

## Train the trainers - It's up to me 4

**NaturKultur e.V. Germany** would like to invite you to apply for the Training Course "It's up to me 4" from Erasmus + Program Key Action 1 – Mobility of youth workers.

**Dates:** 30<sup>th</sup> of March– 7<sup>th</sup> of April 2016.

**Partners:** Greece, Turkey, Belarus, Bosnia and Herzegovina, Macedonia, Spain and Germany.

**Age of participants:** 18+ years old



**Target group:** Youth leaders, NGO representatives, project managers, trainers, people who want to become trainers. Basically the project is targeting all people that are responsible (or will be in future) for transferring the knowledge within the organization and organizing and delivering project.

**Group size per country:** (all individual applications required)

Macedonia – 5

Spain – 5

Belarus – 5

Germany – 5

Bosnia and Herzegovina– 5

Turkey – 5

Greece - 5

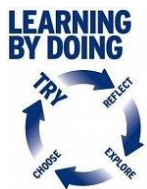
Train the trainers "It's up to me 4" is a fourth edition of the train the trainers that has shown to be successful in the previous three years.

"It's up to me" is a holistic approach on how to create quality youth workers /trainers that are going to work on transfer of know-how and organize and deliver quality projects within Erasmus + program. This project is going to contribute toward raising the quality of the Erasmus+ projects that are going to be organized in future, and is going to improve the quality of youth work in general. We are going to work, practice and design projects and activities, using the tools and methods that we will work with on the training.

In the "It's up to me 4" edition we are going to pay special attention to integration of refugees and migrants in Europe, creating new non-formal methods for refugees integration, and designing tools, activities and projects for the need of the refugees in Europe and youth with migration background.

The objectives of the training are going to be the following:

- **Know-how** - providing the participants with information on how some things are done, why some things are done in particular way, what is “behind the scene” of a good organized project, to peek into the decision making process and its preparation;
- Improve participants **soft skills** such as public speaking, presentation skills, self-expression and listening skills etc;
- Provide **methods and tools** for delivery of workshops – such as different types of simulations, team building games, brainstorming, creating learning and creative environment etc.
- Provide **hard copy materials** (guidebooks and written materials). We will have online library (which is already set up from the previous Its up to me 1, 2 and 3) and is continuously upgraded with other materials from other groups.
- **Provide feedback** to the participants. It is really important to **receive feedback** and do it again, so we would see the growth of the participants during the project.
- Show them **different styles of trainers**. We will have four trainers from different backgrounds and professions that have very different styles that will help the participants to learn and use different approaches and ways of working which would lead to finding their own unique style in future.
- **Coaching and mentoring**. Apart from the mentoring and feedback during the project, for this edition we are introducing 6 months mentoring process for all participants after the project until their first/next training experience.
- **Self-assessment**. Sometimes young trainers are not aware of the qualities that they have and things that they know. Sometimes they think that they know everything and there is nothing new to learn. We will provide a self-assessment opportunity for the participants to evaluate which things they know well and which things they still need to learn.
- **Critical thinking** - They will have the opportunity to analyze everything and develop critical thinking. After each workshop we will take off the "participant hat" and put the "trainers hat" and analyze why we did this or that;
- To offer **opportunities for quality training experiences** through organizing joint projects, creating pool of trainers, getting shadow-trainer opportunities.



The main method on this training will be learning by doing. The participants will be given tasks and short deadlines in order to achieve their tasks. They are going to be guided by the trainers. After the tasks they will receive feedback and suggestions for improvement.

**Application deadline:** 12<sup>th</sup> of January 2017

The applications are going to be posted on Salto-youth and everyone is required to apply for this training. After the deadline, the selection will be done by trainers, organizers and the partner organization from the country.

**Selection Results:** latest by 1<sup>st</sup> of February 2017

All applicants will be informed the latest by 1<sup>st</sup> of February 2017. All selected and not-selected participants are going to be informed by email. There will be a waiting list created if there are more applicants from some countries for which they will be informed via email.

**Confirmation from participants:** 7<sup>th</sup> of February 2017

Each selected participant has to confirm their participation on the project the latest by 7<sup>th</sup> of February 2017. If we do not receive confirmation of participation, the place will be automatically waived and someone else from the waiting list will be invited.

**Place and venue:** Braunlage, Germany.

It is a small idyllic village in the national park Harz in Germany. We are going to be accommodated in old seminar house managed by the local NGO workers who are friendly and helpful. We are going to be away from city, shops and bars, because we want the participants to be focused on the training, on the cultural activities and to create good atmosphere within the group. There is beautiful nature, in the middle of the national park, fresh air and landscapes in the surrounding.

The venue is going to be a group house where we will be alone, so the participants should expect simple accommodation. There are many seminar and break out rooms available for work. There will be showers and toilets in all rooms. We will have our own cooks that will prepare the food and coffee breaks. Please note that we cannot provide vegan, frutarian and HALAL food!



## Travel cost and insurance reimbursement and booking of tickets

Travel costs will be reimbursed according to the distance bands allowances from Erasmus+. You need to calculate how much the distance from your residence place to Braunlage, Germany is.

Here you can calculate the distance: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

100 - 500km: 180€  
 500 - 2000km: 275€  
 2000 - 3000km: 360€

### Max. travel costs/per person:

Belarus - €275  
 Germany - €180  
 Spain - €275  
 Macedonia - €275  
 Bosnia and Herzegovina - €275  
 Greece - €275  
 Turkey - € 275€

Travel cost will be reimbursed 7 days after receiving all documents from the participants, including:

- documentation about a workshop “Bring back TTT” that will be delivered by the participants upon their return in home country;
- dissemination of the project which includes an article, blog or short report;
- Boarding passes, flight bookings, train tickets etc. as proof of travel.
- Proof of insurance that will be reimbursed after the project.

**Costs:** Accommodation, food and all materials are for free. **There is participation fee of 50€.**

### Time table:

Time	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	4-Apr	5-Apr	6-Apr	7-Apr
8:30-9:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:30	Energizers	Team building	Energizers	Team building	Energizers	Team building	Energizers	Team building	Departure
10:00	Expectation setting	Preparation for workshops and adapting the workshops to the audience	Public speaking Presentation skills	Listening skills	Non-verbal communication and body language	Trainers team management / Q&A	From learning to delivery		
11:30	Rules and Security								
12:00	Erasmus + Youthpass information								
12:30									
13:00									
13:30-15:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
15:30	Arrival	Energizers	Energizers	Energizers	Energizers	Energizers	Energizers	Energizers	
16:00	Why and which Teambuildings and getting to know eachother?	Methods and tools	Self expression skills	Free time	Creative training and visual aids	Future projects / Working on the tasks	How to take the learning to a next step		Departure
17:30	Personal assessment and Goal setting								
18:00	Trainers competency model	Designing new workshops on refugees integration	Trainers debate	National delegation meeting	Developing creative migrants and refugees integration project ideas	Reflection and discussion / National del Meeting	Mentors and mentees matching	Evaluation Closing Goodbye	
18:30	Reflection	Reflection	Reflection	Reflection	Reflection	Reflection	Reflection	Reflection	
19:30	Dinner	Bosnian Dinner	Spanish Dinner	Macedonian Dinner	Greek Dinner	Belarus Dinner	Turkish Dinner	German Dinner	
21:00:00	Official opening Get to know	Bosnian Evening	Spanish Evening	Macedonian Evening	Greek Evening	Belarus Evening	Turkish Evening	German Evening	
22:00:00	Retro party	Chill out night	Quiz night	Halloweens party	Chill out night	Chill out night	Chill out night	Outdoor party	

### Contacts:

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