



ZLÍN/CZECH REPUBLIC  
14/09/2016-21/09/2016

**ACE IT!**  
TRAINING COURSE  
ORGANIZATIONAL  
MANAGEMENT IN  
A NUTSHELL



Erasmus+



DICE  
ASOCIACE

**Asociace DICE** – Development Initiatives for a Common Europe, z. s., is happy to invite you to an international training course funded by the Erasmus+ programme called “**Ace it! Organizational Management in a Nutshell**” to be held in Zlín, Czech Republic from **14th to 21st September 2016.**



## SUMMARY OF THE PROJECT

“Ace it! Organizational Management in a Nutshell” is a training course that will take place in Zlín, Czech Republic from 14th to 21st September 2016. It will involve a total of 35 people from 10 European countries (CZ, IT, LT, PL, PT, RO, SI, SK, TR, UK) for 8 days of activities on organizational management and the development of skills useful for managing youth organizations and NGOs with the ultimate goal of helping improve the quality of youth work across Europe. Some of the aspects that will be discussed include organizational environment, leadership, financial management or strategic planning. The methodology of the project will be non-formal education, featuring a range of methods such as simulations, discussions, expert input, case studies, brainstorming, video presentations and others. The project idea comes from the need of European organizations to train their staff in order to keep up with the changing environment of European NGOs. It is in line with the priorities and objectives of the Erasmus+ program and its Youth section.

## OUR PARTNERS

Central European Trainers' Platform (Poland)	4 participants
Eskisehir Gelisim Dernegi (Turkey)	4 participants
Associazione di promozione sociale Maghweb (Italy)	3 participants
Kulturno umetnisko drustvo Plac (Slovenia)	3 participants
Geoclube - Associação Juvenil de Ciência, Natureza e Aventura (Portugal)	3 participants
SIEDAS (Slovakia)	3 participants
Danube Volunteering Center (Romania)	3 participants
Subtiluship C.I.C. (United Kingdom)	3 participants
Non-formal learning club "WE" (Lithuania)	3 participants

## OBJECTIVES OF THE PROJECT

The infographic features a central title box at the top left with the text 'OBJECTIVES OF THE PROJECT'. From the bottom right corner of this box, a series of lines branch out to five separate text boxes. The lines are styled with parallel diagonal hatching. The text boxes are arranged in a descending staircase pattern from top-left to bottom-right. The top-most box is dark blue, while the others are in shades of teal and dark blue.

To identify best practices in organizational management by sharing of expertise and further research, which will lead to the development of a booklet that will be disseminated among different subjects and used as a multiplier.

To encourage an exchange of ideas and viewpoints among different cultures by involving representatives of 10 different countries in a week of activities.

To train youth workers of our organizations on the topic of organizational management, improving their competences related to leadership, sense of initiative, working culture, strategic analysis, financial management, and others using a range of non-formal methods including discussions, simulations, peer sharing and case studies.

To promote the use of Erasmus+ program as a tool to increase the quality of European youth work.

To strengthen partnerships among the involved organizations by developing project ideas together, using the competences acquired during the project.



## PARTICIPANTS' PROFILE

We are looking for youth workers and youth leaders who are already involved in a youth organization and want to improve their competences in organizational management. All participants must be at least 18 years of age. While there is no upper age limit, we expect most participants not to be older than 35. Previous experience with international projects is preferred. Participants should be comfortable working in English and be prepared to work in an intercultural team.



## WORKING METHODS

The methodology of the TC will be non-formal education. Non-formal education is purposive but voluntary learning that takes place in a diverse range of environments and situations for which teaching/training and learning is not necessarily their sole or main activity. These environments and situations may be temporary, and the activities or courses that take place may be staffed by professional learning facilitators (such as youth trainers) or by volunteers (such as youth leaders). The activities and courses are planned, but are seldom structured by conventional rhythms or curriculum subjects. They usually address specific target groups, but rarely document or assess learning outcomes or achievements in conventionally visible ways.

All participants are entitled to receive a Youthpass certificate – a document that recognizes the learning outcomes of the participants of Erasmus+ projects. More information at: <https://www.youthpass.eu/en/youthpass/>



TRAVEL

ZLÍN

Major airports in the vicinity of Zlín are located in Prague, Brno, Bratislava, Vienna and Budapest. You can easily reach Zlín by bus or train from these cities. You will be picked up in Zlín and taken to the venue accompanied by our staff. We recommend you check the following websites when searching for tickets.

<https://www.skyscanner.com>

<https://www.ryanair.com>

<https://www.easyjet.com>

<https://www.wizzair.com>

<https://jizdenky.studentagency.cz>

<https://www.cd.cz/eshop>

<https://www.eurolines.com>

<https://www.simpleexpress.eu>

<https://www.le.cz>

Travel costs for the training course are covered by the programme up to the amount indicated in the table below. They will be reimbursed to the participants upon the presentation of all the original tickets and receipts, including for the return. Note that all participants must leave and come back to their sending country within a reasonable amount of time from the project's arrival (14/09) and departure (21/09) days in order to be eligible for reimbursement (no more than 2 days earlier for the arrival or 2 days later for the departure).

Please check in with us before proceeding to purchase any tickets.

Italy		275 €
Lithuania		275 €
Poland		180 €
Slovenia		180 €
Portugal		360 €
Romania		275 €
Slovakia		180 €
Turkey		275 €
United Kingdom		275 €



## ACCOMMODATION

The training course will be held in Hotel Garni in the center of Zlín. Accommodation and meals are fully covered by the programme. The participants will be accommodated in double, triple or quadruple mixed-nationality rooms in order to facilitate the intercultural dialogue among the different nations represented. Mixed-sex rooms will be advised against.

**website of Hotel Garni** <http://www.hotelgarnizlin.cz/>

## JOIN US!

If you would like to participate in our project, apply with your respective sending organization. Once you have been selected by your sending organization, please fill out our application form, so that we can collect the necessary data, such as email address, emergency contact and information regarding special needs (any disabilities, mobility problems, vegetarians, etc).

**APPLICATION FORM** <https://goo.gl/JZT8vK>  
**FACEBOOK GROUP** <https://goo.gl/jUdWGa>

## USEFUL INFORMATION

The Moravian weather in September is usually warm, with temperatures ranging from 18 °C to 30 °C and occasional showers. Bring comfortable clothes, as we will have an interactive program.

One of the activities foreseen is the Intercultural evening where the national groups will have a chance to present their country and their culture – you are welcome to bring any materials to use during this evening, such as traditional drinks, food, costumes, music etc.

Don't forget to get informed and bring some materials about your NGO to be used during the NGO Fair, where each group will have a chance to present the activities and profile of their sending organization.

All EU residents are required to bring their European insurance card. We ask all non-EU residents to get insured for the duration of the project's activities.

Those participants that need a visa to enter the Czech Republic (the Schengen area) need to apply for a visa at their country's Czech Embassy. We are happy to assist you in the process by sending you an invitation letter.

## ABOUT ASOCIACE DICE

Asociace DICE – Development Initiatives for a Common Europe, z. s. is a non profit, non governmental, apolitical association founded in the region of Zlín in southeast Moravia. The motivation to create this organization came from a need to provide opportunities and raise European awareness in a region where this information is not always easily accessible. The main aims of the organizations are to support education, dialogue, cultural life and active citizenship among youth, particularly in the Zlín region, to create a platform for personal development and self-fulfillment of young people, and to create and coordinate opportunities within the framework of European educational programmes, especially in the field of non-formal education. Through the success of informal meetings and sessions where we discussed documentary movies that we watched, we became the official organizer of Zlin's ever “Jeden Svět” festival of documentary movies. We also cooperate actively with University of Tomas Bata in Zlin, which is very important for us as it helps us get young people involved in our activities. One of our main aims is to connect the formal and non formal spheres of education. We believe that this is the way of achieving complex educational background for local youth in order to support successful involvement in the labor market. Our base is growing and as new members are joining, getting educated and developing various activities of our team, the idea of providing new skills and opportunities leading to personal development gets fulfilled. In cooperation with University, we have also opened the contact center where students can come and get information about different mobility projects or education opportunities within European programs in general.

## USEFUL CONTACTS

If you have any questions, don't hesitate to contact us via the following channels:

Phone number: +420777931144 (Michal Tenkrát)  
E-mail address: asociace.dice@gmail.com  
Facebook: <https://www.facebook.com/AsociaceDICE>

**SEE YOU IN THE  
CZECH REPUBLIC!**

**ASOCIACE DICE STAFF**