

Increase your Impact 2.

-Skills for youth workers-

basic synergy training

20th – 30th July 2014.

Hollókő, Hungary



Fiatalok
Lendületben
Program



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WHAT ARE THE THEMES?

*What are the values and concepts that influence my work and life?
How can i express my values in my daily work? What are my patterns of thinking and acting?
What are my skills? What is my working style? How do I handle unexpected events?*

*How do i achieve my results? What is my impact?
How can i increase my performance? How can i make my impact sustainable?
What is creativity? How can i create a new, different result in my work and life?*

*How do i connect to people? How can i express myself clearly?
How to support people around me to understand each other?*

*How do i participate in a team? What is my role in a team? How can i create a team that works?
How can i involve my colleagues and my target group in my activities? How can i empower people?*

How to synchronize different goals of different people?

How can i motivate myself and others?

What is accountability?

Is there a way to do it differently? How do others do it?

What is competence development?

How to integrate this approach in ERASMUS+ projects and in local youth work?

How can this approach increase the employability of youngsters?

How does it work? Can i do it also? How?







Do you have days when these questions keep you busy?

If YES, this TC is for you.



WHAT IS INCREASE YOUR IMPACT?

INCREASE YOUR IMPACT is a training course for youth workers, youth leaders, mentors, coaches, trainers, facilitators of non-formal learning processes:




-  *active in the youth and/or community work sector, using methods of non-formal learning*
-  *wanting to improve their own personal and professional competences, refresh their approaches and exchange practices in order to become more effective in their work and life.*
-  *focusing on the increase of employability of their target groups*
-  *eager to learn, open to new, enjoy being a full-time participant*

Countries: Hungary, Lithuania, Czech Republic, Greece, Latvia, Turkey, Croatia, Romania

Age limit: 18+

WHAT IS THE PURPOSE OF THE TC?

To improve your personal and professional competences in order to create the impact you want.

-  *skills improvement of youth workers in handling social and cultural differences, cooperation, teamwork, responsibility, communication, trust, openness, listening, self-expression, initiative, creativity, handling unexpected events, motivation, expressing values in action*
-  *experiencing how a competence-focused learning process works and understanding how such processes can be integrated in youth work and non-formal learning – as an example, introduction of YouthPass as a tool in international youth work*
-  *creating the base and providing info for future networking and the creation of common projects within the ERASMUS+ Programme*



WHAT IS THE TRAINING APPROACH?

Increase your Impact is an individual training, done in a group context, having a strong focus on the development of your personal skills and awareness.

We will shortly deal with the „WHAT” in general, in order to have a common base in how we work with the questions of the TC. We put a lot more focus on the „WHO”, explore and practise the „HOW” switching focus from general knowledge to YOUR OWN unique composition of specific personal skills and values.

By training we mean: constant action and practicing in an accumulative cycle of learning – like sportspeople do: exercising, reflecting upon, evaluating and building on the outcome, working with specific questions and answers coming from you. We add new techniques to the ones we already have and practice, practice, practice until we acquire the action as a skill.

The trainers and the facilitators create the frame and support your learning process by questions, explanations, and a variety of activities which all provide a unique event – your role is to take part, go for the challenges, enjoy, and learn.






The program contains a full „basic synergy training”. It is a training program to raise personal awareness and intensively improve personal competences. Going through this sequence you will improve your own skills, while by experience you understand how the approach works. Extra program parts are included to give you space to work on how you can integrate this approach in your work and to facilitate future cooperation.

The TC is designed as one whole process, both on individual and group levels. Participation from the beginning till the end, in each part is essential in order that each individual and the whole group gets the maximum out of it. For this purpose, it is not allowed to come later, leave earlier or miss program parts.

The program and the method has been developed by a group of trainers and youth workers of the network International Synergy Group, guided by experts of the Olde Vechte Foundation (NL). It is being delivered all over Europe, constantly shaped and updated over the past 11 years. Kreatív Tér brings in the expertise of 15 years of local youth work, international youth projects and networking.



We will use a wide variety of program elements:

-  **Learning questions:** each one of you will set a learning question for yourselves. It will be a question that helps you to work on the improvement of a skill – a practical action that expresses a value that is important for you. 4 of the 8 key competences will be taken as example: learning to learn will give the frame of the process, and 3 others - cultural awareness and expression, social and civic competences, initiative & entrepreneurship – will be areas from which you are free to choose according to your own needs and interests. Every day you will work with your learning question, assess your progress and set your daily focus in it.
-  **Learning processes:** they are individual, couple, small- and big group exercises and assignments (groups re-mixed each time) built on methods from outdoor, dance, drama, music and creative art. Some of them you might experience as playful, while others as deep and serious. While you fulfil the assignments, you work on your personal learning question and you go through an intensive individual and group process. In these processes you can observe yourself and your relationship to the world, become aware of things you mostly do automatically and their result, and experiment with new ways of handling.
-  **Debriefings and sharings** are facilitated small- and big group discussions, that follow the learning processes. This is the time when you reflect on your experiences, listen to the reflection of the others, come to your conclusions, raise questions and have an opportunity to clarify, realise, understand – to complete your learning.
-  **Dialogue groups:** in these groups you will support each other in your personal progress, and share experiences. A facilitator will support you in your daily meetings. This way you have a daily opportunity to assess and shape your progress, receive support and practice supporting each other.
-  **Presentations, explanations:** their function is to serve you to understand the context, to offer a point of view, to share learning techniques and best practices, to give theory and to support the group in your progress.



WHAT WILL YOU DO FOR 10 DAYS?

Arrival day:

You arrive, settle in the house and make yourselves home. We do registration, brief you about the house and the surroundings. It is important that after your journeys you take a good rest before the program starts.

Day 1. Introduction

We introduce participants, trainers, volunteers, and give detailed information on the program and training methods. We will lay the base of our cooperation by setting the ground rules of the TC. We create the dialogue groups, where members will support each other's learning all through the TC.

We start working with the themes of the TC: by a sequence of light group exercises we test how we create our thoughts and how we handle concepts and pre-judgements.

We introduce the competence improvement process: creativity as a way of learning, key competences, and we set our individual learning questions to work on.

Days 2 - 3. How do we create our impact?

These days are built like a rollercoaster – an intensive sequence of activities, to experiment with individual working styles, how individual diversity effect cooperation, trust, self-expression, seeing opportunities, what is responsibility and how we handle challenges. Expect being inside and outside, alone and in group, silence, music and talks, ups and downs, playfulness and seriousness, questions, insights and more questions.

Day 4-5. Making it practical

These days we will connect the themes of the TC to youth work on the practical level. We will look at how competence development can be focused in youth work, how we can plan personal and group learning within projects, and share best practices. This will be the time when you can start networking, drafting up project ideas, mapping opportunities for further cooperation. We will do it in the form of an exciting group assignment, in which each participant will have a specific role,



according to what is your learning question. Do not expect being provided, given, fed, told, informed – you will be the creator of your learning.

In the evening we will prepare for the upcoming event: the outdoor training.

Days 6 – 7 – 8. Outdoor training

You will spend 2 full days and 2 full nights full of adventure and surprises, with your group in nature, outside the training venue. You will fulfil advanced-level group assignments and challenges, practicing your skills, facing your own results. When you return, we will spend time with understanding the experience and identifying your learning outcomes.

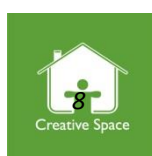
Day 9. Time of understanding and planning for home

This day there will be space to raise questions and provide explanations needed to make your learning process complete. We will make plans for home, personal and professional, and there will be time to finalise ideas for projects and future cooperation, started up on days 4-5. In the evening we will work with the theme of motivation and how you can keep it up on the long run.

Day 10. Evaluation, closing

This day we will do the evaluation of the TC in several forms, written and spoken. After identifying your results, learning points and outcomes in the context of your learning questions, you will fill in your own YouthPass Certificates and evaluation forms.

We will spend the afternoon and the evening with closing the TC among each other personally and in the group, saying thank you and celebrating our results.



time schedule:

8:00 – 9:00 *Breakfast*

9:30 – 12:45 *Program*

13:00 – 14:00 *Lunch*












14:30 – 17:45 *Program*

18:00 – 19:00 *Dinner*

19:30 – 22:00 *Program*

WHAT RESULTS CAN YOU HAVE?

At the end of the TC you can

-  *recognise your own thinking and the impact of your behaviour better*
-  *see more opportunities*
-  *choose your reaction, initiate, act proactively in unexpected and intense situations*
-  *express personal and European values through personal action*
-  *practice inclusion and responsibility on the daily level*
-  *improve your performance as a team member or leader in local and international projects*
-  *motivate yourself and others*
-  *enjoy interaction*
-  *create the impact you want to have*
-  *initiate future projects and partnerships*
-  *basic understanding of the idea of „competence development” and its methodological approach*

Based on all this, you will be able to create your own personal and professional COMPETENCE PORTFOLIO.

ORGANISER

Creative Space is a nonprofit social enterprise, established by a group of experts in community service and youth work, active in the disadvantaged Nógrád county of Hungary. Our aims are to promote volunteering and international mobility and create an inspiring environment for non-formal learning.

The program will be guided by Krisztina Győry, youth worker, personal development trainer and coach, with 16 years of experience in trainings and 22 years in multicultural projects. She will be assisted by an international team of volunteers. The program is supported by the Egyesek Youth Association which is active on the international youth field for 16 years.



DATE

Arrival days(to Budapest)	16:00	20 th July 2014.
Start of the program (at Hollókő)	19:00	20 th July 2014.
End of the program (at Hollókő)	22:00	30 th July 2014.
Departure day	until:9:00	31 st July 2014.

Arrivals and departures:

We are asking you to arrive on the date given above, to BUDAPEST!

We organise a common bus for you from Budapest to Hollókő, and the way back from Hollókő to Budapest.

We expect you to participate on the whole program!

(It means coming later or leaving earlier is not allowed!)

*If you arrive 1-2 days earlier or leave later, please arrange your own accommodation for the extra time. A trip to Budapest or other touristic venues of Hungary is **NOT** part of the program. If you would like to visit these places, arrange your travel in a way that you can do it before or after these dates and be aware that it is not supported by the Youth in Action grant.*




VENUE

The TC will be in Hollókő, the countryside of Hungary, 100km from Budapest. The village is situated in the north of Hungary and it is part of the UNESCO World Heritage. During the program you will see the surroundings: the Cserhát Hills and the villages of Palóc culture (www.holloko.hu).

The accomodation and the program will be in the youth training center Creative Space (www.kreativ-ter.hu). There are bedrooms for 4-6 with separate shower and toilette each. We have wireless internet, with limited access. There is NO washing machine.

The house and the garden is rented as a whole for the time of the TC, in order to have it as a home for you and to have the full privacy of the group. Light housework will be done by the group as well – a daily cleaning, keeping the house tidy, and the cleaning of your own rooms.

Only bedsheets and pillows with cover are provied. Please bring your own towels and sleeping bags – you need sleeping bags in the outdoor training anyway.






-  1 blanket with cover + 1 towel can be rented: 10€/person
-  Sleeping bags can also be rented: 10€/sleeping bag
-  Camping mattress can also be rented : 10€/mattress

Creative Space has a limited number of sleeping bags, not enough for a whole group. If you need one, let us know in advance in your application form, we will inform you whether we can provide you one or not.





COSTS



Kreatív Tér covers the following costs:

-  accommodation
-  food
-  the costs of the program
-  70% of the travel costs of foreign participants, according to the conditions described in the attachment.
-  visa costs

Participants cover the following costs:

-  The rest (30%) of your travel costs from your living place to the program venue.
-  Your own insurance

Participants' contribution:

-  80€ to be paid in cash in € on arrival.
-  We organise a common bus for you from Budapest to Hollókő on the arrival day and after the end of the training from Hollókő to Budapest. It costs 2000 HUF, and this you have to pay on arrival in HUF. It is slightly cheaper and more comfortable than public transport.

The procedure and the conditions of the reimbursement is described below in the attachment nr.1. Please read it carefully and if you have questions, contact us in advance.

REIMBURSEMENT:

In the grant we will receive a certain amount of money for this purpose, which we are not allowed to exceed. These amounts are based on the costs our partner organizations told us when we wrote the application. Amounts given are for return tickets between your place of living and Hollókő.

We reimburse public transport tickets and taxi costs from Budapest or from cities where you change transportation only if they fit into your limit and you bring the invoices of them.

<i>Countries-sending organisation</i>	<i>Number of participants from these countries (all together)</i>	<i>Maximum 100% travel costs € /person</i>	<i>Maximum 70% travel costs € /person</i>
Lithuania-COFA	4	450	315
Czech Republic-Brno Connected	5	150	105
Greece-YMCA Thessaloniki	4	400	280
Latvia-Radu Efektu Darbnica	4	450	315
Turkey-ASSITEJ Turkey	4	400	280
Croatia-Syncro	5	150	105
Romania-Synergy R. A.	5	150	105
Hungary-Kreatív Tér	5	0	0

Find more detailed information about the reimbursement in the attachment 1.

APPLYING – SELECTION – CONFIRMATION

Deadline: 1st June 2014.

You can find the application form in the following link:

<https://www.surveymonkey.com/s/8D36N7M>



If you have any other questions, contact us the following email address:

basic.kt2014@gmail.com

Selection will be done and confirmation will be sent by 10th June 2014.

The ones not selected in the first round will be on the waiting list and as soon as there is an empty place we will contact them.

We will take care that the age, gender and intercultural diversity of the group is ensured.

Do not buy your tickets till you get the confirmation letter!

If you are selected for the training you will receive a confirmation letter. If you have received this letter you can start arranging your travel. In the letter you will also receive the travel information and a list of things you need to bring with you.









After you received the confirmation letter you can arrange your travel. **Your registration is final when you arranged your travel and send us your arrival and departure times for the training.**

Take care that you arrive before the start and leave after the end of the program. Arrival or departure after or before the program times of the training is not accepted. The training is a whole, including its start and closing.








WHAT TO BRING

In case you were confirmed and you are coming to the exchange, there are certain things to bring: There are certain clothes we ask you to bring with you for your physical safety, personal hygiene of yourself and the other members of the group.

-  Casual warm and sport clothes for outdoor and indoor activities
-  Backpack or smaller bag
-  Raincoat
-  Waterproof outdoor shoes
-  Camping mattress
-  Sleeping bag that is suitable up to -5 degrees. You will need the sleeping bag for sleeping in the house too, there are no sheets provided in the house.
-  Towels
-  Your own medicines

Documents

-  passport or other official ID
-  all original invoices and tickets
-  insurance or your E111 card
-  Hungarians: TB card
-  **bank account data**



The project has received for grant form the Youth in Action Programme of the European Community. Information on the Programme is available at http://europa.eu.int/comm/youth/index_en.html.

However the content of the project doesn't necessarily reflect the opinion of the EU and the Hungarian National Agency. The project is not under the responsibility of these institution



Attachment 1. / CONDITIONS OF REIMBURSEMENT

By the Hungarian bookkeeping law and the funding rules of the grant program we must keep certain administrative procedures. We are asking for your support and cooperation in keeping these rules.

Please make sure that you read and understand the conditions and the procedure.

Conditions of reimbursement:

Only if you participate in **the whole program** can you get the reimbursement.

Save your **original** tickets and receipts, invoices and all related documents, because you can only get reimbursement for costs of which you can prove the amounts with original tickets and receipts. Only the amount written on the ticket will be reimbursed – that is, if you want your return ticket to be reimbursed, you have to give it to us. We cannot reimburse anything that you buy after the training.

ALL the following **ORIGINAL** documents will be needed:

all your tickets and boarding passes

invoices of buying your tickets described below

passport or ID

Official document from the bank or travel agency stating the exchange rate from your currency to Euro and/or HUF of the day you buy your ticket.

What is an invoice?

This is a document, signed and stamped by the seller.

The invoice of flight ticket must contain your **name, the starting and finishing place and the date of the journey and the price of the ticket**. Whatever official is your paper, if these data are not on it, you **can not** get it reimbursed!!! Use your name from your passport, no nicknames!

For all the other tickets that you buy in Hungary you need a special invoice, called ÁFÁS SZÁMLA, you need to ask for it when you pay. It needs to be for the following address as buyer:

Kreatív Tér Közhasznú Non-Profit Kft.

1171 Budapest Perc utca 20.

Hungary

E-tickets:

An e-ticket is **NOT** an invoice! If necessary, call the airline/train company/etc., explain them the situation and ask them to give you a receipt/invoice with the data given above. If you buy tickets online, take care that you tick the box indicating that you want an invoice, and you fill in the address of Kreatív Tér where the invoice has to be sent by the airline company.

A simple receipt printed by the cassa, only containing date and amount is **NOT** an invoice, amounts proved by such receipts **WILL NOT** be reimbursed..

Reimbursement will be done after the training, by bank transfer. We do not reimburse any costs on spot. The exact procedure is described below. The exchange rate we will be the rate of the day we receive the grant.

Reimbursement limits per country

In the grant we will receive a certain amount of money for this purpose, which we are not allowed to exceed. These amounts are based on the costs our partner organizations told us when we wrote the application.

Amounts given are for return tickets between your place of living and Hollókő.

We reimburse public transport tickets and shuttle bus costs from Budapest or from cities where you change transportation only if they fit into your limit and you bring the invoices of them for both way (retour tickets).

Countries/limits

Countries-sendingorganisation	Number of participants from these countries (all together)	Maximum 100% travel costs € /person	Maximum 70% travel costs € /person
Lithuania-COFA	4	450	210
Czech Republic-Brno Connected	5	150	105
Greece-YMCA Thessaloniki	4	400	280
Latvia-Radu Efektu Darbnica	4	450	210
Turkey-ASSITEJ Turkey	4	400	280
Croatia-Syncro	5	150	105
Romania-Synergy R. A.	5	150	105
Hungary-Kreatív Tér	5	0	0

Reimbursement procedure:

1. The amount of the reimbursement will be calculated as follows:

We take the 70% of your travel costs between your hometown and Hollókő, only those costs of which you have the tickets and invoices. From this we will calculate your reimbursement with the €/HUF exchange rate of the day we receive the grant.

In case your costs exceed the limits given below, the maximum amount you can get is calculated from the 70% of your allowed limit. Limits are given above. Based on the invoices you give us, we will exchange your costs into euros and from euros to HUF.

In case you want that we exchange your currency directly to HUF, you need to bring an official document, signed and stamped original from the bank or the travel agency, showing the official exchange rate from your currency to HUF of the day when you bought your ticket/visa/insurance.

2. **You will check the calculation and sign a document** stating that you checked and you accept the amount, you give the bank account number where it will be transferred and that you agree that the bank costs are covered from the amount of the reimbursement, and that you will send us back the original tickets, documents and invoices within 1 week from your arrival home, by registered post.
3. **You will leave with us all the original documents** that you don't need for your journey home. During the training we will make copies of your documents, so that you can still use your ticket for the way



home.

4. You **send us back all the original documents** within 1 week from your arrival home by registered post.

*As soon as we receive all original documents from your country and the grant arrives from the funder, we send you your reimbursement by bank transfer. We will **do 1 bank transfer/country**, either to your sending organization or to the account of one participant from that country. Bank cost is approx 10€/transfer from our bank, you need to check yourself if it costs anything from your bank or not. Bank cost will be taken from the amount by the bank. We have no separate funds to cover them, so this bank cost is yours.*

For the bank transfers we need these data from each country:

bank account number, IBAN number, account owner name, bank name and address, SWIFT/BIC code

Attachment 2./ THE TRAINING METHOD of the International Synergy Group

The training method of International Synergy Group

Learning to play, playing to learn

Learning by experience, outdoor training, and theatre plays are working methods which all have one thing in common: playing. Playing allows us to access a state of freedom, creativity and exploration that is associated with the natural learning of childhood. Roleplays, structured experiments, simulation, and theatre are examples of games with experiential learning opportunities. Games can create a play frame, which makes the act of learning a dynamic and enjoyable process, which recalls the carefree playing time of childhood.

Experiential activities can transform learning into adventure. Learning in this way is an emotional, physical as well as a cognitive experience. Movement and feelings stimulate the learning process. Playing involves both mind and body and can provoke an emotional response during the exercises. The exercises are designed to use social skills and make clear / illustrate concepts and theories. Almost any topic can be explored through games. Learning processes that involve the development of skills and behavioural change, such as group dynamics, communication, leadership, problem solving, teamwork, coaching, co-operation and decision-making are very suitable for gaming.

Gaming is a working method which might create a paradoxical situation in which participants or a group might loose themselves. The objective of using gaming in this kind of training is to get more knowledge and skills to work with groups in the field of youth work and social work.

Although this working method may seem enjoyable, it is not "only a game". It allows the players to use the freedom to experiment with new approaches and new behaviour and to acquire skills and knowledge. The players are asked to look at how they behave in the play. Therefore feedback and reflection are an essential part in this way of working. Playing games as a tool for learning is a serious play or 'playful seriousness'.

The Olde Vechte Foundation has developed this working method in a specific way. Since the founding of the "Olde Vechte" foundation in 1966 we used a group accommodation for the training- and education activities. Working with groups in a hostel situation became part of the working method.

Our training method is based on learning by experience. In our approach we invite participants to point out where they find themselves at that moment in the learning process, what they want to learn and how they want to develop themselves. It is focused on the experience of the individual and it is connected to the specific needs and the level of learning of the participant at that moment. The programme is a tool for the participant and not the other way around. No matter how logical this may sound, in many formal learning situations the usual form of acquiring knowledge is 'learning from lessons'. The knowledge should be reproduced / copied by the student, without any personal interaction. 'Learning by experience' is different since it starts from the person him/ herself, his/her behaviour, reactions and emotions. This method is often used in youth work and informal education. And more and more this method is being used in formal education and trainings for companies.

The way, in which we like to organise and perform this international training, means that main objectives of the training have to be clear to the participants, as well as the outlines of the programme and the target group. In this way we create a playing field for participants and trainers where we can play to learn and learn to play.

Within the given group, you participate in the training for yourself and with yourself as an individual. The exercises (called 'processes' in our training context) will be done alternately alone, in pairs or in a group. The

trainer will prepare the ground by giving plenary lectures. Some processes may involve talking, others listening or visualising certain thoughts with your eyes closed. Exercises will be provided in combination with music, dance or play. Many processes will contain an element of surprise, the exact nature of which is not known in advance. In this way questions can only be answered by the participant him/ herself, namely by experiencing his own reactions.

With this training approach there is room for the experiences and wishes of the participants to influence the content of the programme while it is taking place. We create the playing field and the participants make the play.