formal methodologies. First, we will quickly identify what is formal, non-formal and informal, and the potential use of each of them, altogether with the power of combining elements from all of them.

Then, we will dive into the methods. Teambuildings, energizers, debriefings, debate techniques, educational techniques, gamification, and many elements you can introduce in your sessions or activities to profit the non-formal potential. We will try to get a more precise idea of each method, what is it useful for, in which situations and contexts, potential risks, how to execute the leadership, etc.

But most of the time will be practical! We will explore specific examples. We will design methods. We will research. We will change elements. And we will put in practice these methods.

In the end of the project, we will make a little portfolio with many examples of each type of session.

At the same time, there will be space for networking or sharing good practices, as well as intercultural activities and exploring our surroundings with a few potential visits (monastery, hiking, party day, etc).



PROGRAM OF ACTIVITIES

Connecting with
other people

Teambuildings

Creating our
methods

WILL INCLUDE

Having fun!

Hiking



Energizers and
games

Knowing other cultures

Researching

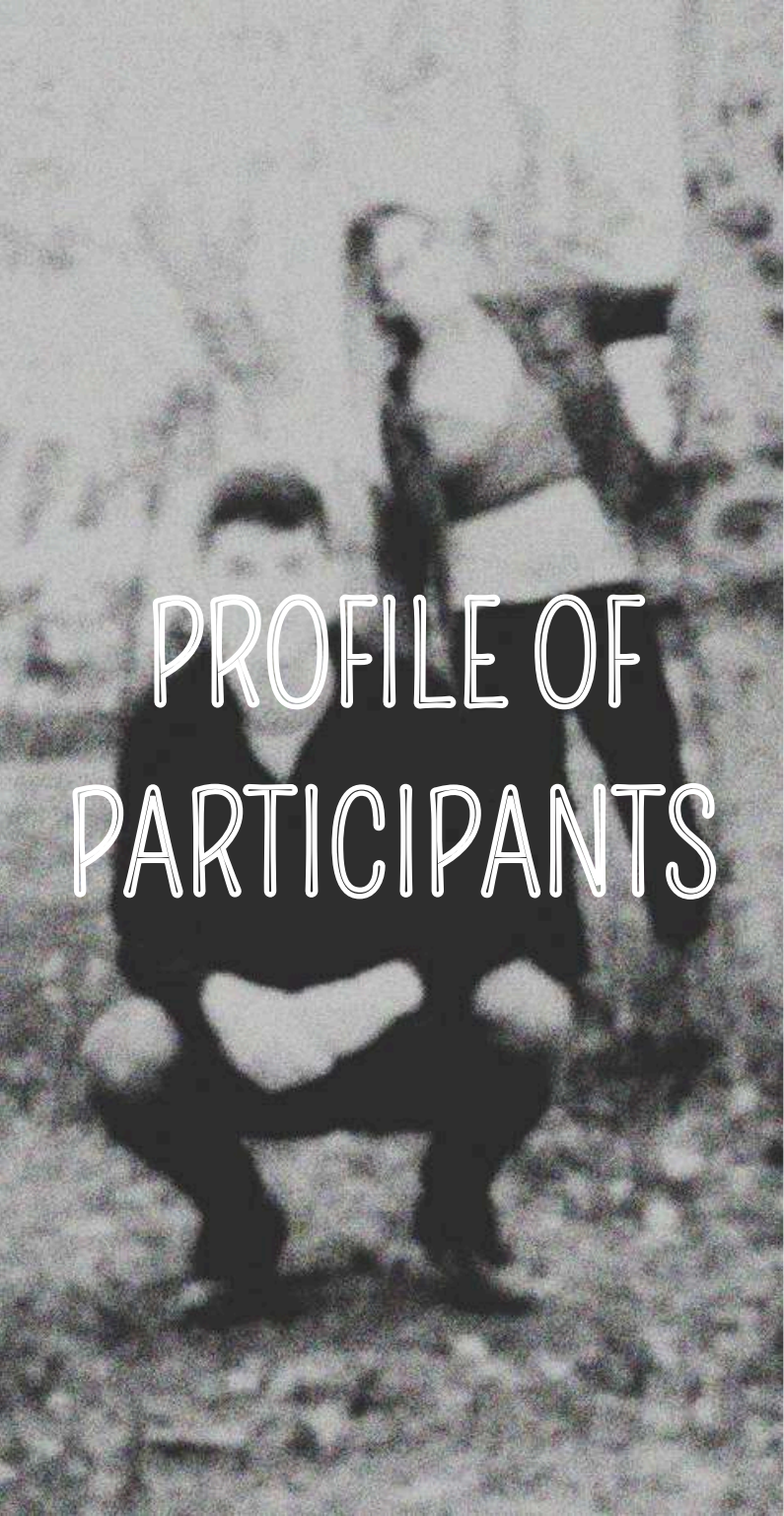
Learning from
each other

Practicing our non-

formal methods

Creating our portfolio

Networking



PROFILE OF PARTICIPANTS

Expected profile

- Erasmus+ facilitators
- Other youth workers
- Teachers
- Social workers
- Instructors
- Sport trainers
- People who want to become the previous profiles
- People who want to get trained in non-formal methods

Requirements

- To be +18 y.o.
- To hold the European Health Card (or similar insurance)
- To LIVE in one of the EU program countries
- To carry out little dissemination tasks assigned to participants
- To consent the use of images in which you appear taken during the mobility with legitimate purposes of the project (dissemination, publication of results, etc.).



THE VENUE

The accommodation will be the youth Hostel "Albergue Juvenil el Escorial" in San Lorenzo del Escorial, a very beautiful town near Madrid.



[Click here to see the place](#)

FOOD

Breakfast

Lunch

Dinner

Coffee breaks

**Will be served in the
accommodation**

*Food
restrictions*

Health reasons

(allergies / illnesses)

Personal reasons

(vegan, vegetarian, religious reasons)

will be considered

as long as you mention them in the
corresponding form.

*National
snacks*

Bring some typical food from your country. Nothing perishable or that requires fridge. We will have it as snack during the coffee breaks.

TRAVEL REIMBURSEMENT

Budget available per country is set according to real distance bands provided by Erasmus+. Check it [here](#).

To be entitled for reimbursement you must:

- Attend all sessions
- Follow the travel instructions
- Execute tasks assigned to participants
- Follow basic rules of coexistence

Distance band	Budget
10 - 99	23
100 - 500	180
500 - 2000	275
2000 - 3000	360
3000 - 4000	530

Travel costs will be reimbursed through a bank transfer to each participant once tickets and invoices are delivered successfully.





KEEP YOUR INVOICES, TICKETS AND BOARDING PASSES

- We will require these documents for the reimbursement of your travel costs.
- During the mobility we will explain how to deliver them to us. Don't send anything yet.
- Electronic documents are preferred.
- We need Boarding Passes of the flights. Be careful because they expire from your phone app after the flight. Screen shots for are valid for BP. Also PDF or physical formats.



TRAVEL RULES

- 2nd class is mandatory.
- Transfer by Taxi/Uber is not eligible for reimbursement unless previously authorised.
- Seat allocation is not eligible for reimbursement.
- Blablacar (or similar) is allowed as means of transport. Keep the invoice.
- Buy the flights directly to the airline. Don't buy through Kiwi, Edreams, etc.

TRAVEL INSTRUCTIONS





YOU HAVE A WINDOW OF THREE DAYS FOR YOUR TRIP BOTH IN ARRIVAL AND DEPARTURE

- This means that tickets will be eligible to be reimbursed if their dates are between 17th and 30th September both included.
- Expenses during those days are on your own.



YOU DO NOT NEED OUR APPROVAL TO PURCHASE TICKETS, BUT...

- You are responsible of choosing an option that allows you to arrive to the accommodation and leave the accommodation in time to get your flight. However, this should be very easy as there are many buses and they have large timings.
- You need specific approval in case you are going to fly to another airport different than Madrid.
- You can ONLY take a flight with stop if there are no direct flights from your area to Madrid.

NOTE

- ➔ **The last bus from Madrid to SL El Escorial leaves at 23h 15.**
- ➔ **Earliest bus leaves SL El Escorial at 5h 45, arriving to Madrid at 6:45**

TRAVEL INSTRUCTIONS



HOW TO REACH SAN LORENZO DEL ESCORIAL?

1 MADRID

You must arrive to Madrid

(there are no other airports near Madrid)

2 SL DEL ESCORIAL HOW?

Bus number 661 and 664.

WHERE?

At "Intercambiador Moncloa" (Madrid).

2nd floor (down), last one.

([see location in the link](#)).

GET OFF

At San Lorenzo del Escorial bus stop

Then, walk to the accommodation for 15 min

WHEN?

Bus are constantly departing. Here you have the timetable of bus [661](#) and [664](#).

HOW LONG?

It takes around 1h.



Airport to Madrid city transportation options

Madrid airport has two areas. So it will depend on where your flight lands and where you go:

- From Terminal 1,2,3:
 - Bus 200 and 203.
 - Metro (line 8, pink)
- From Terminal 4:
 - Bus 203
 - Metro (line 8, pink)
 - Cercanias (C1 and C10)

You can use the free shuttle bus from Terminals 1,2,3 to T4. It takes around 25-30 min from 1 to 4.



PRACTICAL INSTRUCTIONS

TO BRING

- Typical food from your country for the intercultural snacks. They will be served in the coffee breaks. Coordinate with your country-mates to bring varied things. Two things per person should be fine.
- A reusable bottle of water.
- Laptop.
- A towel for the shower (very important!).
- In general, bring comfortable clothes.

OTHER

- We will have half free day, so you can visit the monastery.
- When you buy flights, click on basic fare. Add the baggage afterwards. It's usually cheaper than adding it from the first moment in a better fare.
- Do you have knowledge on the topic or work as facilitator? Feel free to lead a session! Contact us in case you want to.



I WANT TO PARTICIPATE! HOW CAN I SEND MY

A P P L I C A T I O N



LOOKING FORWARD TO
SEEING YOU
SOON

