

# LET IT BE 3.

## Time never wasted



Erasmus+



# INFOPACK

**9th-18th September 2019, Gánt, Hungary**

Training course funded by Erasmus+, organized by Association Co-Efficient



KÖZÖSSÉGÉPÍTŐ EGYESÜLET



# What is this training about?

The project **develops social and personality connected competences**, participants **learn new methods**, learn **from each other** and develop a need and practice for regular and critical **self-reflection**.

The project also focuses on introducing and **providing practice of the method: peer group supervision**. This method supports the daily work of the professionals, it helps processing tough cases, situations, relationships at work. It is a tool to **prevent burn-out**. The aim of the project

is also to raise awareness about the importance of self-knowledge and self-reflection in the daily work of professionals active in the non-formal education field to process experiences gathered as youth workers. With all this we would like to contribute to **increasing the quality of youth work and youth projects** through the competence development of social professionals active on the youth field.

See results of our previous Let it be trainings: [video playlist](#), [project manual](#) and [case studies](#) of the former Let it be course.

# What will I learn?

The participants can develop in the following areas:

- self-confidence
- leadership skills
- organizational skills
- sense of initiative
- understanding and respect of boundaries
- communication skills
- interpersonal flexibility
- ability to establish and keep emotional connection
- cooperation
- result-oriented planning and execution
- ability to evaluate
- critical and solution-oriented way of thinking
- analytical thinking
- ability to react adequately
- intercultural communication
- multicultural attitude
- tolerance and empathy
- professional use of English
- use of ICT tools.



# About supervision & peer group supervision

The aim of **supervision** is professional-oriented personality development, exploring the working optimum of the group and the individual and increasing their efficiency together. It is the most efficient tool of self-reflective competence development in the XXI. century.

The supervisor:

- is a trained, impartial 'outsider'
- Observes and focuses strengths and weaknesses of the professionals
- Offers new points of view and solutions for situations/problems

**Peer group supervision** is a form of supervision. It is a leaderless counselling method available and to be practised by any working group or organisation.

It offers a plain structure to process difficult cases at work, to find solutions for situations that the professionals cannot deal with alone or feel stuck with.

It helps with feelings of helplessness, being insufficient and generally contributes to burn-out prevention.

More information can be found [here](#).

# Participant profile

We aim to involve **23 experts active on the field of youth work** from 10 countries (SK, CZ, HU, PL, RO, NL, BE, ES, TK, GR)

These professionals can be teachers, trainers, coaches, mentors, experts by experience, facilitators, social workers, etc. working with youth.

They must be motivated in:

- redefining their professional profiles;
- acquiring new skills needed for dealing with youngsters;
- clarifying their own aims;
- improving their work and projects.

They must be:

- active and experienced on the youth field
- closely related to partner organizations as regular or contract-based staff
- able to communicate confidently in English—the programme is based on discussions.

Number of participants:

**2 participant/country**

**Age range: 25-40 (approximately)**

**Apply through relevant organisation. Selection process includes a Skype interview with the trainers of Association Co-Efficient.**



# Training agenda I.

	9th September Day 1	10th September Day 2	11th September Day 3	12th September Day 4	13th September Day 5
8:30-9:30		Breakfast	Breakfast	Breakfast	Breakfast
10:00-13:00		Group integration	Erasmus+, YouthPass	Contracting, The role of the rules in the group integration	Working methods : reflection, feedback, paraphrasing, etc.
13:00-15:00	ARRIVAL	Lunch	Lunch	Lunch	Lunch
15:00-17:00		Group integration, Introduction of project goals	Basic roles in facilitation and task- sharing in them	Motivation, and trust in the group	Introspection , traditional European supervision, How to use them? Case studies
17:00-19:00	Introduction of the host organisation Orientation	Reflection Group Team Meeting	Reflection Group Team Meeting	Reflection Group Team Meeting	Reflection Group Team Meeting
19:00-20:00	Dinner	Dinner	Dinner	Dinner	Dinner
20:30	Orientation	Intercultural night	Intercultural night	Oxford Debate	Night on offer

\*Workshops of this colour are open for facilitation by the participants of the training.

More information will be provided at the selection process.

# Training agenda II.

	14th September Day 6	15th September Day 7	16th September Day 8	17th September Day 9	18th September Day 10
8:30-9:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
10:00-13:00	Excursion	*Working methods : reflection, feedback, paraphrasing	Peer Group Supervision I.	*Self-knowledge: what's in it for me	Evaluation, Youthpass process
13:00-15:00	Lunch	Lunch	Lunch	Lunch	
15:00-17:00	Preparation of the case study	Peer Group Supervision : introduction and simulation	Peer Group Supervision II.	Follow up plans Evaluation +World Café	DEPARTURE
17:00-19:00	Reflection Group Team Meeting	Reflection Group Team Meeting	Reflection Group Team Meeting		
19:00-20:00	Dinner	Dinner	Dinner	Dinner	
20:30	Creative games	Night on offer	Night on offer	Farewell party	

\*Workshops of this colour are open for facilitation by the participants of the training.

More information will be provided at the selection process.



# Project structure

## **Preparation phase : June-Sept 2019**

- selection of the participants
- preparatory meeting organised by the partner organisations
- travel arrangements
- participants get ready for the course including choosing and planning their workshops to facilitate (see Agenda)

## **Implementation: 9-18th September 2019**

- active participation in the 10-day training course in Gánt, Hungary
- Participants deliver their planned workshops

## **Follow-up phase: Sept-Dec 2019**

- participants fill the evaluation survey sent by the EU commission
- participants organise their own peer supervision session at the work place /organisation in their home countries
- sending documentation (photographic and narrative) of the peer supervision sessions
- project results get uploaded to the webpage of the project, the webpage gets shared online by the participants and the partner organisations



# I want to apply!

## **For staff of partner organisations:**

The course primarily wants to achieve that the partner organisations get in touch with this approach and the tool of peer group supervision. Places are open to staff or volunteer staff of each partner organisation. Once selected as a delegated participant from your organisation, please fill the **application form [here](#)**.

## **Application via partner organisations:**

If you receive this infopack and you are independent from the partner organisations: First, get in touch with our partner in your

country. Please refer to the **list of partner countries and organisations** -> See next page (page 10)

The partner organisation will go through the steps of selection with you.

A Skype interview with the trainers of Association Co-Efficient might be part of the selection process to assess motivation and experience of the candidates.



**Application deadline: 23rd July 2019**

# Partner organisations to apply through

<u>Country of residence</u>	<u>Organisation</u>	<u>Contact</u>
<b>Belgium</b>	- JOETZ vzw	<a href="mailto:info@joetz.be">info@joetz.be</a>
<b>Czech Republic</b>	- Spolek ActiTmel.cz	<a href="mailto:actitmel.cz@gmail.com">actitmel.cz@gmail.com</a>
<b>Greece</b>	- Neoi Ellados SE Eyropaiki Drasi	<a href="mailto:youthfullyyoursgr@gmail.com">youthfullyyoursgr@gmail.com</a>
<b>Hungary</b>	- Association Co-Efficient	<a href="mailto:info@egyutthato.eu">info@egyutthato.eu</a>
<b>Poland</b>	- European Mobility Center	<a href="mailto:europeanmobilitycenter@gmail.com">europeanmobilitycenter@gmail.com</a>
	- HEureka Generator	<a href="mailto:heurekagenerator@gmail.com">heurekagenerator@gmail.com</a>
<b>Romania</b>	- Asociatia Nevo Parudimos	<a href="mailto:nevo.mobilities@gmail.com">nevo.mobilities@gmail.com</a>
	- Asociatia PLURAL	<a href="mailto:irina.ilisei@asociatia-plural.ro">irina.ilisei@asociatia-plural.ro</a>
<b>Slovakia</b>	- Youthfully Yours SK	<a href="mailto:spinderova@youthfullyyours.sk">spinderova@youthfullyyours.sk</a>
<b>Spain</b>	- Fundacia Catalunya Voluntaria	<a href="mailto:projectes@catalunyavoluntaria.cat">projectes@catalunyavoluntaria.cat</a>
<b>The Netherlands</b>	- The Exchangeables	<a href="mailto:bas@the-exchangeables.org">bas@the-exchangeables.org</a>
<b>Turkey</b>	- Youth Work Association	<a href="mailto:mehcetinkaya@gmail.com">mehcetinkaya@gmail.com</a>



Application deadline: 23rd July 2019



# Logistics



## **Accommodation:**

The accommodation is going to be „Fecskepalota”, which is situated in the hilly area of Gánt, 60 km from Budapest. The venue is completely barrier free, placement will be in 3-bed rooms. The venue has a special room for those with serious limitations.

More photos and information:

<https://www.facebook.com/fecskepalota>



There is only little infrastructure in Gánt—no shops, no ATM-s, no tobacco shops. Prepare according to this, but we are likely arrange shop runs to the nearby village so participants are not totally cut-off from their cravings :)

It is usually sunny and warm in the beginning of autumn. Please check the weather forecast closer to the dates of the training.

## **Travelling from Budapest:**

Travelling to the venue from Budapest will be organised by the host once we know the arrival times. For this 40 EUR will be deducted from travel grants provided by E+. See details in the 'Financial guidelines' document.

# Logistics



## Costs and reimbursement:

Meals, accommodation and travel cost programme are covered by Erasmus+ grant. There's no participation fee. Association Co-Efficient is booking your flight ticket for you. For bus and train trips, reimbursement of the cost is via bank transfer within 14 days of receiving all relevant documentation. To ease the reimbursement process, please consult the financial guidelines provided with the infopack, as all expenses has to be justified by invoices and tickets containing at least the

following information: date, name of the passenger (or name of the association), origin and destination of the trip, serial number.

No reimbursement can be made if a participant does not follow the steps of the document 'Financial guidelines'.



## Insurance:

All participant must be covered by European Health Insurance and have EHIC. Extra insurance costs and costs of the intercultural evening can be covered if an invoice is provided for the host and it is within the travel budget.





# And for more information...



<http://egyutthato.eu/>



<http://www.facebook.com/EgyuttHato>



<https://www.instagram.com/egyutthato/>

For specific information, you can write an e-mail to us to [info@egyutthato.eu](mailto:info@egyutthato.eu) or call us on

+3617972654 Mon-Fri 10-17h

Regarding selection/application for the project, please contact our partner organisation from your country listed on page 10.

*We are hoping to meet you in September!*

*—The Co-Efficient team—*