



# ***TRAINING COURSE* – Mindful Leadership - Training Youth Leaders to Improve Their Leadership and Management Practices**

Infopack

**15-23 August, 2017 – Magyarkút, Hungary**

## **Why this project?**

Youth organizations need mindful leaders, people who embody leadership presence, who are not afraid to be open-hearted and who have the strength of character to make ethical choices and managerial decisions.

## **Aim:**

The major aim of the training programme is to improve youth leaders' understanding of the concept of leadership and management through reflecting on their current practices, and practical activities, so that they are in a position to contribute effectively for the overall development of their organizational performance.

## **Specific Objectives of the Programme:**

On completion of the programme, the course participants are expected to be able to:

- Develop their understanding and skills of youth leadership and management for improving their respective organizational capacities
- Understand their roles as leaders for improving the quality of their services and management practices in the organization

## **Profile of participants**

- Organization leaders, project managers
- Youth trainers/workers who are actively working with young people as a professional or on the voluntary basis (potential / would-be) youth exchange leaders
- Participants that have an active attitude!
- + Aged 18 – no age limit

## **Dates, location, accommodation**

The location will be Magyarkút (a village) in Hungary in the feet of Börzsöny, which is a mountain range in Northern Hungary. The varied landscape offers good hiking opportunities. A large part of the Börzsöny is national park.

The participants will be sharing rooms with 2-3 others. Each room has private bathroom and toilets. Bed lines are provided, but please bring your towel with you.

Breakfast, lunch and dinner will be provided by the project budget.

The guesthouse has got wi-fi.

If you have any special need such as specific diet, special need, allergies etc., please inform the organizers well in advance (Minimum 4 weeks prior the TC, a questionnaire will be sent to the selected participants).

**Arrival day:** 15<sup>th</sup> August 2017, Budapest. The meeting point will be a restaurant at 18.00h. (The address will be later confirmed.)

**Departure day:** 23<sup>rd</sup> August 2017. Since ca. 2 hours are needed to get to Budapest from the venue, please consider your booking and if possible only book flight ticket with an afternoon departure. Before buying the ticket let us know about your choice, and its price to have a green light to buy it.

The travel dates are: 15<sup>th</sup> August for arrival at the venue and 23<sup>rd</sup> August 2017 for departure from the venue. You are allowed to stay 1-2 days extra before or after the training week on your own expenses for visiting Hungary. Outside of this time frame, your travel costs will not be reimbursed.

**Transport to the venue:** We will arrange a collective transport to Magyarkút. We will pick you up at the restaurant after dinner. Practical information about transport and meeting point will be shared when we get closer to the day of arrival.

### Costs as a participant

There is a participation fee of 30 €.

The training course will be implemented in the framework of the EU Erasmus+ Programme, and travel expenses will be reimbursed to all participants according to **travel limits set by the Erasmus+ Programme**. If you stay within the given budget, your expenses will be covered 100%, and if you spend more, the exceeding amount will be your own contribution to your travel. Please find the maximum amounts participants can spend to travel to the venue in Magyarkút. List below.

**25 € is deducted from the travel limit** as it is the price of the return transfer we will organize between Budapest and Magyarkút, and on the way back.

### LIST OF TRAVEL BUDGET

PARTNER ORGANISATIONS	No. of pax	Budget limit per person
ASOCIACION BUILDING BRIDGES (E)	3	250 €
Asociația Support for Youth Development (RO)	3	2 <sup>nd</sup> class train ticket, bus ticket will be reimbursed. If the group comes by car, the petrol consumption will be reimbursed upon road records.
<b>Evropske centrum mladeze Breclav/European Youth Centre Breclav z.s. (CZ)</b>	<b>4</b>	<b>2<sup>nd</sup> class train ticket, bus ticket will be reimbursed. If the group comes by car, the petrol consumption will be reimbursed upon road records. If you come by flight please discuss it with the organizers.</b>
Jump in associazione cultural (I)	3	250 €
Pi Youth Association (TR)	4	250 €
Association Youth Human Impact (PL)	4	250 €
MOSTart NKKE (HU)	4	2 <sup>nd</sup> class train ticket, bus ticket will be reimbursed. If the group comes by car, the petrol consumption will be reimbursed upon road records.

Please try to find the cheapest solution.

The reimbursement of your travel and visa costs will be organised on the spot in cash (EUR) during the training course, so please bring all necessary documents and receipts to make the process easier. (The participation fee, 30 € will be deducted from the sum.)

## REIMBURSEMENT

Please keep all your tickets, boarding passes, invoices and any receipts (even if it does not seem important), do not throw away anything!

**Hungarian means of transports** (airport shuttle minibus, public transport to the city centre) can only be reimbursed if you have an invoice and the ticket as well. You can book your minibus return ticket on-line for the name and address of MOSTart NKKE. <http://www.minibud.hu/>. Taxi will not be reimbursed.

According to the Hungarian rules, all the companies are obliged to issue an invoice. Unfortunately not all the ticket officers speak in English, so better if you write down **ÁFÁS SZÁMLA** (= VAT invoice). Nyugta (Bill) is not equal with Számla. So if you see nyugta on the slip of paper you received, it will not be reimbursed. Then go back to the cashier and ask for SZÁMLA /Invoice. For all the tickets you buy in Hungary you should ask an invoice for the following name:

MOSTart NKKE  
2344 Dömsöd, Wesselényi u. 15

Better to note these data or keep with you printed this page.

Accommodation and food during the training course will be fully covered. Insurance is obligatory and should be arranged and covered by each participant and will not be reimbursed.

**!! Important: Consult the organisers before buying tickets. Only ticket options approved by the organisers will be reimbursed.**

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We are looking forward to unfold this project with you!  
Warm greetings from the coordinators,

**Trainers:**  
**Zóra (HU), Buzz (UK)**

**& the organizer**

**Kata**

