

INFOPACK I

Facilitators Are Coming Together

16 to 23 of November 2021
Training Course in Beja - Portugal

"FACT - Facilitators Are Coming Together" is a TC arising from the cooperation among 8 partners for improving the professional competences of Facilitators and Organisations on developing Facilitation skills, methods and tools. The project aims also to strengthen the International cooperation, exchange of knowledges, experiences and learnings and the setting up of quality workshops meeting the learning needs of the target youth learners.

We will have 2 main activities linked: 1 training course that will be held in Berlin, Germany, from 10 to 18 of September 2021 (including travel days) with the topic of providing skills to the participants to act as Facilitators and a second activity, a training course, that will be held in Beja, Portugal, from 16 to 23 November 2021 (including travel days). For both activities we will have 24 participants in each from 8 countries: Germany, Portugal, Italy, Greece, Spain, Cyprus, Romania and Croatia. The participants should be the same in both activities, since they will need to develop local activities after the first training course and bring the outcomes to the second training course to evaluate the difficulties encountered and improve their facilitators skills.

A good facilitator can make a difference in the approach to a youth group and through this TC we want to give the facilitators of our partner organizations a space to reflect on their role and competencies and provide them with the necessary tools and methods for their professional development. The role of the facilitator is basically connected with learning, communication, intercultural issues, feedback, and workshop design skills: in these areas, he/she must be competent and aware. In our opinion, a good facilitator should be first of all aware of his/her own learning styles and recognize these in his/her learning process.

The global aim of FACT is just investigating the role of Facilitators and the complexity of facing and approaching the different styles for different learners, through a path of self awareness of the participants on their own learning styles. The central part of the TC will be directed to empower fundamental skills for a Facilitator (positive communication and feedback, Intercultural communication, Problem solving and creativity, conflict management, how to create a good learning environment,..). Last part of the TC will be about practicing: in groups participants will be challenged in design a Workshop programme and in performing it, according to the inputs received in the previous days. After the TC, at home, participants will implement a workshop with their youth (learners) on a chosen topic- (on support, participants can count on 2 months of mentoring by the Trainers).

Objectives

1. Provide Facilitators a space of reflection on their role, Facilitation experiences, learning styles and learning needs and critically reflect upon their previous experience as Facilitators;
2. Improve their skills and competences on the different areas of Facilitation (coaching, workshops design, empathy, problem-solving, Conflict management, feedback, Non formal tools,...) and the quality of their work;
3. Support participants in putting in practice the learnings gained, performing workshops on their local environments (planning project ideas in partnership during one TC session and offering a mentoring support after the TC);
4. Facilitate the creation of partnership for further projects among the organisations (through the positive exchange among the organisations); 6. Strengthen participants and organisations competences and capability in youth work and international dimension and cooperation.

Calendar

August - June 2021 – Agreement process between Coordinator, National Agency and partners;

July 2021 – promotion and selection process (we will promote the project in SALTO but each partner will be responsible to select your participants); August 2021 – Preparation of the project – Coordinator, partners and participants;

10 to 18 of September 2021 – Training Course in Berlin (Germany); September to

November 2021 – Local events organized by each Participants with support of Partners;

16 to 23 of November 2021 – Training Course in Beja (Portugal); November to December

2021 – Dissemination activities organized by each Participants with support of Partners;

January 2022 – Report of Germany National Agency.

Coordinator

Citizens of Europe e.V. is a non-profit, independent association, supported by committed citizens who believe in the European idea. We see diversity as an opportunity. With our projects we bring together people of different geographic, social and intellectual backgrounds. We celebrate understanding and compromise as the basic principle of democracy and reject extremism and populism. In practice, we offer young Europeans the opportunity to spend time abroad as part of a voluntary European year and regularly organize multi-day trainings and debates on various European topics.

HOST organisation

Check-In – Cooperation and Development is a non-profit organization, founded in 2010, based in Beja and operating from Lisbon, in Portugal. It was created by a small group of people experienced in the management and coordination of mobility projects, and active in the world of volunteering and development. Our organization mainly focuses on youth and adult mobility, non-formal education and the overall sharing of knowledge, through the support of European cooperation initiatives. Our aim is to promote lifelong learning opportunities, to encourage of social integration, education for sustainable development and social entrepreneurship. Our working methods are furthermore deeply rooted in the European core values, such as the respect for human rights, democracy, gender equality, ecological awareness, intercultural tolerance and solidarity between the people.

Website: www.checkin.org.pt

PARTNERS: Agrado (Italy), YouthFully Yours (Greece), Asociacion Xeracion (Spain), PLANBE (Cyprus), ASOCIATIA SUPPORT FOR YOUTH DEVELOPMENT (Romania), UDRUGA ALFA ALBONA (Croatia)

Participants

The number of participants it's 24 in total, 3 of each participants per country (8 countries). These participants will be mainly youth workers unemployed or with fewer opportunities (Cultural differences Educational difficulties or Geographical obstacles). Also, we and the partners will select some youth workers and team leaders to act as multipliers after the project.



Application form

All participants need to register on the **FACT form until 31 of October 2021**.

Link: <https://forms.gle/g5a32ds2dGUcxZgU7>

DRAFT PROGRAMME

Activity A2 - "FACT - Facilitators Are Coming Together" - Training Course									
16 to 23 of November 2021 - Beja - Portugal									
Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	
Day Topics		Values and fears	Feedback and learning process	Feedback and learning process	Cultural moments and Project Management	Planning Local Activities and Creation of Guidebook	Evaluation and self-assessment		
8:30	Arrival of the participants	Breakfast							
9:30		Team Cooperation	Public Speaking	Workshops - Open Space	Design Activities	Practices in Local Community	GuideBook		
11:00		Coffee-Break							
11:30		TOUR in Fears and Expectations	Public Speaking	Workshops - Open Space	Design Activities	Practices in Local Community	Follow-up		
13:00		Lunch							
15:00		Sharing and Presentation	Workshops - Open Space	Workshops - Open Space	Cutural Visit to Beja	Feedback and Improvement	Final Evaluation and assessment	Departure of participants	
16:30		Coffee-Break							
17:00		Difficulties and Achievements	Workshops - Open Space	Workshops - Open Space	Cutural Visit to Beja	GuideBook	Final Evaluation		
18:00		Reflection Time		MID-TERM Evaluation	Reflection Time				
18:30		BLOG TIME							
19:00		Free Time							
20:00		Dinner							
22:00		Welcome evening	Intercultural Night	Open Night	Ted EX	Open Event - FACT for Local Comunity	Open Night	Celebration Time	
23:00									

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.

LANGUAGE

In Portugal people speak Portuguese. The locals (mostly youngsters) speak English, but they appreciate that you make an effort to speak Portuguese. Here are some expressions or phrases to help you at the start of your stay:

Olá - Hello \ Bom dia - good morning Obrigado - thank you Desculpe -
Excuse me / sorry Fala inglês? - Do you speak English?
Café - Coffee Cerveja - Beer Adeus – good bye

PORTUGAL

History

A piece of land planted in the edge of the ocean. Previous called as Lusitânia (from latin Lux Citânia - meaning the Land of Light), Portugal traces its national origin to 24 June 1128, with the Battle of São Mamede. Afonso proclaimed himself first Prince of Portugal and in 1139 the first King of Portugal. By 1143, with the assistance of a representative of the Holy See at the conference of Zamora, Portugal was formally recognized as independent, with the prince recognized as Dux Portucalensis. In 1179 Afonso Henriques was declared, by the Pope, as king.

Culture

The most famous part of the portuguese culture is Fado (it means Fate), a type of music that is conected to the word without translation, Saudade (a mix between melancholy, sadness, missing something or somebody, love, emotion and feelings). It's considered Intangible Cultural Heritage, by Unesco. The most famous fado singer was Amália Rodrigues. Nowadays new names and ways of singing fado are appearing, like Mariza, Ana Moura, Carminho, among others.

BEJA

This municipal area of Beja counts with 35854 inhabitants. It's located in the south of Portugal. Beja was already an important place in antiquity. Already inhabited in Celtic times, the town was later named Pax Julia by Julius Caesar in 48 BCE, when he made peace with the Lusitanians (people from Lusitânia). It's this city that will welcome you all and be the stage for this project. Weather Forecast - <http://www.tempo.pt/beja.htm>



LOGISTC - TRAVEL

You need to arrive and departure from Lisbon Airport. After you need to take a metro in Lisbon and take a bus to Beja.



Inside Lisbon

On arrival to the airport, at exit, after passing the security and collect your luggage, go to your right and look for the sign of Metro:



There's a subway (Metro) line right at the exit of the airport, and this is the best and cheapest way for traveling in and around the city. You have the time and opportunity to see the city, we advise you to use this transport.

There are 4 different lines (red, blue, green and yellow). The one that connects the airport to the rest is the red line.

The price of each ticket is 1,40€. You will also need a reusable card, onto where each electronic ticket is stored. This card can be saved for later use. The cost of this card is 0,50. You can buy it in the vending machines that are present in all the metro stations (there's an option to have the menu in

English). The first time you buy a ticket, the machine will issue you the ticket already loaded into the card (so the total cost will be 1,90€). Remember to keep the card to use at other times and always save the receipts (the vending machines always gives receipts). With this card is also possible to use on Carris (tram and yellow bus).

After you have the card and it is loaded with an electronic ticket, you need to pass it on the scan at the doors to enter the station, and again to get out when you arrive at your destination.

Normally you have metro at each 5 minutes. If it takes longer, you have digital signs warning in Portuguese and in English.

METRO MAP



If you will take the bus to Beja you should go to Jardim Zoológico (Blue Line)

The direction of the Metro is São Sebastião in the red line and you must change in São Sebastião and take the metro in direction of Amadora Este.



TRAVEL TO BEJA

BUS

The bus terminal is at "Sete-Rios". The bus company is called "Rede-Expressos".

To get to the terminal you need to take the subway

(metro) to "Jardim Zoológico" (don't worry about the name being different - "Jardim Zoológico" and "Sete-Rios" are the same stop). The "Rede-Expressos" bus terminal is right in front of the subway station of "Jardim Zoológico". Easy to see (and you can ask somebody to point you in the right direction).

Bus Schedule:

Departure in Lisbon:	Arrive in Beja
17:15	19:55
18:00	20:25

You can buy the tickets online or in the bus station. If you buy them in the bus station try to arrive there early so you're sure that you find a place. Website (in English) - www.rede-expressos.pt

Arrival in Beja

When you arrive, someone from the Check-IN team will meet you at the bus station to welcome you. From there we will take you to the Youth Hostel. So, please inform us as soon as possible what is the train or bus that you will arrive in.

LOGISTIC IN BEJA – ACCOMMODATION



All the participants will be accommodated in the Youth Hostel in the center of Beja. You will be staying in rooms with 4 or 6 beds. We kindly ask you to respect your roommates and work with them to achieve the comfort that all need. The distribution of the rooms will be made according to gender. The bathrooms are shared, so please pay attention to the cleaning and respect for the space and others.

Beja Youth Hostel - www.pousadasjuventude.pt/pt/pousadas/beja

FOOD

All the meals will be the responsibility of the Check-In Association. Breakfast will be served between 8h00 to 9h15m in the Youth Hostel. Lunch and dinner will take place in Youth Hostel. If you want you can bring snacks, fruit or small things to have with you and in your room. There's the possibility to use the kitchen so we can have meals prepared by participants.

WORKPLACE

The Training Course will be in Check-IN Spot (House of Associations - Casa das Associações). It's located in the same building of the Hostel.

We have a room to work and a courtyard where we are going to have the coffee breaks. In this place there are computers with internet that you can use for free.

THINGS TO BRING

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

A - PERSONAL STUFF

- Towels for shower
- Flip-flops (the bathroom is shared)
- Personal hygiene products (shampoo, toothpaste, etc..)
- Fresh and comfortable clothes and shoes
- Your Health European Card
- Health Insurance

B - ORGANISATION INFO MATERIAL

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

C - INTERCULTURAL MOMENTS:

= Intercultural Night

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 to each other (MAXIMUM 4 minutes);
- C. 1 brief & creative COUNTRY presentation (theatre, posters, stereotypes..) (MAXIMUM 3 minute)

= Intercultural Coffee Break

We would like to ask you to bring some typical food you eat for Coffee Break in your country. Each day we will have some extra food on the breakfast table from each national team.

Yummy :)

FINANCE

BUDGET - Travel Grant per participant:

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. TC in Beja (Portugal): 0€ Portugal, 360€ Germany, Greece and Romania 275€ Italy, Croatia and Spain 530€ Cyprus) This budget is for the complete travel, from home to the venue of the Training Course, in Berlin (Germany) and Beja (Portugal), including local transport.

This budget is for the complete travel, since home to the venue of the seminar, in Beja, Portugal, including local transportation (Bus from Lisbon to Beja and back – 28€). You should travel to Lisbon Airport. There's only one airport in this city, so it's easy to find flights, even low cost like Ryanair and Easy Jet. NOTE: Keep all the boarding passes and tickets of airplane, bus and/or train (they are needed for reimbursement). Also all receipts/ invoices are needed, without exception. Check-In Association will transfer the travel cost to our Sending Partner Organization and after them transfer the money to you.

Fee – Don't have any fee for this project.

This project is financed by the Erasmus+: Erasmus + (Youth). Being selected for this course, all costs (accommodation, travel, visa, etc.) relevant to participation in the course will be covered by the Portuguese National Agency. **NOTE: Each participant need to do your Insurance.**

IMPORTANT - Keep all the boarding passes and tickets of airplane, bus and/or train (they are needed for reimbursement). Also all receipts/ invoices are needed, without exception.

COORDINATOR ORGANISATION will reimburse the sending organization and then they will make the reimbursement of the participants.

All the travels are reimbursed according to the budget presented. We will make a copy off all your receipts, tickets and boarding passes during the project.

After the participants arrive home, need to send a scan of the boarding passes and any other tickets that you have used. Also participants need to send by post. It will be given to you an envelope with our address, so it will be easier for you to just put everything inside and send it. Once we received all the documents, we will calculate all accounts and make a bank transfer to your sending organization.

NOTE: If you lost or not present any of the documents stated (boarding pass, tickets, invoice/receipt), we are not authorized by the Germany National Agency to give the reimbursement.

MEETING POINT

On 16th October 2021 the Meeting point will be the Youth Hostel lobby at 21h. The CHECK-IN TEAMS will be there waiting for you. The group will go together from the Youth hostel to the Restaurant.

CONTACT PERSONS FOR EMERGENCY:

António Gomes (Project Coordinator)

Cell-Phone and whatsapp: +351.963224049

Carolina Silva (Project Coordinator - Logistic)

Emergency Contact - Police, ambulance and fire department emergencies – Call 112

We wish you a wonderful time in Portugal!

Até já \ see you soon