

FACE

**FACILITATION
IS EASY!**

INFOPACK

KA1. TRAINING COURSE

Vinci, Italy

11th- 18th September 2017

Ref. 2017-1-IT03-KA105-010433

KA1 Training Course

FACE - Facilitation is easy!

“FACE – Facilitation is Easy!” is a TC for Youth workers on **Facilitation in Youth groups**. What does a Facilitator do? Who is a Facilitator? The TC proposes methods and exercises to boost some of the Skills (Learning to learn awareness, Effective Communication, Problem Solving, Creativity, Conflict management, Designing a workshop) that a Facilitator should have. We strongly believe that nowadays Youth workers need knowledges, tools and methods on facilitation of Youth groups because of the social importance of their role. They are social facilitators for Youth inclusion, especially for youth with fewer opportunities. A very practical learning with a session about designing a workshop and performing it.

VENUE and DATE: Vinci, (Tuscany) - Italy - 11th- 18th September 2017

PARTNER COMPOSITION: 10 partners organisations from EU: Italy, Portugal, Hungary, Cyprus, Austria, Belgium, Latvia, Romania, Bulgaria, Republic of Macedonia (FYRM).

PARTICIPANTS PROFILE AND NUMBER: Youth workers and Youth leaders.

Requested 2 motivated participants from each organisation.

AIMS:

- Provide Youth Workers with **practical tools of facilitation** to use with youth for raising their self-efficacy and empowering them in their personal and professional life, especially those with fewer opportunities (NEET, migrants,..)
- Improve youth work quality and **enhance the role of youth workers and NGOs as social facilitators**;
- Facilitate the participants acquisition of a **positive attitude towards social challenges** and the use of it as positive tool of transformation in youth work and in their lives;
- Improve **international cooperation** between organisations and build of trustful long-term cooperation;
- Recognition of the **educational value of NFE activities** - Creation of outcomes (a daily Blog and a Booklet) to spread in order to contribute to Youth Workers empowerment.

METHODOLOGIES: We will use **non-formal tools**, Videos, simulation games, Theatre exercises, experiential games, coaching and self-directed learning, taking care to provide a strong experiential impact on participants and organisations.

Welcome to the TC



Here you will find all the main information about your participation, regarding travels, accommodation, program and all the practical information that will help you before, during and after the project.

Thank you for your participation!

DAILY PROGRAM (DRAFT)

Activity A1 - "FACE - Facilitation is Easy!" - Training Course <small>Vinci, Italy - 11- 18 September 2017</small>								
Day Topics	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
	11th September Arrival and presentations	12th September Facilitator is a Learner	13th September Communication	14th September Creativity & Problem solving	15th September Sharing and workshop design	16th September Challenge your facilitator skills!	17th September Final Evaluation	18th September Departures
08:30	Breakfast							
09:30	Arrival of the participants	Team Cooperation	Presentation skills according to VAK styles	Cultural Visit to Vinci	Sharing good practices and difficulties in facilitation	Performing workshops + Feedback	Workshop Final Debriefing	Departure of participants
11:00	Coffee-Break							
11:30	Arrival of the participants	TOUR in Learning Expectations	Intercultural Communication and prejudices	Cultural Visit to Vinci + Major Visit	Conflict Management	Performing workshops + Feedback	After Training	Departure of participants
13:00	Lunch							
15:00	Arrival of the participants	Facilitator is a learner	Positive Communication and Feedback	Learning environments	Workshop design	Performing workshops + Feedback	Final Evaluation and assessment	Departure of participants
16:30	Coffee-Break							
17:00	Presentations	Learning styles and Self-directed Learning	Coaching and methods to pursue objectives	Promote creativity and problem-solving in learning	Workshop design	Performing workshops + Feedback	Final Evaluation	
18:00		Reflection Time	ReflectionTime	MID-TERM Evaluation	Reflection Time	Reflection Time		
18:30	BLOG TIME							
19:00	Free Time							
20:00	Dinner		Blind Dinner	Dinner				
22:00	Welcome evening	Intercultural Night	Open Night	Open Night	Movie Night	Web radio night	Celebration Time	
23:00								

TRAINERS

LARIS GUERRI - ITALY

President of Associazione Agrado and founder of it in 2000. Trainer in the Pool of Trainers of the Italian National Agency, specially in EVS. She has expertise on skills development, Team building and conflict management. She is also a professional psychological counselor and applies these techniques in facilitating evaluation steps and skill assessment sessions with participants. Expert in KA1 project design and management (Youth Exchanges, TC and Seminars, EVS,..). Written, organised and managed 6 Youth Exchanges and several Training Courses, EVS and KA2.



ANTONIO GOMES - PORTUGAL

President and Founder of Check-IN Association in 2010. He was a Trainer in the Pool of Trainers of the Portuguese National Agency and he is Multiplier for Eurodesk. Full-time Trainer, national and internationally, especially on Project Management, Project Design, European Volunteer Service, Volunteering, Facilitation, European Projects planning,.. Coordinated a big project: 100 EVS volunteers for short project in 2007, three Youth Exchanges with 60 participants and several Trainings courses.



LERIO CUNHA

"I was born and raised in Mozambique. Moved to Lisbon in 2010 and enrolled in university where I did a bachelor degree in Events and Adventure Tourism Management and a Masters degree in Human Resources Management.

My biggest passions are Coaching, Non Formal Education and Public Speaking. These are the some of the topics I have facilitated through Workshops & Training: conflict management, team management, intercultural teamwork, public speaking, time management, assertiveness, motivation, etc.

Fun fact about me... I am afraid of chickens!"



LOGISTICS IN VINCI

VINCI

Vinci is an historical town (15.000 inhabitants) in the Centre of Italy- Tuscany- between Florence (30 minutes by train) and Pisa (35/40 minutes by train).

It is famous because it gave birth to Leonardo da Vinci, the Genius of the Renaissance Age.

It's rich in history, art, culture and nature. Famous for the typical Tuscany landscape with olive trees and vineyards on the hills.



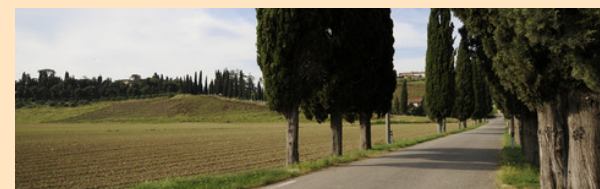
ACCOMODATION

Participants will be hosted in a simple building close to the small and ancient Church of Petroio (Vinci) on a green hill in the countryside, isolated in the green.

You will sleep in rooms for 7-8 persons: we kindly ask you to respect your roommates and work with them to achieve the comfort that all need. The rooms will be made according to the gender.

Bathrooms are shared, so please pay attention to the cleaning and respect for the space and the others. The common spaces will be cleaned by participants in cleaning turns.

The building has 4 big bedrooms with bunked beds (27), one meeting room, an office, a place for meals, an equipped kitchen, toilets and showers,...but especially it has amazing outdoor spaces in the green where develop many activities.



FOOD

Meals will be cooked there by 2 professional cooks every day for us.

Breakfast, lunch and dinner + 2 coffee-breaks a day!

We will take into consideration your diet needs and allergies, creating an healthy and good menu for all! Please write your alimentary and health needs on Application Form!!!!

Genuine Italian food!



INTERNET CONNECTION

Unfortunately there is NO Internet Connection. Totally in the nature!!! But we promise human connection!

WHAT TO BRING

Bring with you the following: you'll need it and it will be necessary to present during the project:

PERSONAL STUFF

- **Sleeping-bag (or sheets for bed) IMPORTANT!!!!**
- Towels for shower
- Flipflops (the bathroom is shared)
- Personal hygiene products (shampoo, toothpaste, etc..)
- Fresh and comfortable clothes and shoes
- **Your Health European Card**



ORGANISATION INFO MATERIAL

Leaflets, brochures of projects, publications, info material on your organisation... :
All that can be useful for "building" here a creative presentation of your organisation

INTERCULTURAL NIGHTS

NO POWER POINT!!! We want to connect and enjoy! ; P

- A. **Typical food/drink** from your country: Ready food - snacks, cheese, drinks, biscuits... ;
- B. **1 night-game** from your country, to make people connect each other (MAXIMUM 4 minutes);
- C. 1 brief & creative **COUNTRY presentation** (theatre, posters, stereotypes..) (MAXIMUM 3 minute)

WEATHER FORECASTS



Weather is supposed to be very warm and sunny, sometimes very hot.
In the evening the temperature can go down, so bring also something to cover your shoulder.

Before you come, you can check the weather in the following website:

<http://www.ilmeteo.it/meteo/Vinci>

TRAVELS

Your destination is in Tuscany, in the heart of Italy.

The closest Airports to your Exchange destination are: **Firenze, Pisa** and **Bologna**.

From your landing Airport, reach **FIRENZE** or **PISA** Train Station.

From both the Stations there, you can easily take a regional train to **EMPOLI Station**.



INSTRUCTIONS

Reaching Empoli- from Firenze and Pisa Airports

From your landing Airport, reach FIRENZE SMN or PISA CENTRALE Station

- From **Florence Airport**: It takes 25 minutes (bus) + 30 minutes (train)- (One way ticket bus € 6,00 + Train € 4,40);
- From **Pisa Airport**: It takes 8 minutes (PISAMOVER) + 40 minutes Train (One way ticket Train around€ 6,50);



From Firenze or Pisa Station, take a train to Empoli (30-40 min)

In Empoli Station on 11th September we will pick you up by cars and lift directly to the Project location in Petroio (Vinci). We ask you to be waiting for us at the Station door, outside.

We have planned 2 rounds to pick you up there on 11th of September:
- h. **16.30**
- h. **18.00**



Wait for us in Empoli Station. We will lift you up at 16.30 or at 18.00

So, please plan your travel timetables in order to fit as much as possible with these.
In case you can't, please let us know and we will provide some solutions.

WEB INFO

Train timetables **TRENITALIA**:
<http://www.trenitalia.com/>

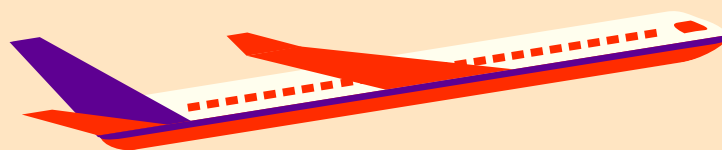
BUDGET & FINANCES

MAXIMUM TRAVEL REIMBURSEMENT TO/FROM VINCI, ITALY:

According to the Programme Erasmus+, travel costs are covered 100% up to the maximum amount defined on the base of the kilometric distance from sending organisation town to the project place, following EU Distance Calculator:

€ 275,00: Portugal, Hungary, Latvia, Austria, Belgium, Romania, Bulgaria, Republic of Macedonia.

€ 360,00: Cyprus



TRAVEL COSTS COVERAGE RULES - (See "Partner Agreement Document")

- **Reimbursement will be according to the real amount spent for tickets, up to the maximum foreseen above;**
- Each Organisation takes care to buy tickets for its participants;
- Associazione Agrado will send Travel costs reimbursement directly to each Organisation Bank account by money transfer - after the project- after receiving from each organisations all the original tickets/ reservation, boarding passes and invoices;
- To give you the travel reimbursement we absolutely need from you: all the **ORIGINAL and scanned tickets, boarding passes, receipt and travel INVOICES**

In case we don't get these, reimbursement is not allowed!!! So collect all of these!

IMPORTANT: Before buying the flight tickets, please inform us on your itinerary and cost, in order to avoid mistakes or misunderstandngs. Wait for ourconfirm.Thanks!

In order to avoid unpleasant matters with NA for reimbursement, please **use PUBLIC means of transport (train, bus, flights,..) and book your travel with arrival 11th september and departure from Italy on 18th september.**

PARTICIPANTS SELECTION

SELECTION

Each partner organisation is in charge to select 2 participants inside the organisation itself

Participants profile: 2 motivated participants from each organisation (gender balance, please!).
Project managers and coordinators, Responsibles of Organisations, Youth workers.

FURTHER STEPS AFTER SELECTION - ENROLLMENT

1. Once that the organisations have chosen its 2 participants to send to FACE TC, the same organisations will have to confirm by email their selected participants name and email contacts to the organiser.
2. After this, the 2 selected participants will enroll in this online Application Form:
https://docs.google.com/forms/d/e/1FAIpQLSdVaQ7YeFH1IP2k3dS_7wLdk1d5e85h3njCiG84PXD7ghCxkg/viewform

Since this moment, the participation is confirmed!



CONTACTS



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