

dianova | 

# INFOPACK



Erasmus+ funded training course in Madrid, Spain  
*5<sup>th</sup>-11<sup>th</sup> of June 2017*



[www.dianova.es](http://www.dianova.es)

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## SUMMARY

“The European labour market for youth” is a Training Course directed to youth workers and youth leaders to empower the work of their NGOs in the field of youth employability. Often, for youngsters, to orientate in today’s European labour market, affected by a deep economic crisis, and with an increasing competition within it, has become extremely complicated. Following the Europe 2020 Strategy, we wish to support youth organizations in developing an inclusive growth approach in their local communities, equipping their youth workers with valuable tools to empower youth employability, developing their coaching, career guidance and motivation skills, to support young people in their realities to be active in their labour market and in the European one. Moreover, we’ll provide them space to network, share best practices, define obstacles and challenges in different contexts, and work together on practical solutions to be implemented in each of their local contexts. Therefore, for 7 days, the 16 participants coming from 8 different countries will work together in Madrid, Spain, to learn more about practical tools to boost employability skills of youngsters, providing them ideas for practical guidance, sharing instruments for European labour market and mobility opportunities, furnishing hints and tools on how to build effective CVs or deal with job interviews, and giving examples on how Formal, Non-formal and Informal education can contribute to the personal and professional growth of an individual.

The main methodology used will be the Non Formal Education, completed with some theoretical inputs, and we will use creative and interactive methods such as simulations, presentations, brainstorming, fish bowl, open debates and theatre.

## OBJECTIVES

- ✓ To enhance participant’s competences on career guidance, counselling, orienteering, and coaching with practical tools
- ✓ To explore and map platforms, portals, strategies and websites for European job opportunities and the ways to use them to enhance active job search of young people
- ✓ To develop a network of youth workers and leaders among EU and the Western Balkans to collect and promote best practices, challenges, ideas, obstacles and policies related with youth employability in Europe
- ✓ To share and create efficient and creative models for CV creation and undertaking of job interviews
- ✓ To empower the role of the Erasmus + programme and Non Formal Education as tools to boost the employability and labour market awareness of youngsters.

## COUNTRIES AND ORGANIZATIONS INVOLVED

|  |                           |
|--|---------------------------|
| <b>ASOCIACIÓN DIANOVA ESPAÑA</b>   | <b>Spain</b>              |
| <b>ASSOCIAÇÃO TDM PORTUGAL</b>   | <b>Portugal</b>           |
| <b>ORGANIZATA RINIA STUDENTORE</b>   | <b>Albania</b>            |
| <b>SEIKLEJATE VENNASKOND</b>   | <b>Estonia</b>            |
| <b>TDM 2000</b>  | <b>Italia</b>             |
| <b>IUVENTA NEVLADINA ORGANIZACIJA UDRUZENJE</b>                                  | <b>Serbia</b>             |
| <b>L'ASSOCIATION EURO-MÉDITERRANÉENNE DES ECHANGES, VOLONTARIATS, EVÈNEMENTS</b> | <b>Túnez</b>              |
| <b>UDRUZENJE CENTAR ZA EDUKACIJU I MOBILNOST MLADIH ELEMENT</b>                  | <b>Bosnia Herzegovina</b> |

## PARTICIPANTS PROFILE

Participants will be selected by each partner organization. After spreading the call for participants developed from host and partner organizations, each partner is entitled to select their best candidates to attend the training. The final candidates will be selected together with Dianova Association.

A questioner will be developed and will be spread to all members of participating organizations. The questioner will include data of the participants, their experience, motivation why they would like to participate, expectations, level of contribution in all project phase.

The participants we would like to invite in the training should have the following criteria:

- ✓ Trainers, youth leaders, youth workers, project managers, activists who have some experience and wish to develop their knowledge and competence in employability and soft skills.
- ✓ Youth workers, leaders and multipliers active within formal and non-formal education systems.
- ✓ Motivated Youth workers, who can share their experiences with other participants.
- ✓ Young people who can share the information about their organization, institution and about the training activities in which they have been involved
- ✓ Young people who can work in English and are over 20 years old

## AGENDA

| Timetable                 | Activities   |
|---------------------------|--|
| <i>DAY 1 -05/06/2017</i>  |  |
| AM                        | Arrival of Participants  |
| PM                        | Arrival of Participants<br>Presentation of the TC, getting to know each other, welcome evening   |
| <i>DAY 2 -06/06/2017</i>  |  |
| AM                        | Official opening; Presentation of Program and Staff; Expectations, Fears and Contribution; Ground Rules.<br>Team Building Activity             |
| PM                        | Formal, Informal and Non Formal Education.<br>Recognition of NFE: Youthpass, the 8 Key Competences and Best Practices.<br>NGO Fair             |
| <i>DAY 3 - 07/06/2017</i> |  |
| AM                        | Employability and Employment: What is the difference?<br>Transversal and Soft Skills for Employability   |
| PM                        | What job is a good job? Career Orienteering and Myths<br>Setting up goals and reaching them<br>Intercultural Evening                           |
| <i>DAY 4 - 08/06/2017</i> |  |
| AM                        | Unemployment vs Employment: Realities in Europe I<br>Unemployment vs Employment: Realities in Europe II  |
| PM                        | The European Labour Market: Most and Least Wanted<br>European programmes and platforms for employability<br>Mid Term Evaluation - Free Evening |
| <i>DAY 5 - 09/06/2017</i> |  |
| AM                        | Do's and Dont's in Job Interviews<br>External Experts: Another Perspective on a Job Interview<br>Job Interview Simulation: Preparation         |
| PM                        | Job Interview Simulation: Practice and Debriefing<br>World Cafè  |

| DAY 6 - 10/04/2017 |   |
|--------------------|---|
| AM                 | Erasmus + Programme<br>Developing New Project Ideas                         |
| PM                 | Dissemination of Results<br>Finalizing of the Youthpass<br>Farewell Evening |
| DAY 7 - 11/06/2017 |   |
| AM                 | Final Evaluation and closing Ceremony<br>Departure of Participants          |
| PM                 | Departure of Participants   |

## MATERIAL NEEDED PER COUNTRY

One laptop or tablet per country, in order to develop the IT activities.

## LOGISTICS IN MADRID

The daily training activities will be placed in the Centro Cultural Villa de Barajas, Madrid. In June the weather will be nice so we will do some open air activities.

The accommodation and meals will be in Hostal El Principe. Very close from Madrid airport.

Adress: Plaza Hermanos Falco, 4, Barajas, 28042 Madrid, Spain.

In the next update we will let you know how to reach the Hostal from the airport.

## ACCOMODATION

You will sleep in rooms of 2-3 persons. 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 the gender.

All rooms have an ensuite bathroom.

## MEALS

Breakfast, lunch and dinner

We will take into consideration your diet needs, creating a healthy and good menu good for all, due to there are always a good choice of dishes.

You'll taste the genuine Spanish food!







## INTERNET CONNECTION

There is a Wi-Fi spot in the Hostel and in the cultural centre.

## PERSONAL STUFF

- ✓ Personal hygiene products (shampoo, toothpaste, etc...)
- ✓ Warm and comfortable clothes and shoes
- ✓ Your Health European Card
- ✓ One Laptop per country plus charger
- ✓ Smartphone
- ✓ Your energy, good mood, will to share with the others and to develop yourself and your skills!

Information about your organization and your country or/and your local region; pamphlets, booklets, PowerPoint presentations, pictures, posters, etc...

## INTERCULTURAL NIGHT

- ✓ Traditional clothes and/or objects
- ✓ Music and games from your country
- ✓ Some cold food; mind that you won't be able to use the kitchen to warm it up nor to cook it.

## COMMUNICATION

To facilitate the communication between all, we have created the **THE EUROPEAN LABOUR MARKET FOR YOUTH Facebook group**.

Please add yourself to the group through the following link:

[FACEBOOK GROUP: The European Labour Market for Youth](#)

## TRAVEL REIMBURSEMENT

For this project are the ones established for the Erasmus + KA1 Training Grants:

|   |                           |              |
|---|---------------------------|--------------|
| <b>ASSOCIAÇÃO TDM PORTUGAL</b>  | <b>Portugal</b>           | <b>275 €</b> |
| <b>ORGANIZATA RINIA STUDENTORE</b>  | <b>Albania</b>            | <b>275 €</b> |
| <b>SEIKLEJATE VENNASKOND</b>  | <b>Estonia</b>            | <b>360 €</b> |
| <b>TDM 2000</b>   | <b>Italia</b>             | <b>275 €</b> |
| <b>IUVENTA NEVLADINA<br/>ORGANIZACIJA UDRUZENJE</b>                                       | <b>Serbia</b>             | <b>275 €</b> |
| <b>L'ASSOCIATION EURO-<br/>MÉDITERRANÉENNE DES ECHANGES,<br/>VOLONTARIATS, EVÈNEMENTS</b> | <b>Túnez</b>              | <b>275 €</b> |
| <b>UDRUZENJE CENTAR ZA EDUKACIJU I<br/>MOBILNOST MLADIH ELEMENT</b>                       | <b>Bosnia Herzegovina</b> | <b>275 €</b> |

The total amount covered is the max for the round trip for each participant; all the extra euros spent that overcome the max amount covered are in charge of the participants.

### EXAMPLE

If your max amount covered is 275€ and you spend 300€ for your round trip you'll receive 275€ and the rest of the money out of 275€, in this case 25€ are in charge of the participant or organization.

### IMPORTANT

Do not buy any tickets before our approval or permission, before to buy tickets you must send us your travel plan and then after our check if we agree with that we will give you permission to proceed with the booking.

**Remember that taxi nor car rental are not reimbursable.**



Any flight/bus/train or other mean of transport won't be reimbursed in case of participant miss the travel for any motivation. According the Erasmus+ rules the applicant can only reimburse the people that participate to the training and signed the official list of signatures during the training.

### **During the training**

Give us the original tickets of your way from home. We will scan all the tickets and boarding passes.

### **After the training**

When you come back home, you will have to send us a scan of the boarding passes and tickets (especially those on your way back)

Then send us by post an envelope with all the original tickets and boarding passes and receipts and invoices

Once we received all the documents, we will make a bank transfer to your organization or the account of one of the participants accorded by the group. Mind that is one transfer per country!

## INSURANCE

Is **mandatory to bring with you the European Sanitary Card** to be safe in case of emergency. **Concerning Tunisia**, we suggest you to buy an insurance for travel!

## CONTACTS

E-mail: [erasmusdianova@gmail.com](mailto:erasmusdianova@gmail.com)

Josep Vilalta mobile: +34 699 842 938

Office phone: +34 91 468 87 65 (Office)

Here is the link for Application:

[FORM: THE EUROPEAN LABOUR MARKET FOR YOUTH](#)

**Thanks for your motivation and participation**

**Looking forward to seeing you!**

**Dianova Team**