

INFOPACK**YOUTH FOR YOUTH**

KA1 Training for youth workers 23th – 30th November 2018, Poland

Dear project partners and potential Participants!

Below, we present you information that will be useful for you. **Please make sure that you read all of them carefully.** If you have any additional question, we will be happy to help you – you can contact us on: boci_s@yahoo.com

ABOUT THE TRAINING

The project is designed to implement mobility of youth workers.

Under this mobility activities we will include 23 youth activists from 10 programs countries. Our TC will explore: What is coaching, Role of a coach, Tasks of youth worker when coaching and main principles, competencies - knowledge, skills and attitudes .Some of our objectives: To develop knowledge and skills of participants in the field of coaching; To familiarize the participants with commonly used terminology and language of coaching; To develop participants` knowledge and understanding about different coaching styles; To introduce to participants relevant and effective tools working in a field of coaching as well to provide an opportunity to probe these methods in practice; To develop participants` knowledge about Erasmus + program in order to ensure the ability of participants to work as multipliers and to be able to use a programme in participants further activities, by this raising the quality of projects implemented within Erasmus + programme; During the whole program we will use non formal education and its methods: simulation, ranking, role play, buzz group, learning by doing etc.

PROFILE OF THE PARTICIPANTS

The training will be attended by 23 participants from 10 countries:

Macedonia, Spain, Romania , Lithuania, Slovakia, Bulgaria, Poland, Netherlands, Germany and Italy.

Requirements:

- aged 18+ (participants who do not meet this criteria In November 2018 cannot be accepted)
- The youth workers who are interested in the topic of the project and show interest to contribute to the activities
- good knowledge of English

***the project coordinator of “Foundation Understand Autism” has the final decision of the selection of participants.**

DATES AND SCHEDULE

23th November 2018 (arrival day) – 30 November 2018 (departure day)

Participants should arrive before 6 pm on 23th of November.

Please note that you cannot arrive later or leave earlier.

Detailed schedule and timetable of activities will be shared in the first week of November.

WHAT YOU SHOULD PREPARE FOR THE TRAINING

Participants will be actively involved in the training. They need to share their current experiences and learn from each other in an open and intercultural learning.

-Presentation (power point or other program / short video) describing your organization or your personal experience with coaching and non-formal education.

-Last but not least- because we will meet in intercultural group, we would like to share our traditional food, drinks or music from all of your countries. So, we would like to ask you to bring from your countries something that you would like to share with group during intercultural evening (flag, dance, song, food, snacks, drinks, music instruments)

VENUE

The project will be held in the “*ARS Hostel*” in the strict center of Krakow it is just 400 m from the famous Wavel Castle and the Jewish district, Kazimierz.

The participants should be hostel friendly.

The hostel offers basic but comfortable dorm rooms with shared toilet and bathroom facilities.

Participants will be accommodated in rooms with 5 beds mixed by gender and with participants from different countries .

Address of ARS Hostel Krakow: Koletek 7, Old Town, 30-069 Kraków, Poland

Here you can find the web page of the hostel: <http://arshostel.pl>

COSTS

Accommodation costs , program activities, food (3 meals and 2 coffee breaks +refreshments per day)are covered by Erasmus+ Program . **There is no participation fee.**

TRAVEL

Travel costs will be covered, based on the country of participants, up to foreseen limits:

Germany – 180 EUR

Netherlands – 275 EUR

Italy- 275 EUR

Bulgaria – 275 EUR

Lithuania – 180 EUR

Macedonia – 275 EUR

Romania – 275 EUR

Spain – 275 EUR

Slovakia – 180 EUR

Poland – 20 EUR

If you spend more than the limit which is presented above, we will not be able to reimburse you over the above mentioned limit.

In order to have your travel cost reimbursed, you need to keep all tickets, boarding passes and other documents connected to your travel and attach the ID/Passport or resident permission of the participant which should match with the country of the partner organization.

Please keep in mind that we can reimburse you only for this transport, for which you have original tickets and invoices. So do not throw anything away!

As we would like to reimburse you during the Training Course, we would strongly encourage you to book all return tickets online in advance.

If you do not have the return tickets purchased in advance, we will not be able to reimburse you during the training, because we cannot reimburse only for a part of travel cost, for a part of the trip.

In such case, you have to send all original tickets to Poland by post after the training. However, it might take some time and post cost. Therefore, we strongly suggest to buy all tickets earlier, in order to be reimbursed during the Training!

Also please note, that copy of tickets are not enough according to Polish accounting rules - we need original documents. Therefore, the best option for the return tickets is to buy them online, so you can print them multiple times.

Please note!

-The tickets booked without our permission will not be reimbursed!

-The tickets of the missed flights or any other reasons which the participant could not attend the training will not be reimbursed!

-If there are any doubts about invoices/ tickets, the coordinating organization has a right to ask for bank proof of transaction charged for the tickets!

HOW TO GET TO KRAKOW

We highly recommend for practical and safety reasons, that the people from one country travel together. However, the final decision is obviously up to you.

The most convenient way is to take flight to KRAKOW.

Krakow is good connected with the capital WARSAW, so if you decide to come to WARSAW, you can take from this city bus, which will take you to Krakow <https://www.flixbus.com>

While planning your journey, you need to keep the following things on mind:

1. Participants should arrive before 6 pm on 23th November 2018. The departure will take place on 30 November 2018 after breakfast. **Please note that you cannot arrive later or leave earlier.**
2. The Polish National Agency is quite strict regarding the dates of travel.

The maximum difference is max 2 days before or after the beginning of the training.

In case if there is not convenient connection from your country and/or there is big difference in the price you can take tickets which are 3 days before or after the project.

We are unable to cover costs of your additional nights in Poland.

If you have any doubts while planning your journey, feel free to contact us!

INSURANCE

Project organizers don't provide health insurance and it will not be reimbursed by the organizers.

It is required for every participant from EU country to have the EKUZ card, which provides a free insurance for EU participants on the entire territory of the European Union.

The exceptions are participants from Macedonia, which cannot obtain EKUZ, as the country is not in the EU. They should purchase a private insurance for the time of travel and the training.

Other important issues

Make sure, that you have a valid ID or passport.

Very often participants realize too late that cannot travel because they have not valid documents.

After the selection of the participant we will invite you to FB group in order to make easier communication.

Hope to hear from you soon 😊

For any questions please Contact: boci_s@yahoo.com

EMERGENCY CONTACT:

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