



LEADING LADDER

DESIGN OF PARTICIPATORY
YOUTH EXCHANGES AND GROUP
LEADER'S ROLES



Erasmus+



7th-14th April 2020
Aguiar da Beira
(Portugal)



ABOUT THE PROJECT

Being a group leader, especially at projects with minors or youth at risk is a big responsibility and should be done by competent group leaders who undergo specific training, are confident and see value in experience.

"Leading Ladder" seeks to tackle the need of developing an approach of training members of the organization that are ready to commit to taking up roles of group leaders and of members who support/train future group leaders of the organizations.

The aim of the project is to increase the level of quality of international youth exchanges through developing youth leader/youth worker competence set for being a group leader carrying out a participatory youth exchange.

The project sets the following objectives:

- To foster mutual understanding of the group leader's role and responsibilities in a youth exchange project throughout the whole project cycle;
- To equip participants with a set of tools for raising participation, carrying out preparation, follow-up and evaluation with groups of youth;
- To equip participants with a set of tools for implementation of non-formal learning sessions, reflection and support of young people during a youth exchange project;
- To exchange best practices and develop ways of working with difficult situations, specific target groups and taking up an inclusive approach as a group leader;
- To empower participants to take up a group leader's role in an international YE;
- To develop a set of group leader's skill-sheets for raising awareness of the opportunities;

COUNTRIES INVOLVED AND NUMBER OF PARTICIPANTS:

Estonia (Shokkin Group: 2 pax)

Lithuania (Mano Europa: 2 pax)

Spain (Ticket2europe: 2 pax | Xeración: 2 pax)

Poland (Logos: 2 pax)

Italy (Beyond Borders: 2 pax)

Portugal (A Jornada dos Herois: 2 pax)

Greece (Greek Youth Mobility: 2 pax)

Czech Republic (Be International: 2 pax)

Cyprus (Plane Be: 2 pax)

Romania (Un strop de fericire: 2 pax)

Croatia (Meraki: 2 pax)

Bulgaria (Maverick: 2 pax)



PARTICIPANT PROFILE

The ideal participant profile for the training course is a **full member of the partner organization** or its close local partner institution (youth center, school, social center) being a **certified youth worker or passionate youth leader who works on a frequent basis with young people** and according to the sending organization has potential interest in being a group leader and prepare future group leaders. Ideally the profile of young people that he/she works with are **minors, at-risk youth (young people from low-income families/ dysfunctional families, young migrants/ minority representatives/ refugees, school drop-outs)**.

The participants should be interested in **raising his/her level of competences as a leader, facilitator and ultimately group leader at youth exchanges**, being ready to share own experiences, being motivated to experiment and contribute to the physical outcomes and **transfer gained knowledge in the organization**.

Participants need to be **official residents of the country they are coming from, be over 18 years of age** and have at least an **intermediate level of English**.

Participants are expected to **participate fully in the program**.

PROGRAMME

The training will be based on **non-formal learning methodology** and the experiential learning idea. The training activity has been designed based on the needs of partner organizations and will be further tailored to the participants once they are selected.

The training program is designed to have **4 working sessions of 90 minutes and 60 minutes of reflection (personal and group) on a full training day**. Optional evening activities are also offered to the participants.

Methods used are **participatory** and designed to be **learner-centered** meaning only a few frontal lecture/inputs will be made and most of the work will be done through experience and participating in group works, discussions, problem-solving exercises and other activities.



VENUE

The accommodation will be in **Aguiar da Beira**, in the center of Portugal. It is a tiny village between the cities of Viseu and Guarda.

Accommodation will be divided in two residential buildings with 350m of distance and will be provided in **shared rooms of 2 people from different countries with private bathrooms**. During the training course the breakfast, lunch, dinner and coffee breaks will be provided.

The event will take place in a big room and in some outdoor working spaces, if the weather allows. The weather in April is unpredictable in Portugal, so **you are advised to take a raincoat, some warm closes and waterproof and comfortable shoes**.

According to the rules, we are **not allowed to use the kitchen to cook ourselves**, so don't bring thinks that you would need to cook. There is **WI-FI in the venue**, but we cannot guarantee it will be working 100% at all time since we will be a big group, we advise you not to plan important online meetings during the training week.

Towels ARE provided in the venue, so you **DON'T** have to bring your own. However, remember toiletries as well as any **medication** you might need during the week. You can also bring **some snacks from your country/region to taste in the intercultural evening**.

We will provide local food, filtered coffee/tea during breaks, board games, helpful staff, some free time and motivation to learn. **However, if you will need espresso, hairdryers, smoothie makers, guaranteed warm weather or 24/7 sauna, please bring your own! ;)**





TRAVEL

The meeting point for participants is **São Bento Train Station** in Porto. Travelling to Porto is the most recommended way, but it is also possible to travel to Lisbon and then travel by train or bus (flixbus) to Porto.

If you are arriving to Porto airport:

The best and cheaper way to reach the meeting point at São Bento Train Station is to take the **Metro** from the airport. You can take the **purple line until Trindade** and walk to São Bento (5min by walk, a good option to visit the center of Porto if you don't have much time). Or you can change lines in **Trindade** and take the **yellow one for two more stops**.

For more information, check: <https://en.metrodoporto.pt/frontoffice/pages/396>

REIMBURSEMENT

We expect selected participants to organize their travel according to Erasmus+ and **SGI rules**. When arranging tickets, bear in mind that there is a fixed maximum amount reimbursable for your individual trip costs. The sum covers the travel costs of return trip from and to the partner organization's region using the most direct and cost efficient way of travel. **Travel costs exceeding the maximum reimbursable amount will not be covered.**

If there are any changes in the route or special travel requests, you are asked to confirm these with the project coordinator before purchasing the tickets. Failure to do so may result in some tickets being not reimbursable. Travel budgets according to the partner countries:

180€
PORTUGAL
SPAIN

360 €
ITALY, POLAND, ROMANIA, CZECH
REPUBLIC, LITHUANIA GREECE,
CROATIA AND BULGARIA

530 €
ESTONIA,
CYPRUS

THE DEADLINE TO BOOK TICKETS IS 7TH OF MARCH 2020.

Reimbursements will be made by bank transfer to the organization after the training course once we have everything needed from a country group.



PRACTICALITIES



INSURANCE:

It is mandatory to have a **valid travel and medical insurance** (i.e. European Health Insurance Card) during your travel. The host organization will not cover any personal health costs. If you need help with this, please contact your sending NGO.



PARTICIPATION FEE:

The training course has a contribution of 20 EUR paid on the spot in cash to the organization. The participation fee amount is used for the benefit of the project to provide materials and cover extra expenses occurred during the project.



ARRIVALS/DEPARTURE:

Participants are required to arrive to **Porto** by 10 AM on 7th of April and depart **NO EARLIER** than 2 PM on 14th of April. We will organize a bus from **São Bento Train Station** to the venue and back (2 hours trip). There is just one public transportation to the venue, so we expect everyone to book their flights according to the given times.



EXTRA DAYS:

At your own expense you can stay in Portugal **up to 2 days before OR after the training course**. If you exceed this amount of days, you might not be subject to travel reimbursement. You can consider staying at United Backpackers, Welcome Hostel, Fat Margaret's Hostel or Red Emperor Hostel.



PARTICIPATION:

Failure to participate in a **minimum of 80% of the content sessions** or **inappropriate behavior** might resolve in reimbursement not being given to the participants with a notice provided to the sending organization or exemption of the participant from the course.



MEDIA MATERIAL:

Pictures and videos taken during the CME as well as visual materials produced by the participants during the activities can be used to document the activity and promote the project in reports, partner websites and social media accounts as well as in further promotional materials.



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