



OFFICIAL GUIDE

TRAINING COURSE | SPRING 2017

SUMMARY OF THE PROJECT
PROCESS OF THE WORK
SELECTION OF PARTICIPANTS
TRAVEL INFORMATION
VENUE

IMPORTANT DATES AND RULES
PROGRAM AND METHODOLOGY
PROJECT TEAM AND PARTNERS
ACCOMMODATION AND FOOD
USEFUL INFORMATION

Hello dear friends,

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 20th April to 28th April, 2017** in Uzana, region of Gabrovo, Bulgaria.

If you have further questions,

do not hesitate to contacting us at bulgaria@cetplatform.org



SUMMARY OF THE PROJECT



The project **aims** to prepare youth workers to use the method Organizational coaching to develop the capacity of NGOs in order for youth organizations: to become more effective in their work with young people, to clarify easily their strategic priorities, to plan and structure work activities and projects. As a result, young people will be more confident in taking concrete steps in realizing their ideas.

The project also aims at increasing the motivation for development, self-improvement and personal self-esteem among participants; creating attitudes to develop their organizational culture, team compatibility and satisfaction; awareness of the basic values and goals in life.

The project will provide participants with methods, **tools and skills** that will allow them be prepared to assist other organizations in their development - how to become more active, independent, and to direct them better in their professional, social development and realization.

For the achievement of the **objectives**, the project is directed to work with partner organizations based in countries where there is an identified need and necessity to increase organizational capacity of youth organizations and for implementation of innovative methods and approaches for youth work. The target group of partner organizations is mostly from countries with less developed youth sector, where NGOs are in need of growth and development of organizational capacity to achieve sustainable development and effective work with young people to achieve positive effects in the social scale.

The project includes **topics** such as: basics of organizational coaching and framework of the method; sharing resources for organizational coaching; key coaching skills; skills for motivation and support of young people towards actions; leadership and teamwork skills; skills for effective group work; active listening skills; communication in network and exchange of best practices among participants and their organizations, particularly in the field of leadership skills development; support of friendship between the participants; skills for self-control; communication management.

The expected results from the implementation of the project are: increased capacity of the organizations by developing capacity to implement the method organizational coaching, increasing motivation for development, self-improvement and personal self-esteem, attitudes for development of their organizational culture, team compatibility and satisfaction, development of conscious and trained youth workers, multipliers of the gained 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, guided practice, coaching sessions, role play, discussions, group and self - reflection, project development and others.

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

WORKING PROCESS

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. The 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 20th April – 28th April, 2017 in Uzana, Gabrovo region, Bulgaria. You will have more details bellow.

6. Mentoring phase – in the next 3 months after program activities (28th April – 28th August, 2017), 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.

IMPORTANT DATES

A man with short dark hair and glasses is sitting on a rocky ledge, looking out over a vast landscape under a dramatic, cloudy sky at sunset or sunrise. He is wearing a white polo shirt with dark horizontal stripes and dark shorts with white stripes on the side. The background shows rolling hills and a distant horizon.

25 March 2017 – Deadline for submitting of application forms;

25-28 March, 2017 – Selection of participants;

03 April 2017 – Deadline for buying tickets and sending copies of them;

20 April 2017 – Arrival day before 16:00h. in Sofia;

21 April 2017 – Start of program activities in Uzana;

27 April 2017 – End of program activities in Uzana;

28 April 2017 – Departure day after 16:00h. from Sofia;

10 May 2017 – Deadline to send the tickets in original by post.



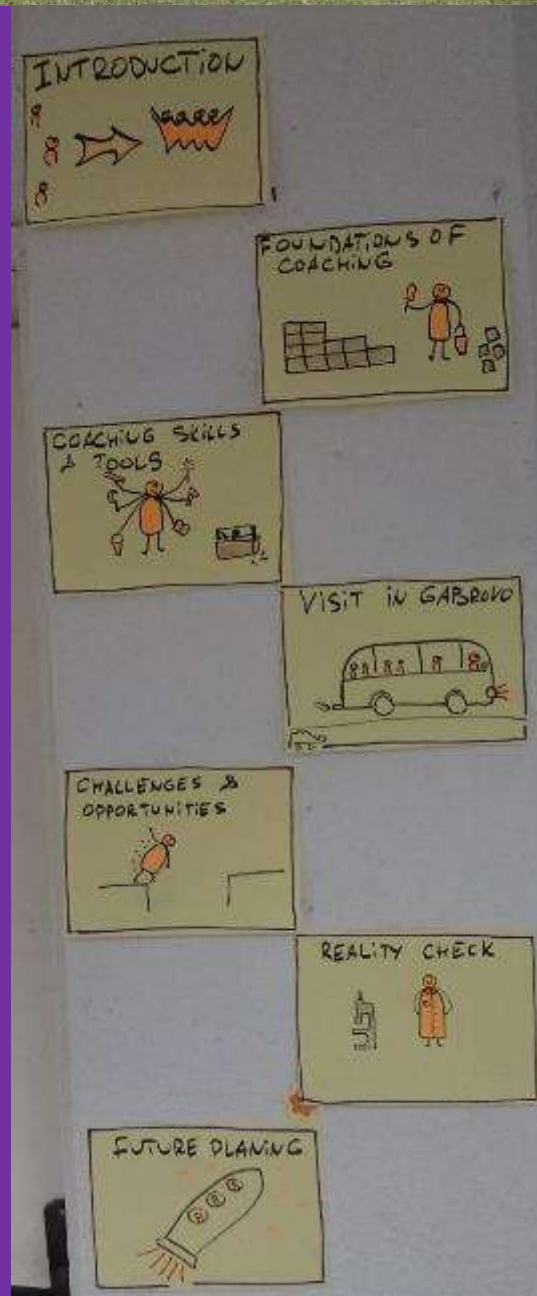
PROGRAM AND METHODOLOGY

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.

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 program is based on the main principles of experiential learning cycle and non-formal education.

The program 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. Here you can find full program of the project - [https://docs.google.com/spreadsheets/d/1eFDqgAJ2SqG_6swXKJyl2zxVjimUd\\$ySuFzeXilM-Zo/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1eFDqgAJ2SqG_6swXKJyl2zxVjimUd$ySuFzeXilM-Zo/edit?usp=sharing)

The training course will be fully implemented in English!

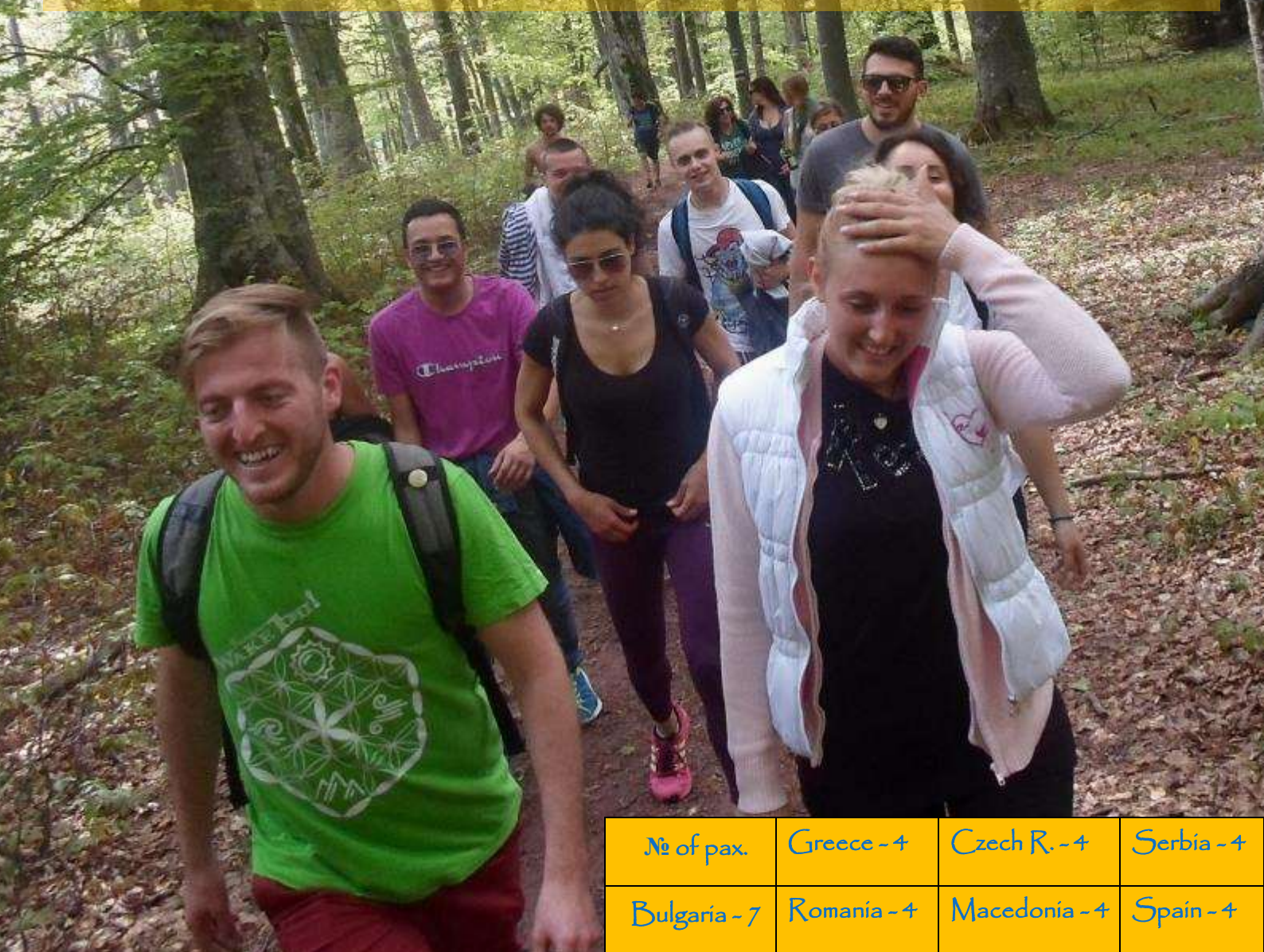


SELECTION OF PARTICIPANTS

The project “Unlock your NGO’s potential through Coaching” is a training course which aims at bringing together 31 youth workers from 7 countries. The training course is aimed at people who work at the level of management and decision making in youth organizations and informal groups: board members, project coordinators, organizational managers etc. involved in decision making and planning positions, whose leadership competencies depends on the capacity and efficient operation of organizations.

APPLY HERE → <https://goo.gl/forms/wdCfOua34VC7IXo32>

Deadline for submitting application forms is **25th March**. We will send the list of applicants to all partners and will ask from them to do selection **until 28th March**. If we do not receive decisions the project team will do selection. 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.



Nº of pax.	Greece - 4	Czech R. - 4	Serbia - 4
Bulgaria - 7	Romania - 4	Macedonia - 4	Spain - 4

TRAVEL INFORMATION

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 **before 15.00 on 20th April, 2017 and after 16:00 on 28th April, 2017.**

NOTE! The distance between Sofia and Uzana is 230 km or around 3.5 hours by bus.

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.



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 limit**. 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.

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.



IMPORTANT RULES

REIMBURSEMENT AND INSURANCE

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.

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. 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

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

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. Please DO NOT BUY any tickets before approval of the organizers!**

PROJECT TEAM



Nikolay Nikolov

PROJECT
COORDINATOR

Nikolay Nikolov is a president of the youth non-governmental organization "Civic education and training platform – CET Platform", 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

TRAINER

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.

A woman with long dark hair, wearing a white t-shirt with a black cat graphic and blue jeans, stands in a workshop room. She is gesturing with her hands. Behind her is a whiteboard on an easel with handwritten notes under the heading 'Project Planning 4.0'. The notes include: 'PROBLEM', 'MISG', 'CONTINUED REVISIONS', 'TARGET GROUP', and 'ACTIVITIES'. To the left, another whiteboard lists 'OBJECTIVES' with four bullet points. The room has a wooden floor, a window, and various colorful posters and sticky notes on the walls. A small table with a laptop and other items is to the left of the woman. A 'WELCOME FUTURE Leaders' poster is on the wall to the right.

Alexandra Mircheva

TRAINER

Alexandra Mircheva is a vice - president 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. 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 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.



Desislava Baneva

TRAINER

In the last 8 years Desislava Baneva working as trainer and coach for various youth, social and business organizations and she is dedicated to supporting people in an engaging way. She believe that the 'key' to personal and society growth is to be empathic, ready to serve others and build blooming relationships. Desi integrated this into the training and development programs that she organize and deliver. Besides people, she love also arts and nature! In this project hoped that as part of the training team will manage to inspire and empower you and you then further inspire others! Expecting a bunch of new Spring-blooming relationships! Desislava also will lead educational activities.

WE ARE EXPECTING YOU!

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 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.

For more information ---> <http://www.uzanabg.com/EN/index.php>

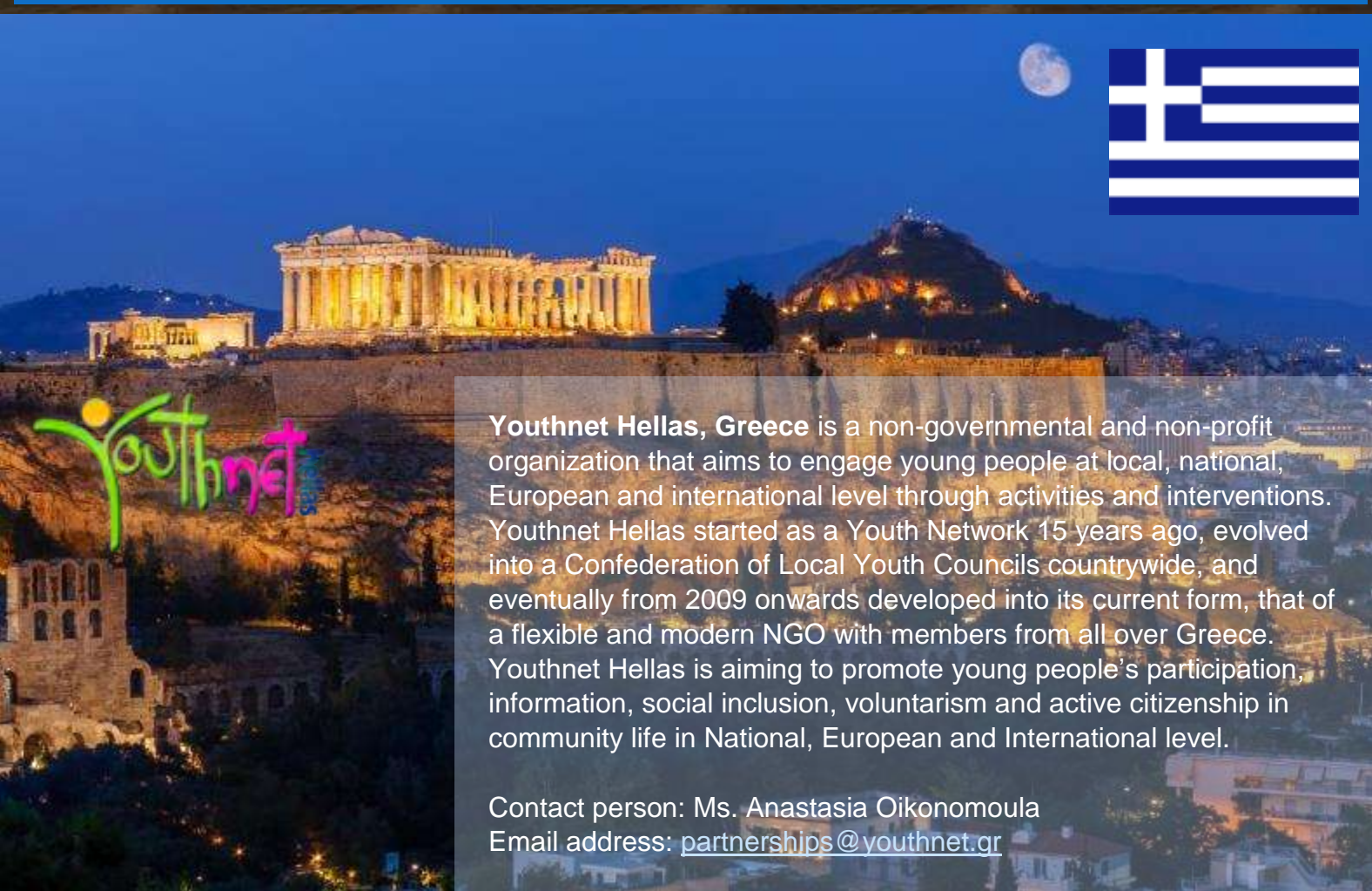


WHAT TO BRING?

- 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.

PROJECT PARTNERS



Youthnet Hellas, Greece is a non-governmental and non-profit organization that aims to engage young people at local, national, European and international level through activities and interventions. Youthnet Hellas started as a Youth Network 15 years ago, evolved into a Confederation of Local Youth Councils countrywide, and eventually from 2009 onwards developed into its current form, that of a flexible and modern NGO with members from all over Greece. Youthnet Hellas is aiming to promote young people's participation, information, social inclusion, voluntarism and active citizenship in community life in National, European and International level.

Contact person: Ms. Anastasia Oikonomoula
Email address: partnerships@youthnet.gr



European Youth Centre Břeclav z.s., Czech Republic is non-profit nongovernmental organization founded by young people for young people in 2007. Our main aims and activities are informing and raising awareness of the European Union and its educational programs; promoting self-fulfilment and personal development of young people through educational programs of the European Union and developing non-formal education, intercultural dialogue, international cooperation and active civil society.

Contact person: Ms. Jana Parolková
Email address: eycb.info@gmail.com



CET platform, Serbia was established as a group of experts with the aim to provide support, assistance, services and expertise in the field of the development of civil society and democratic institutions, civic values, and non-formal education for all citizens, especially young people. CET also deals with advocacy in public policy issues. CET organizes events (round tables, debates, seminars and workshops) on the issues of activism, education, promotion and exchange in the field of human rights, and development of local, regional, European and international relations and cooperation. CET especially promotes the development of creativity, innovation, entrepreneurship, and sustainable development.

Contact person: Mr. Vojislav Vujic
Email address: office@cetplatform.org

CET
Platform

Asociația Tinerilor Activi Civic, Romania
(Association of Civically Active Youth) is a youth organization, apolitical, NGO that aims to drive the development of the Romanian society attracting young people towards active citizenship and promoting the local and national cultural values.



Contact person: Mr. Laurentiu Petrea
Email address: laurpetrea@gmail.com





DESES-3, Spain is non-profit organization that works with young people, offering them opportunities of comprehensive training programs, while giving priority to those who are unemployed or have a cultural, social or economic disadvantage. We aim at social inclusion and thus provide the space and projects that will allow youngsters to develop their social skills.

Contact person: Mr. Jonás Martin Vega

Email address: asociaciondeses3@gmail.com



CET platforma, Macedonia (ЦЕТ платформа Скопје) is a voluntary, non-profit, non-governmental, non-partisan association of citizens with mission to: strengthen civil society on local, national and European level, promote and protect the human rights, perform activities which encourage moral and civic values, strengthen inter-ethnic relations, empower youth in society, advocate for social inclusion of vulnerable groups, promote non-formal education and offer support, education, training and mobility opportunities to young people.

Contact person: Mr. Bojan Kocevski

Email address: macedonia@cetplatform.org



USEFUL INFORMATION

CAPITAL CITY IS **SOPIA**

OFFICIAL LANGUAGE IS
BULGARIAN

THE CURRENCY IN REPUBLIC OF
BULGARIA IS "LEV". THE COURSE
OF EXCHANGE IS FIXED AND
1 EUR = 1.95583 BGN.

THE AVERAGE TEMPERATURE
FOR APRIL IN THE MOUNTAIN ON
1300m. ALTITUDE IS
15 DEGREES CENTIGRADE.

EMERGENCY NUMBER – **112**

FIND YOUR FLIGHT ON
WWW.ESKY.COM



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.

