



KA1: Learning Mobility of Individuals –
Youth mobility

“Own the Potential of Environment in Non-
formal Education” (OPEN Education)

MANAGEMENT GUIDEBOOK

By



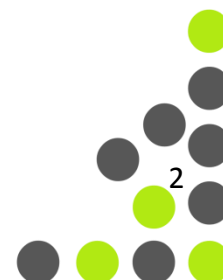


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- COMMITMENT LETTER
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OWN THE POTENTIAL OF ENVIRONMENT IN NON-FORMAL EDUCATION – OPEN Education

Project dates: 01/08/2016 – 30/09/2017

Project number: 2016-2-CY02-KA105-000827

SUMMARY

The OPEN Education project is developed through our experience in trainings and exchanges of the past years we did with our partners. What we see is that many youth workers and organisations have trouble when it comes to creating a learning environment when (suddenly) being in a new environment (location, weather, no electricity, etc.). Through OPEN Education we want to train and educate youth workers and youth organisations on how they can create learning context for youngsters in every situation.

There is a change in the way how trainings and educational programmes are being delivered, young people want to be active and do activities in every situation. They want to go out and explore, discover and learn. Many youth workers and youth programmes still operate out of a traditional way of delivering education, by being in a training room constantly for example, to give lectures or to do many discussions and dialogues. OPEN Education will make a change and create a new, fresh way of delivering educational programmes. This can be done as DOREA trainers has such know-how and can share it among project partners.

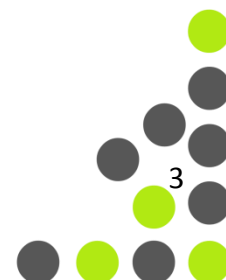
OPEN Education is there to educate youth workers and youth organisations in increasing their skills and competences in facilitating educational programmes to youngsters and therefore the quality within the participating organisations will be enlarged.

The main objective of OPEN Education is:

- To introduce a different approach on organising educational programmes

The main objective can be separated in four aims:

- To train 35 youth workers in creating educational learning contexts in different environments
- To improve the quality of 14 youth organisations in the way how they work with youngsters
- To disseminate and spread 14 educational videos to 140 external youth organisations (10 per partner)
- To disseminate and spread educational material created by the participating youth workers to 380 external youth workers through a handbook





THE PARTNERSHIP

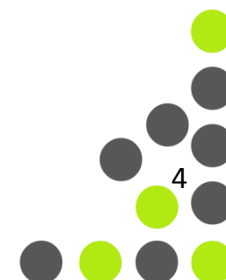
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|---|--|--|
|  | Cyprus (Limassol) | DOREA Educational Institute WTF |
|  | Czech Republic (Prague) | EU a MY 50+ |
|  | Italy (Palermo) | e-arch |
|  | Greece (Athens) | INTER ALIA |
|  | Lithuania (Kaunas) | Erasmus Studentu Tinklas ESN Lietuva |
|  | Spain (Pontevedra) | Ticket2Europe |
|  | Germany (Wiefelstede) | NaturKultur e.V. |
|  | Former Yugoslav Republic of Macedonia (Stip) | Municipality of Stip (Youth council) |
|  | Bulgaria (Sofia) | SDRUDZENIE ZNAM I MOGA |
|  | Latvia (Riga) | Izdzivo ideju |
|  | Denmark (Aarhus) | DANSK ICYE |
|  | Romania (Baia Mare) | FEDERATIA YOUNG MEN`S CHRISTIAN ASSOCIATIONS |
|  | Croatia (Grad Zagreb) | Centar za osobni i profesionalni razvoj Syncro - Synergy Croatia |
|  | Latvia (Riga) | Biedriba Piedzivojuma Gars |

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The role of each partner in the project OPEN Education is to ensure:

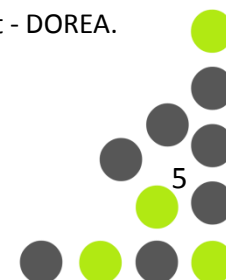
- Cooperation and appropriate collaboration with DOREA as well as with other project partners.
- Selection of the youth workers - participants based on specific criteria agreed with the applicant - DOREA.

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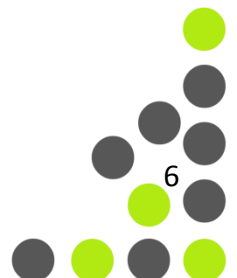




- Support participants in preparation before departure and proceed with the homework given by the main trainer of training course.
- Supervision of the participants throughout the mobility of the project.
- Assistance to DOREA during the implementation of project activities before and after the mobility (follow up).
- Active involvement in the dissemination and exploitation of project results.

To ensure communication among partners and arrangement of project documents, Google disk platform is advised to use where partners will have access to main documents. Soon you will receive link to shared folder. Please inform if you have challenge in using it.

In addition, we will ask all partners to fill out **Partner Form** where you can indicate details of contact persons including second contact person in case of emergency, absent of the first one. Also please send your **logo** (png/jpg format) that we could include in our promotional material of project. This information should be sent until **30th January 2017**.





PROJECT OUTCOMES

There will be several main project outcomes:

- 8 days training course for 35 youth workers in Cyprus.
- Assessing of the participants: after training participants and trainers will have to fill out questionnaires that will help to assess the activities and overall project.
- Electronic best practice manual-youth workers guidebook with case studies from participants.
- During the training course participants will develop videos that will be part of dissemination process for all participants and partners
- During trainings youth workers will be encouraged to create possible project ideas among partners (programme and partner countries) and implement their own created ideas at their local community. Additionally, it will be promoted as added value of the project.

TRAINING COURSE IN CYPRUS

VENUE: Address TBC, Cyprus

DATES: 4-11 April 2017, 8 days (preliminary arrival on 3rd and departure on 12th April)

During the training youth workers are trained in how they can use themselves and their environment in order to create new educational material.

The objectives of the training are:

- To let the youth workers create a concept on what non-formal education is for them.
- To educate youth workers on how to use different elements in a project in creating context.
- To let youth workers create value and visions for themselves regarding youth work.
- To let youth workers become more aware of himself as educator through (non)-verbal, creative communication.
- To learn how to give and receive feedback and use it as a tool to improve oneself.
- To learn different communication styles as a tool in youth work (especially for intercultural group).
- To learn on how to use outdoor as a tool in youth work (dare to find new ways to engage youngsters in learning).
- To learn on how to create an educational programme for the own context.

The preparation and training phase links to the following objective of OPEN Education:

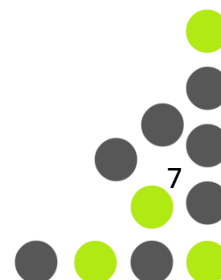
- To train 35 youth workers in creating educational learning environments in different contexts.

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This phase will depend mostly on trainers, participants, facilitators who will be coordinated by DOREA. Therefore, careful selection will be taken into action.

Post-training

After the training the youth workers go back home and are invited in creating a new/update educational programme in their own context for youngsters within their organisation. This is essential in order to practice the learnt material in a challenging way.

The objectives of the post-training are:

- To learn how to translate training to reality.
- To learn how to use myself as a tool in youth work.
- To learn how to be creative in creating educational programmes in the own surrounding.

The post-training links to the following objective of OPEN Education:

- To improve the quality of 14 youth organisations in the way how they work with youngsters.

This phase will depend on youth workers, who will be monitored closely by partners and be reported to project coordinator – DOREA.

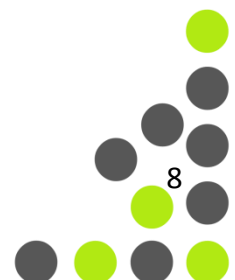
During the training trainers will use different methods in order to show a variety of contexts to the youth workers that can be used as educational tools. All working methods are based on experiential learning using the Kolb-cycle. The methods used in the training are:

- Discussion and open sharing in small and big groups
- One-on-one training
- Video examples, which will be debriefed
- Outdoor
- Embodied training – body movement and expression
- Reflection groups
- Examples of environment, which creates content

Following it is expected these learning outcomes:

Communication in mother tongue

Youth workers gain a better understanding of the environment they are working in back home and how they can use this in order to create an educational programme for youngsters they work with. When being more aware of their context, they translate this in creating new educational programmes, therefore they improve their communication in mother tongue since they get a better understanding on how to translate a context to education.





Communication in foreign languages

We are with many countries in OPEN Education, therefore youth workers get the chance to learn new expressions in foreign languages (verbal and non-verbal) by working together and by giving/receiving feedback. When sharing and during reflection moments youth workers learn new concepts, approaches and methods from each other and how this is working in different organisations in Europe. The organisations are working with different target groups, using different methods in different contexts, by sharing this, youth workers enlarge their skills and attitude towards delivering educational programmes.

Learning to learn

Youth workers learn on how to set a SMART individual learning aim during the training, they will reflect upon own learning in small groups and through individual questions and they organise own learning in a way that works best for them. Youth workers are invited to take responsibility of their own learning and we support them in this.

Social and civic competence

Youth workers work with young people with fewer opportunities, facing social inclusion, they aim on finding ways on how to include these youngsters back in society. During the training and in exchange moments youth workers gain more knowledge and skills regarding different working methods and best practices which they can implement back in their surroundings.

Sense of initiative

Youth workers learn on how to use persons/organisations in their surroundings, which enables them to include more persons in their projects. In the training this will be trained in how I present myself, how do I talk, act, am, etc. These are skills necessary in order to attract more persons for an idea, to engage young people in being active.

Cultural awareness and expression

OPEN Education educate youth workers on how they can use their own culture as an educational tool, to make use of all facilities at that moment in order to create an educational programme. Youth workers become more aware of themselves and their surroundings and find ways on how to translate this in doing activities.

The planned activities include experiential training and experiential exercises that will benefit participants in developing their self-reflection potential and understand their own learning process and what they need from the training. Moreover, a self-assessment will be held in the beginning and at the end of the training giving some insight into the changes that participants are making as a result of the training course. Finally, questionnaires for feedback will be handed out at the end of the seminar and sent by e-mail 3 months after the training in order to check how sustainable the training is.








PARTICIPANTS

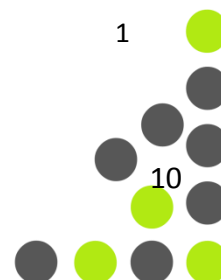
The participants that we aim for are youth workers which work with youngsters from 15 to 30 years old through various ways. The background of the young people they work with are mainly youngsters with fewer opportunities, these are youngsters living in poverty, coming from rural areas, long-term unemployed youngsters, youngsters with social obstacles and youngsters which are somehow ‘stuck’ in life, have challenge in integration to labour market or even in a society (refugees, immigrants).

Working with these youngsters means that youth workers should have a big pallet of tools and methods available in order to include these youngsters in society again, therefore youth workers should be able to create an educational programme in every circumstance. OPEN Education will train the youth workers on how to do this and this is also where some organisations and youth workers are struggling as far as we have surveyed before application of the project. Youth workers will become more aware on how they function and are as a person and professional, in a way that they can improve themselves when working with youngsters.

All partners are responsible in selecting participants according to required profile (see below) and should present their selection to DOREA. After confirmation from DOREA, partners can proceed in preparation of them (providing all necessary information, arranging mandatory insurance (European Health Insurance Card or private health insurance)), and arranging reports/feedbacks after all activities with coordination from DOREA.

- Participants profile: youth workers engaged with different groups of young people focused on their personal development, working with young people with fewer opportunities, promoting opportunities for young people, active citizenship – through social movements, youth organizations and associations, projects, by the non-governmental sector and national, regional and local youth policy.
- Approximately age: 20-55
- Able to communicate in English (intermediate level – at least B2).
- Willing to act as multiplier in their local communities upon their return home or to implement their gained knowledge and skill in work with young people so that they could give practical feedback within the check in that will be done in couple of months after the training. They will need to provide exact practical examples of their implementation of gained skills.
- Taking in consideration also participants that has fewer opportunities.
- Number of participants/country: 2/3 participants (ensuring gender balance) as follows:

| | | | Male | Female |
|---|-------------------------|---|------|--------|
|  | Cyprus (Limassol) | DOREA Educational Institute WTF | 1 | 2 |
|  | Czech Republic (Prague) | EU a MY 50+ | 1 | 1 |
|  | Italy (Palermo) | e-arch | 2 | 1 |





| | | | | |
|---|--|--|---|---|
|  | Greece (Athens) | INTER ALIA | 2 | 1 |
|  | Lithuania (Kaunas) | Erasmus Studentu Tinklas ESN Lietuva | 1 | 1 |
|  | Spain (Pontevedra) | Ticket2Europe | 1 | 1 |
|  | Germany (Wiefelstede) | NaturKultur e.V. | 1 | 1 |
|  | Former Yugoslav Republic of Macedonia (Stip) | Municipality of Stip (Youth council) | 0 | 3 |
|  | Bulgaria (Sofia) | SDRUDZENIE ZNAM I MOGA | 1 | 3 |
|  | Latvia (Riga) | Izdzivo ideju | 1 | 1 |
|  | Denmark (Aarhus) | DANSK ICYE | 1 | 1 |
|  | Romania (Baia Mare) | FEDERATIA YOUNG MEN'S CHRISTIAN ASSOCIATIONS | 1 | 1 |
|  | Croatia (Grad Zagreb) | Centar za osobni i profesionalni razvoj Syncro - Synergy Croatia | 2 | 0 |
|  | Latvia (Riga) | Biedriba Piedzivojuma Gars | 0 | 2 |

Our trainers will be: 1 from Greece and 1 from Cyprus together with support from few participants (agreed sessions).

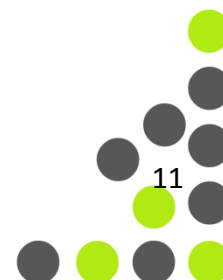
Selection deadline: 3rd February 2017. If you have challenge, please inform in advance and DOREA will take over promotion of participants. Promotion can be done through SALTO portal.

Before the application most of the partners have done already pre-selection that should be confirmed again with DOREA. So please send their **CV** and **Participant form**.

For other partners once you have selected according to the requirements please fill the **Participant form** in and send together with their **CV**.

When DOREA will confirm all their participation, we will ask that participants to send their:

- **Info for project blog** together with high quality **photo** (consider requirements)
- Signed **Commitment agreement** regarding their participation and coverage of travel expenses
- Copy of **Passport/ID**
- **Visa information** (if needed)





All these documents should be sent to Project Manager: jp@dorea.org.

Before TC all participants will receive **Info pack for participants** about main information that is needed for their arrival, document arrangements, information about the goals of the training, skills that they will acquire, benefits and info about logistic and technical matters. Together with this main trainer from Greece will get in touch with participants regarding their **Homework** before the TC.

All participants will receive **Youthpass** in the end of TC.

TRAVEL COSTS

According to the grant support to travel costs in the Erasmus+ Programme, travel distances have been calculated using the distance calculator: http://ec.europa.eu/education/tools/distance_en.htm

Possible extra costs should be covered by sending organisation or participants themselves. To ensure best connection and management of participants, **flight tickets will be bought by participants/partner organisations but coordinated by DOREA (do not initiate arranging travel tickets without first consulting with Project Manager)**. If there will be necessary to take bus, expenses will be refunded to the organisation/participant directly after TC and presenting original receipts and tickets.

DOREA will be responsible for overall financial management together consulting with partners if there will be necessary.

VISA

For participants coming from country that needs Visa please check information from official organisations. If they need to arrange it and as the VISA application usually takes a long time, we might be obliged to launch the visa procedure in advance. All VISA costs are covered 100%. Please inform this to Project Manager in advance.

TRAVEL INFORMATION: HOW TO GET TO LIMASSOL?

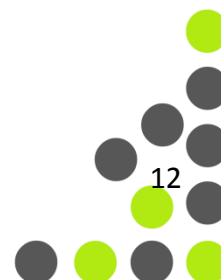
As it was mentioned before flight tickets will be confirmed by DOREA. If needed, bus/train travels will be arranged by partner organisation/participants as well.

All participants will need to come to one of 2 airports in Cyprus:

- [Larnaca](#)
- [Paphos](#)

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Transfer from airport to accommodation suggestions will be given later by DOREA. We will suggest cooperation among participants to join taxi's or so. It will be given when we will have arrangements of arrivals.

CYPRUS

You can get to know more about Cyprus:

<http://www.lonelyplanet.com/cyprus>

REIMBURSEMENT OF TRAVEL TICKETS AND VISA

In line with the Erasmus+ Programme, travel costs are refunded according to the distances calculated using the distance calculator as indicated above. Possible extra costs (overcoming the budget limits) should be covered by the participants themselves or by the partner organizations (it is confirmed in participants Commitment Agreement).

Reimbursement will be made via participants' organisations bank account upon full attendance of the TC and only after receiving the participants' original travel tickets, specifically:

1. Bus reservation
2. Invoice by travel agency (if any) + proof of payment (bank transfer)
3. All original tickets of bus and/or train (if any)
4. All original payment receipts (regarding visa)
5. Copy of ID/passport.

Please note if you bought your ticket, visa in your local currency which might be different than EUR, we will calculate your travel costs according to the exchange rates from official European Commission website for the month of ticket purchase: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

ACCOMMODATION

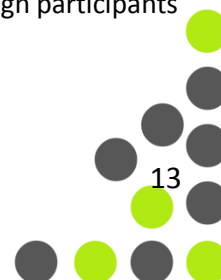
Accommodation and meals are covered 100% for the days of TC (4-11 April 2017). Participants should cover the cost for accommodation and meals from their personal finances for other days than TC.

All participants will be hosted at the same or close to each accommodation so that they could benefit of teamwork and exchanging good practices, etc. Exact accommodation will be set very soon and all partners will be informed.

Participants will be assigned to their rooms on arrival. As this is youth workers project we will assign participants according to gender and 3/4 people in apartment hotel.

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ACTIVITY PROGRAMME

Draft programme

| | |
|---------------------|---|
| | Arrival |
| 1 st day | Welcoming and formal opening/introduction, teamwork Creating context for the training. Creating intercultural working groups. Informal learning as context and how can it serve us. Hole in the wall, input on non-formal education. Presentation of your organisation. |
| 2 nd day | The different elements on how to create context. My vision and/or values. Point of YOU. Multicultural evening: Hello! |
| 3 rd day | Who is trainer? - analysis, individual, group work. Prepare yourself and consider the environment - presentation, workshop. We need to change the education paradigm. |
| 4 th day | START - presentation, group work. Embodied trainer ship - games. |
| 5 th day | DIFFERENT learning styles - presentation, games. Creative learning - workshop |
| 6 th day | Cultural visit: OPEN inspiration |
| 7 th day | Go outside! Workshop and Role plays: Partnership |
| 8 th day | Designing a training or event based on context training and evaluating the environment Using the method of the 4 fields of development. Final evaluation, closing of TC |
| | Departure |

As it is mentioned in programme, participants will need to prepare presentation of their organisation. Therefore, we encourage bringing promotional material of their organisation, city and country to share with others. Also, we advise to prepare for Multicultural evening.

DISSEMINATION AND EXPLOITATION

All project outcomes, dissemination tools will be focused to reach youth workers, youth, trainers, non-governmental organizations working with youth, universities, schools, etc.

Dissemination and exploitation plan will be sent to you soon.

However, upon confirmed of selected participants we encourage inviting them to join **Facebook** group (soon you will receive link) of project that will focus on communication among partners and participants. In addition, each participant will need to join **project blog** (soon the link will be sent), where there will be needed to update their status, their expectations before, during and after the training.

- Just before training there will be started dissemination activities (communication with participants, promotion on project activities). This will be responsibility of project manager assistant to coordinate.

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- During training course there will be continuously updated project blog that all participants will do upon DOREA coordination. All partners have to check the dissemination plan to accomplish our agreement and target.
- After training all participants, project team will be responsible to disseminate articles, videos, etc.

We encourage also planning **events** when participants come back to their home organisations (information seminars, roundtables with other organisations, other events). All activities should be captured and photos/videos should be sent to project manager.

CONTACTS

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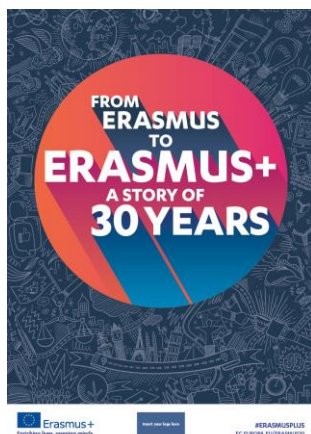
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Tel.: 00357 2525 6606



ERASMUS. CHANGING LIVES. OPENING MINDS.



During OPEN Education project we also would like to encourage ideas in how we can celebrate 30 years of Erasmus programme. If you have any, please send it to Project Manager at least before 15th March 2017 so we could plan it ahead.

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