



31st May - 7th June 2015,  
Antwerp, Belgium



Training of Trainers: "Change is a chance!  
Upgrade your skills and help Europe(ans) grow"



## CALL FOR PARTICIPANTS

We are currently looking for interested applicants for a new common project of the International Secretariat of Service Civil International and the Pool of Trainers and Facilitators.

### What?

Training of Trainers "Change is a chance! Upgrade your skills and help Europe(ans) grow"

### When?

31.05-7.06.2015 (31<sup>st</sup> and 7<sup>th</sup> travel days: 31.05 arrival until 19:30, 7.06 departure after 12:30)

### Where?

The training will take place in Antwerp, Belgium. Participants will be accommodated in a comfortable hotel in the city centre.

### Eligible countries

There are 13 partners to the project: SCI Austria, VIA Belgium, CVS Bulgaria, SCI Catalunya, VCZ Croatia, KVT Finland, SCI France, IVS Great Britain, Utilapu Hungary, VSI Ireland, SCI Italy, OWA Poland and Zavod Voluntariat Slovenia.

Residents of the following countries are eligible to apply: Austria, Belgium, Bulgaria, Croatia, Finland, France, Great Britain, Hungary, Ireland, Italy, Poland, Slovenia, Spain.

### Detailed description

The Training of Trainers will be a professional one week-long course prepared and run by experienced trainers, members of the SCI Pool of Trainers and Facilitators. It is intended for these volunteers and staff members of NGOs and institutions who plan to act as educators: persons transferring knowledge, skills, and values to both the youth and adults, and who intend to design and run workshops and trainings on the issues they work on. The event will gather 24 participants from 13 countries.

Participants will be provided with know-how on the essentials of training designing and running, and will learn, among others, how to assess and address participants' learning needs, design exciting and effective training sessions, prepare training materials, adjust training style to diverse learning styles, use a variety of methods, facilitate group discussions, create positive group dynamics, effectively manage challenging participants, and evaluate their training.

The participants will be also given opportunity to practice and receive feedback on their presentation skills, as well as the change to create their workshop outlines that can be used in their future work.

All in all, the training will enable the participants to design and implement a successful workshop/training, and therefore increase their self-confidence, work more efficiently and have a greater impact on the people they educate.

The proposed programme of the event can be found at the end of the call.

## Methods

The working methods used will base on the principles of adult learning, creating a stress-free and motivating environment where the human brain has a full capacity to learn. Innovative techniques and training aids will be used. At times the participants will work in two parallel groups in order to achieve best results. All the methods will encourage active participation, creativity, initiative, and responsibility for one's own learning process.

## Trainers

The training will be led by 2 experienced trainers, members of the SCI Pool of Trainers and Facilitators. Ingrid Danckaerts, Belgium/Catalunya – social-cultural worker, trainer and educator. She has been active as a teacher and trainer for more than 20 years, mainly working with young people and youth workers.

Małgorzata Tur, Poland – sociologist, trainer and educator, certified member of the Polish Association of NGO Trainers, owner of Pracownia Interakcji training company. She has been active in the training field for more than 15 years now, supporting individuals and groups to develop their skills and grow. In her work, she combines competence with passion and enthusiasm.

## Certificate

Participants will be awarded with ToT completion certificates, issued by the international Secretariat of SCI, as well with Youthpass certificates.

## Financial conditions

All costs related to accommodation, food, programme and materials will be fully covered. Travel reimbursement is guaranteed, and standard Erasmus+ limits will apply: maximum reimbursement amount is 275 euro for all countries except for Belgium (for which there is no reimbursement foreseen). We encourage you to use environmentally friendly transport (bus, train, car sharing) when possible. The website <http://www.rome2rio.com/> can give you plenty of options.

The participants will be asked to pay a participation fee upon arrival, as their contribution towards the training organization costs.

The fee depends on the economic situation of the country, and amounts to:

100 euro – for SCI Austria, VIA Belgium, KVT Finland, IVS Great Britain;

75 euro – for SCI Catalunya, SCI France, VSI Ireland, SCI Italy, Zavod Voluntariat Slovenia;

50 euro – for CVS Bulgaria, VCZ Croatia, Utilapu Hungary, OWA Poland.

## Participants' profile

We are looking for:

- active volunteers or staff of project partners, with some preliminary experience in leading workshops or acting as trainers in other non-formal educational situations, able to communicate well and work in English.

- During the training everyone will be welcome to work on his/her specific field of competence, developing a workshop on the theme in which they will act as multipliers, therefore the applicants are expected to have such topic in mind (e.g. intercultural learning, volunteer orientation, camp leader training, sustainable development, project management).
- Due to Erasmus+ rules, an applicant must be a resident of the country of the sending organization.
- There is no age limit.
- The participants must attend the whole course duration, there is no possibility to make exceptions.

### How to apply

Applicants are asked to complete an online registration form: <http://surveys.sciint.org/561281/lang-en> until 20<sup>th</sup> May 2015. However, the applications will be reviewed on the ongoing basis, and the last remaining places will be filled as the applications arrive, so please apply as soon as possible.

The selection of participants will be based on the quality of applications, as well as recommendations from partner projects, and will also take into consideration the overall gender balance of the project. We want to encourage diversity within the group as we believe it will support a better exchange of ideas, experience and expertise of the participants as well as adding to the variety of sharing and outcomes of the training. We especially encourage applicants from groups with fewer opportunities.

### Questions?

Please do not hesitate to contact the International Secretariat for more details at [projects@sciint.org](mailto:projects@sciint.org).

Looking forward to meeting you at the training!

# Training of Trainers “Change is a chance: upgrade your skills and help Europe(ans) grow”

31.05-7.06.2015, Antwerp, Belgium

## Proposed Programme

	Day 1 (Sun)	Day 2 (Mon)	Day 3 (Tue)	Day 4 (Wed)	Day 5 (Thu)	Day 6 (Fri)	Day 7 (Sat)	Day 8 (Sun)
<b>Breakfast</b>								
<b>Session 1</b> <b>9:00-10:45</b>	Arrival of participants	Official opening of the project  Team building  Expectations	Addressing different learning styles	Holistic approach to sessions; group dynamics	What to look for in groups?	How to evaluate and follow up trainings?	Trying out chosen fragments of the workshops prepared by participants (in 2 parallel groups)	Follow-up session: open space
<b>Break</b>								
<b>Session 2</b> <b>11:00-12:30</b>	Arrival of participants	Formal / non-formal / informal education: current European challenges	From needs to aims: constructing a training plan	The process model; Kolb learning cycle	Dealing with challenging situations	Preparation of participants' educational workshops' plans	Participants' workshops - continuation	Certificate giving ceremony Evaluation of the training
<b>12:45 – Lunch</b>								
<b>Session 3</b> <b>14:30-16:00</b>	Arrival of participants	Role of a trainer, me as a trainer	From needs to aims: constructing a training plan - practising	The magic within the training: choosing appropriate and innovative methods	Exploring Antwerp	Presentation skills	Participants' workshops - continuation	Departure of participants
<b>Break</b>								
<b>Session 4</b> <b>16:15-17:30</b>	Arrival of participants	How does the human brain learn?	Training and non-formal education within Erasmus+	The magic within the training – part 2	Exploring Antwerp	Presentation skills (in 2 parallel groups)	Participants' workshops - continuation	Departure of participants
<b>18:30 – Dinner</b>								
<b>Evening programme</b>	Welcome session	Games? Games. Games!	Walk & talk	Intercultural evening / Participants' presentations	Free evening	Presentations skills - video watching and feedback	Final Party	