

Unlock your learning potential through Coaching

27 September - 5 October 2016
Uzana, Bulgaria



Co-funded by the
Erasmus+ Programme
of the European Union



HUMAN
RESOURCE
DEVELOPMENT
CENTRE



Erasmus+

W e l c o m e

Dear partners,

Through the following pages, we have summarized the information you need to know about our training course.

We are very glad that you have decided to participate in our project, and therefore we will strive to offer a warm welcoming to you in the training course for youth workers that will be held from *September 27 to October 5, 2016* in Uzana, region of Gabrovo, Bulgaria.

If you have further questions, do not hesitate to contacting us at yas.bulgaria@gmail.com



Enjoy exploring the practicalities!



What is “Unlock your learning potential through Coaching”?

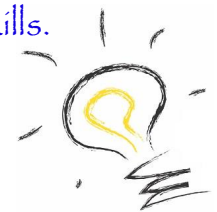
The project focuses on one of the most successful but least used methods for realizing the full potential of young people and assisting them in career development – **COACHING**.

The **general objective** of the project is to prepare youth workers to use the method coaching to develop competences and qualities, that will help them unlock and realize their full potential; to increase their motivation for learning, self-improvement and personal confidence; to acquire soft skills (self-management, active listening, communication skills and skills for feedback), attitudes towards the development of their organizational culture, team compatibility and personal satisfaction; to realize their own personal values and life goals; to develop entrepreneurial spirit; to be flexible and compatible on the labour market.

On the other hand **the aim** is to provide methods, tools and skills that will allow participants to have full readiness to help others to become more active, independent and aware of themselves and to lead them better in their personal, professional, social development and realization in life in general.

To achieve **the objectives**, the project is directed to work with partner organizations based in countries where there is an identified need and necessity of improving the quality of professional orientation and realization of young people in the labor market. They directly support young people in their personal and professional development and through the project will be able to effectively use coaching as part of the methods and tools that youth workers apply for this purpose. This will increase the quality of youth work for achievement of sustainable results.

The project focuses on **topics** such as: basics of coaching; coaching models and approaches; key coaching skills; opportunities for applying the method coaching in youth work; skills to motivate and support youth for action; leadership skills, including peer leadership and teamwork; active listening skills; communication in networks and exchange of good practices among participants and their organizations, particularly in the area of development of leadership skills.



The **expected results** of the implementation of the project are: increased capacity of the organizations by developing capacity to implement the method coaching, effective support for young people in personal and professional aspect and increase in their self-confidence, initiative and proactivity to realize their potential, development of conscious and trained youth workers who are multipliers of the experience to other young people (direct youth work) , NGOs (networking) , and Europe as a whole (international projects).

The **methods** used to achieve the objectives of the project are training sessions, workshops, simulations, interactive presentations, role plays, discussions, project development and social initiatives.

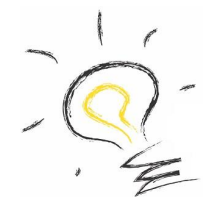
The **long-term benefits** from the implementation of the project will be: raised capacity and competence of youth work, positive long-term development of the organizations, activities with higher quality based on the method coaching, that will lead to better cooperation, positive and sustainable development of the local communities and opening the local communities for intercultural dialogue and development of European identity and solidarity in more young people.

How will we work?

The **methodology** of the training course is conceived in ways that require active participation and exchange between participants. It is based on participants' own experiences and builds on concrete actions for the future. The methodology of the training programme is based on the main principles of experiential learning cycle and non-formal education.

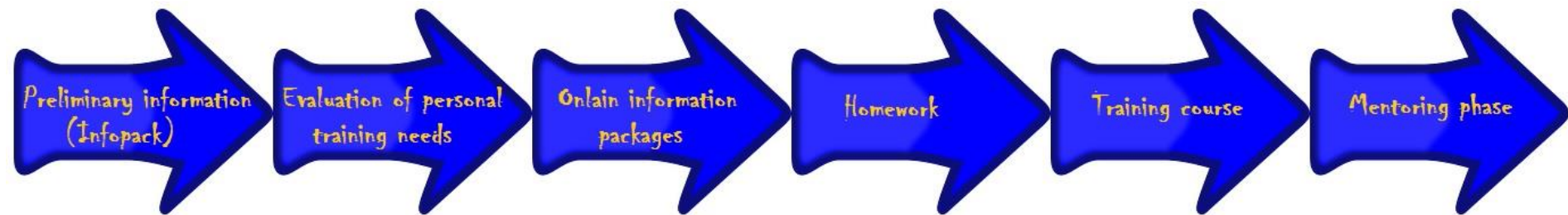
The **programme** is designed with a logical flow that starts with introduction to concepts and progressively gets into the topic, to end up working on the creation by participants of practical results. This way, the course will close with a document containing all the information gathered in the training.

The training course will be fully implemented **in English!**



Coaching Process

We want to create a learning process which will lead to a bigger impact in the development of the participants. Thus we created a six phase process which will be described below.



- 1. Preliminary information** – information material for the host and partner organizations, training program, venue and important information about Bulgaria - transport, climate, currency, prices and more. The information contain requirement for documentation and reporting of travel expenses of participants as well as a list of necessary items and preparation prior to the course. So, if you reading those rows – welcome on the first phase!
- 2. Evaluation of personal training needs** - filling in form, which will contain information on personal training needs of selected participants. Thus trainers will gather information and be able to carry out final tuning of the program so that maximum to meet the needs of the participants.
- 3. Online information packages** - it will be several e-info package that will send participants before the start of training. Info packages will represent a short online course with information on the topics of the training. Course will contain concepts, theories, video presentations and links to the participants on the topic. Info packages will have a role to set wave participants to learn and motivate them before training, also to prepare them with the necessary knowledge on the topic. Info packages will be prepared by the team-trainers who prepare the training program.
- 4. Homework** - Participants will receive a list of tasks to prepare to national groups to cover several aspects of training strategic planning, inter-cultural learning, building partnerships and networks. The tasks will be to prepare



presentations with the necessary materials: the future course of their organizations, the activities of the organizations and the national culture of the countries.

5. Training course – the program activities will be between September 27 – October 5, 2016 in Uzana, Gabrovo region, Bulgaria. You will have more details below.

6. Mentoring phase – in the next 3 months after program activities (October 5 – December 5), each participant will receive mentoring support (if necessary) in two directions: directly mentoring – for the implementation of new tools and methods learned during the training; sharing of materials – our team will share useful information related with the topic of the project.

When?

Arrival day: 27 Sept. 2016 before 15:00 in Sofia.

Start: 28 Sept. 2016 at 9:00 in Uzana.

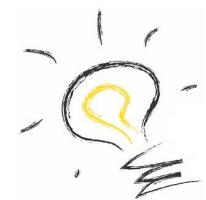
End: 4 Oct. 2016 at 22:00 in Uzana.

Departure day: 5 Oct. after 16:00 from Sofia.

We will provide the bus from Sofia to Uzana in the day of arrival and departure!

Please, try to look for travel options which allow you to be in Sofia latest at 15:00 on 27 September.

If you plan to arrive earlier or leave later, and you need to find an accommodation, let us know, so that we can support you. Your expenses out of the days of the training will not be reimbursed by the organizers. Please **DO NOT BUY** any tickets before approval of the organizers!



The Training course

The course is prepared and will be run on the basis of a methodology that emphasizes active participation and commitment of all who's involved. Therefore, the program is subject to regular changes and adaptations before and during the course. The activities foreseen are ice-breakers, role-plays, teambuilding and outdoor activities, debates, open space and several workshops to develop life skills and competences useful for any youth worker. The working methods are the: "Experiential learning", "Educator to Peer" and "Peer to Peer".

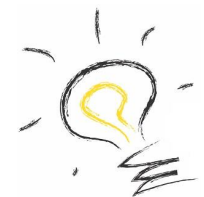
We will like to remind you again that this training course will be quite challenging since we will be reflecting and facing challenges on individual and on group level overcoming demanding situations, we will be questioning a lot how we and others are living and will pass intensive reflection moments.

Participants

The project "Unlock your learning potential through Coaching" is a training course which aims at bringing together 31 youth workers from 9 countries. Training course is aimed at people who are active in the field of youth organizations and informal groups: active members, youth workers, volunteers participating in various projects with interest in the field of coaching and entrepreneurship that identify the need to unlock their potential and to develop their personal skills, qualities and competencies.

Number of participants

Bulgaria - 7	Greece - 3	England - 3	Poland - 3	Spain - 3
	Romania - 3	Italy - 3	Croatia - 3	Czech Republic - 3



Selection of participants

Each partner must to use this form about selection of participants -

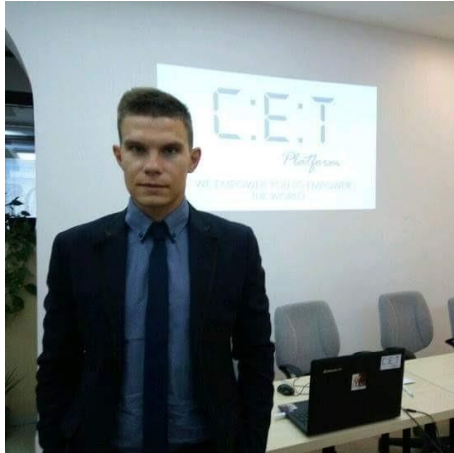
<https://goo.gl/forms/ATEGnKBPxjF6XRHK2>

Deadline for submitting application forms is **August 22**. On that day we will send you list of applicants from your country and ask you to do selection until **August 26**. If we do not receive decisions until that day project team will do selection instead of you. In case that you would like to do pre-selection feel free to do so using any kind of application forms. However, we would like to have all selected participants applied through our form. In case that you already have participant that you will send, please make sure that he/she apply through our form.

Partner organizations



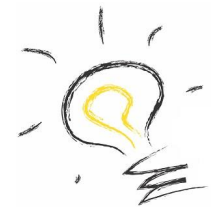
PROJECT TEAM



Nikolay Nikolov is the President of the youth non-governmental organization "Civic education and training platform – CET Platform" and informal group "Youth for active society – Bulgaria". He is also Secretary general of National Youth Forum (NYF) and a member of the "Project management" Pool of the NYF. He has successfully completed training of trainers of the National Youth Forum in the framework of the project "Youth Academy". He has participated in numerous national and international projects. He is a successful coordinator in 4 projects under Erasmus+. Nikolay will be responsible for the coordination of the project.



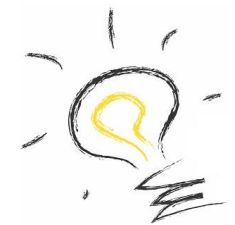
Ognian Gadoularov is international trainer (<https://www.salto-youth.net/tools/toy/ognian-gadoularov.2625/>), member of trainer's network of SALTO EuroMed, member of the national team of trainers of the National Agency "Erasmus +" (HRDC) and coordinator of international cooperation in Narodno chitalishte "Badeshte sega 2006". Ognian last six years has prepared and conducted 14 international trainings within the Youth in Action and Erasmus + Programs, including TCP/TCA trainings for Romanian, Latvian, Cyprus and Bulgarian national agencies and SALTO trainings. Before he starts working as a trainer and youth worker in the youth field Ognian has 5 years of experience in corporate training and consultancy work in business consulting company. This gives him a great advantage in developing and implementing projects related to youth employment and labor market support. Ognian is one of the educational experts who developed this project and will lead educational activities.





Alexandra Mircheva is a trainer in the Pool of Trainers of the National Youth Forum - Bulgaria (NYF) and is actively working in youth field and non-formal learning in the last four years. She is part of the team of NC "Future Now 2006". Over the years she has worked at local level - to develop youth councils which take part in the decision-making together with the responsible institutions and on national level as a member of the Board of NMF in two consecutive mandates. In the NYC she was responsible for the development of priority "Education" and has coordinated an expert working group preparing policy documents, positions and opinions related to non-formal learning, validation of knowledge, skills and competencies and others. She is a certified instructor from "Future Now 2006" to conduct training programs for children and young people through experiential learning.

Alexandra successfully completed training of trainers of the National Youth Forum. She has experience for facilitating groups within the National Youth Meeting "Non-formal education" and "Youth worker", as well as other projects in the field of non-formal learning and training. She has participated actively in the preparation and implementation of youth projects under the Erasmus + program and has conducted several international trainings for young people and youth workers. Her training experience and interests are mainly on the topics of youth leadership, civic activity, structured dialogue and youth empowerment, personal development. Alexandra is one of the educational experts who developed this project and will lead educational activities.



Program of the Training course

We are presenting you with a program for the course. However, it is important to notice that it is just guidelines to offer you and overview, which can still be modified and will also be adapted accordingly to the group during the course.

	27.09	28.09	29.09	30.09	01.10	02.10	03.10	04.10	05.10	
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	
		INTRO DAY	FOUNDATIONS OF COACHING	CHALLENGES AND OPPORTUNITIES	LOCAL COMMUNITY AND CULTURE DAY	COACHING SKILLS AND TOOLS	REALITY CHECK DAY	FUTURE PLANNING DAY		
9.00 - 10.30	Arrival Welcome	Official opening Introduction	Basics of coaching	Challenges for young people	Meeting local NGO representatives and Youth leaders	Active listening - one of the pillars of coaching	My community	How can I be useful?	Departure Goodbye	
10.30 - 11.00		Break	Break	Break		Break	Break	Break		Break
11.00 - 12:30		Get to know each other	Coaching models and approaches	What is the potential/ possibilities of using to coaching in youth work?		Who I am? - tools for self-assessment and introspection	Analyzing of approaches to training of young people in using of coaching tools	International projects and cooperation		
12.30 - 14.00		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		
14.00 - 15.30		Teambuilding	What is coaching for me?	Steps and methods for the introduction of coaching in the youth field - Part 1	Cultural visit	Who I am with others? - tools for managing of relationships	Erasmus+ - opportunities and partnerships	Personal Action plan		
15.30 - 16.00		Break	Break	Break		Break	Break	Break		
16.00 - 17.30		Coaching as a tool for personal and professional development in the field of youth	Organizational presentations	Steps and methods for the introduction of coaching in the youth field - Part 2		Conscious coaching and managing of emotions	SALTO Coaching Guide	Final evaluation and closing		
18.00 - 18.30		Reflection	Reflection	Reflection		Reflection	Reflection	Reflection		
19.00 - 20:30		Dinner	Dinner	Dinner	Dinner	Dinner	Dinner			
21.00		Welcome Evening	Sharing stories	Cultural Cross-Road 1	Cultural Cross-Road 2	Dinner out	TEDx evening	Free evening		Closing evening

Travel reimbursement & Insurances

Board and lodging will be provided and paid by the Organizers of the Training Course. There will be travel reimbursement according to the Erasmus + regulations (see the table below). Please pay attention to the figures and conditions. We are strongly recommending you to have insurance while you are in Bulgaria. Each participant will be in charge of purchasing one, because no private insurance will be reimbursed.

Very important: your tickets are an essential part of accounting of the project that we must keep and present to the Erasmus+ National Agency, the main funders of the training. Therefore, if you cannot provide your original tickets, receipts, insurance and invoices clearly stating the travel agency, your name and the exact costs of the tickets, we will not be able to reimburse you.

Travel limits in €

Bulgaria - 180	Greece - 275	England - 360	Poland - 275	Spain - 360
	Romania - 180	Italy - 275	Croatia - 275	Czech Republic - 275

Please **DO NOT BUY** any tickets before approval of the organizers! Please note if you bought your ticket 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 web-site: www.ec.europa.eu/budget/inforeuro/index.cfm?Language=en



Travel expenses

The travel expenses (from your home town till the venue of the course) are reimbursed on presentation of the relevant receipts **up to the maximum listed in the table**. In the frames of the Training Course the reimbursement will be done only for travel expenses incurred according to the rules given below:

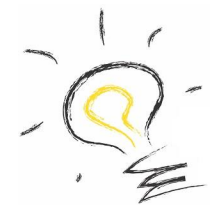
- ▮ **Travel expenses** will be reimbursed only upon presentation of **documentary evidence** of the sum actually paid: original invoice or/and a copy of credit card slip. **The documents** must have the date, price, name of the traveler, destinations of the travel and the bill has to be completely clear.
- ▮ **Electronic tickets** will only be reimbursed on receipt proof of payment (invoice, paper of booking/purchase printed from internet, copy of credit card-slip showing the transfer of the money for the ticket, **payment confirmation from internet**) and on presentation of the boarding pass for the outward journey.
- ▮ Note, that **the booking paper alone is not enough to prove your travel expenses**. You should present as well **the boarding passes**, a bill, a slip of payment and print-out from your bank account to confirm the sum paid for your ticket.
- ▮ **Keep all travel documents** you get during your trip: boarding passes, bills, slips, tickets etc., because we absolutely need them!
- ▮ **Taxi fares** cannot be reimbursed.

Organizers will reimburse **100%** of eligible travel costs up to the limit. **50% of travel cost** will be reimbursed after participants provide their original tickets and fill their personal report from European Commission. **Other 50% of travel cost** will be reimbursed after approval of project report.

Reimbursement will be done by bank transfer in Euro **to the sending organization's bank account**.

Note that, only participants attending the entire training course can be reimbursed. The Commission **solely** reimburses public transport costs.

There is NO participation fee for this training course!!!



Personal health

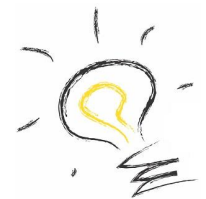
It is very important that you notify us of any health risk or possibly necessary medicines (if you did not note it yet in your application form, please let the team know about it as soon as possible via e-mail).

The information you provided on any special needs does not remove your own personal responsibility for ensuring your own health.

What to bring?

- ▮ Clothes and shoes suitable for sports and walking/hiking.
- ▮ Your original tickets for the entire trip, the invoice of the travel agency (the price clearly indicated on the ticket), the boarding passes.
- ▮ Your travel insurance contract and a legible copy of it.
- ▮ Your ID/passport.
- ▮ Your own medication.
- ▮ Something typical about your country such as food, drinks, music, traditional objects, promotional materials and whatever else you want to present.
- ▮ Materials about your organization.
- ▮ Your willingness to reflect on your own skills, knowledge and attitudes.
- ▮ Your motivation, inspiration and energy for an intense and hard working week.
- ▮ Your spirit to share your experience, questions and doubts.

Concerning *special needs (diets, medicine)* please, tell us beforehand if you need any assistance from us in this matter.



Venue

The Uzana (Bulgarian: Узана) is a winter resort in Bulgaria. It is located at the foot of Ispolin peak at 1,420 m above sea level, near the Bulgarka Nature Park in the Stara Planina. It consists of large meadows surrounded by forest. The altitude varies from 1,220 to 1,350 m. The longest run is 4,265 ft / 1,300 m.

The nearest big city is Gabrovo, some 22 km away. Uzana is also the geographic center of Bulgaria. The resort with its 15 hotels provides tourism opportunities throughout the year.



The surrounding sites of Uzana are suitable for spaleology, skiing, and rock climbing. There are possibilities for cultural tourism in the region. In the nearby open-air ethnographic museum Etara people can learn more about Bulgarian crafts. The Sokolski Monastery is situated a few kilometers away from Uzana. Tourism in the Uzana region started in 1937 when the first chalet also named Uzana was built on the southern side of the meadow. Uzana is a home of rare floral species included in the Red Book of Endangered Species.



Accommodation and food

The training course will take place in hotel "Prima S". Participants will be accommodated in double and triple bed rooms. Each room has a bathroom. Accommodation and full board meals (breakfast, lunch and dinner) are covered by the hosting organization.

<http://www.uzana.com/prima-s.html>



Useful information



Located in South Eastern Europe, Bulgaria is bordered by Greece and Turkey to the South, Romania to the North and Macedonia and Serbia to the West. Its Eastern Border is formed by the beautiful Black Sea Coast. A country of outstanding natural beauty the environment remains unspoilt and is incredibly varied. A relatively small country, a few hours drive will take you from the snow covered central Pirin mountain Ranges to the long sandy beaches of the Black Sea coast. Forming the heart of several of ancient histories greatest civilizations Bulgaria's rich culture is reflected in a vast number of architectural treasures. Throughout the country you will find ancient Greek sites, Roman amphitheatres and Byzantine churches. The country is home to 160 monasteries, 36 cultural centres and 40,000 listed archaeological monuments. Nine sites have achieved a coveted place on the UNESCO world heritage list.

- || **Capital city:** Sofia
- || **Official language:** Bulgarian
- || **Currency:** The official currency of the country is **the lev**. Since 1997, the country has been governed by a currency board and the value of the lev has been pegged to the Euro, at a fixed rate of **1 EUR = 1.95583 BGN**.



|| Getting to Bulgaria:

- by Plane: Official site of Sofia's airport <https://www.sofia-airport.bg/en/passengers>, Sofia airport tel.: +359 2/ 937 22 12. You can use the international website <http://esky.com/> to find your flight.

- by Bus: You can visit Internet site <http://www.centralnaavtogara.bg/> where you will find more information about international and interurban bus schedules and where you will be able to make online reservations.

- by Train: The main European railway routes pass through Bulgaria. If you prefer traveling to Bulgaria by train we recommend visiting the official site of the Bulgarian State Railways which provide direct or non-direct transportation to main European and Mediterranean cities: <http://www.bdz.bg/en/>

|| Most important phone numbers: 112 - european emergency number

|| The average temperature for Sept. - Oct. in Uzana is around 15 degrees centigrade.

Contact information:

If you need help, have questions or need further information please do not hesitate to contact us:

Nikolay Nikolov – Project coordinator

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+359 887928282

