

20-26TH OCTOBER 2019  
BELLA VISTA HOTEL  
MALTA

## Uploading Management



# **SUMMARY of the Project**

AIM: TO INCREASE THE PARTICIPANT'S KNOWLEDGE IN PROJECT MANAGEMENT IN THE YOUTH FIELD, WITH SPECIAL FOCUS ON THE MANAGEMENT OF ERASMUS+ PROJECTS.



# **OBJECTIVES**

## **Objective 1:**

**To equip participants with the necessary skills and tools which will enable them to get a better understanding of all the phases of a project.**

## **Objective 2:**

**To equip participants with tools to manage every phase of the project, which they can then use to be more effective in their efforts in implementing the projects.**

## **Objective 3:**

**To get familiar with online tools which the participants can use to maximize on their effort to better manage a project.**

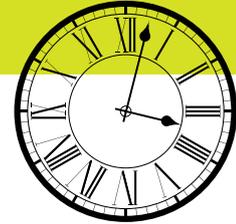
# Project Management.



# **PROFILE OF PARTICIPANTS**

- Youth workers/ leaders working with young people with a desire to learn more on emotional intelligence and youth work.
- Be at least 18 years of age
- Have a working knowledge of English
- Able to implement the skills, knowledge and attitudes acquired during the training
- Able to multiply the learning which took place during this project with other members in the organization
- Able to implement the tasks given to them before and after the training.

# TIMETABLE



Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Breakfast	<b>A r r i v a l s</b>	<b>Breakfast</b>					<b>D e p a r t u r e s</b>
Session 1		Getting to know each other	Erasmus+	Exploring active participation	Impact	Action Plan	
Coffee Break		<b>Coffee Break</b>					
Session 2		Getting the ball rolling.	Project Life Cycle	Implementing the Project: Effective Communication	Impact Cont...	Networking and working on projects	
Lunch		<b>Lunch</b>					
Session 3		Non-Formal Education	Needs-Analysis: Organisational Analysis - Part 1	Implementing the Project: Effective Communication	Dissemination	Project Proposals	
Coffee Break		<b>Coffee Break</b>					
Session 4		Youth Pass	Needs-Analysis: Organisational Analysis - Part 2	Risk-Assessment & Crisis-Management	Dissemination cont..	Final Evaluation	
Reflection		<b>Reflection</b>					
<b>Dinner</b>							
Evening Activities	Welcome Party	Out and Around	Intercultural Night	Mdina by night	Free Night	Farwell Party	

Imp: The programme is not final and the sessions may be amended according to needs.



# ON YOUR WAY HERE

## Malta

A small island in the middle of the Mediterranean sea with a population of about 475, 000. The official languages are Maltese and English, with Maltese officially recognised as the national language and the only Semitic language in the European Union.

In winter the temperatures may reach temperatures of 18 degrees during the day and maybe around 10 degrees at night.

Currency: Euro

Adapters: UK System.





# BUYING YOUR FLIGHTS

## **STEP 1:**

Fill in the online application form on:

<https://forms.gle/VCqSCy9MA6p8j16z6>

## **STEP 2:**

Wait for our confirmation that you have been selected.

## **STEP 3:**

Search online for flights. Kindly note only economy class will be accepted. Subsequently send you flight itinerary on [uploadingmanagment@gmail.com](mailto:uploadingmanagment@gmail.com) and wait for approval before purchasing them.

## **STEP 4:**

Proceed in purchasing the flights and once purchase is completed, kindly send a copy of the flight tickets on [uploadingmanagment@gmail.com](mailto:uploadingmanagment@gmail.com)

**Visas:** Turkish participants who would need a visa should keep all original documents related to the visa costs for reimbursement.

# **FLIGHT ALLOWANCE**



**This training course is co-financed by the Erasmus+ Programme. On the next page you will find the allocated funds for your travel; flights, train tickets, buses. Please note that only the cheapest options will be reimbursed.**

**Ensure that you retain all receipts from all transportation, otherwise you will not be reimbursed. Pls also keep boarding passes.**

**You are allowed to stay an extra 3 days, either before or after the training, in Malta, but you would have to cover the accommodation yourselves. Kindly advise us of your prolonged stay before purchasing flights and let us know if you need help booking accommodations for the extra nights, or if you need a list of things to do or visit in Malta.**



# FLIGHT ALLOWANCE

Country	Participants Allowed	Maximum Travel Reimbursement per Participant.
Malta	6	€ 0
Croatia	3	€ 275
Greece	3	€ 275
Italy	3	€ 275
Lithuania	3	€ 360
Slovakia	3	€ 275
Slovenia	3	€ 275
Turkey	3	€ 275





# ACCOMODATION



The training course will take place at the Bella Vista Hotel in Qawra

In order to get here you may use:

Public Transport Malta - Approx €2 bus  
[www.publictransport.com.mt](http://www.publictransport.com.mt)

Shuttle Bus [www.maltatransfer.com](http://www.maltatransfer.com)

Accommodation is full board. Food, Towels and Bed linen are included.

During the training course, you will be accommodated in rooms of 3 with people from the same gender but from different countries .



# PREPARATION



**Before arriving in Malta, we would like you to prepare the following:**

- Information about your NGO: Any leaflets, business cards and experiences to share with others
- Energizers/Ice Breakers/Games
- Stories, Postcards, Food and Beverages related to your country to share during intercultural night



# GET IN TOUCH



If you need more information, do not  
hesitate to contact us.



[uploadingmanagment@gmail.com](mailto:uploadingmanagment@gmail.com)



Prisms Malta



[prisms.malta](https://www.instagram.com/prisms.malta)



[www.prismsmalta.com](http://www.prismsmalta.com)



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