

INFO PACK

“Sketching Ideas”

KA1 Youth Mobility - Training Course

22nd – 31st August 2018

Labanoras, Lithuania



Project Summary

- **Type:** Erasmus+ K1 Mobility of Youth Workers
- **Topic:** Graphical Facilitation
- **Location:** Labanoras, Lithuania
- **Dates:** 22nd – 31st August 2018 (22nd and 31st are travel days)
- **Countries:** Lithuania, Romania, Slovakia, Poland, Macedonia, Czech Republic, Italy and Estonia
- **Participants:** 4 participants per country
- **Target group:** youth workers
- **Working language:** English
- **Application form:** <http://ap.erasmusprojects.org/si/>
- **Contact:** info@keliaukkadkeistum.org
- **Facebook group:** www.facebook.com/groups/483077362141968/

Our goal is to organise a training course between **22nd – 31st August 2018** in **Labanoras, Lithuania** for **30 participants** of 8 NGOs **from 8 countries** on how to apply graphical facilitation techniques and methods in youth work activities.

To see what to expect check out our video from the previous project: youtu.be/27xNnLA1izY

Project Overview

This is an introductory course to graphical facilitation and is addressed to beginners and no prior knowledge in drawing is required. We will guide participants through every step.

There is a saying that “One picture is truly worth a 1000 words, pictures help to convey realms of data efficiently”. Our project’s main objectives are to develop for the participant’s practical knowledge, competences and abilities on how to apply graphical facilitation techniques and methods in youth work activities. We will understand why people have different learning needs and why graphic facilitation is an accessible tool for everybody. We will develop our graphical vocabulary and we will give meaning and form to our ideas. We will help you to use mind mapping to talk, brainstorm, analyse, dialogue, reach conclusion, find solutions. Grab markers and go close to the flipchart. Techniques, tricks and tips will be presented as well on how to use these tools in your work!

Secondly, the aim is to increase the capacity of the partners to organize youth activities using graphical facilitation methods and techniques and to increase the level of efficacy of the dissemination and exploitation of results strategy within youth activities and Erasmus+ through graphical facilitation techniques and methods.

During 8 days, we will discover the benefits of graphical facilitation and experience storytelling and recording stories in the community.

Project Schedule

The structure of the training course will consist of the following five phases:

Phase 1 – team building, getting to know each other; Code of Conduct; safety, protection and risk prevention; introduction to Youthpass; expectations, fears and contributions.

Phase 2 – theoretical background on graphic facilitation and visual storytelling; 5 basic elements and 4 principles of drawing; creating individual visual vocabulary; visual storytelling practice; various graphical facilitation tools and techniques to prepare youth work.

Phase 3 – visual storytelling in a work visit, where participants will interact with locals.

Phase 4 – Discovering Erasmus+ and thinking of future projects ideas, future partners collaboration; dissemination products.

Phase 5 – DEOR and follow-up; YouthPass certification and final evaluation.

Daily timetable:

08:30 – 09:30 – Breakfast	15:30 – 17:00 – Workshops III
09:30 – 11:00 – Workshops I	17:00 – 17:30 – Coffee break
11:00 – 11:30 – Coffee break	17:30 – 19:00 – Workshops IV
11:30 – 13:00 - Workshops II	19:00 – 20:00 – Dinner
13:00 – 14:00 – Lunch	21:00 – ??? – Night program

Accommodation and Venue:

The host organization will provide and cover the accommodation and food.

Our project will take place at a rural tourism homestead “**Vilijos sodyba**” in Labanoras, Lithuania. The venue is located in the Labanoras regional park, surrounded by nature, beautiful green forests and ponds.

Accommodation will be arranged for **2-4 persons/room**, grouped by gender. Breakfast, lunch and dinner will be served at the same location every day. There is a free wireless internet connection available, but you should not rely on it. You may check the project venue here: <http://vilijossodyba.eu/>

Please be prepared that you won't get a proper internet access for the whole program and there might also be no cellular network.



Travel Information

The venue itself is not accessible by any public transport so the participants must arrive to the capital city of Vilnius where we will organize a pickup by bus from the International Vilnius Airport bus stop:

Participants from one country are advised to travel together with the same bus/train/flighth.

To Vilnius: the participants can come to Intenational Vilnius Airport by plane or to Vilnius central train or central bus station. On the departure day we will also arrange transport to take the participants back to the pickup point to the International Vilnius Airport bus stop.

- Pickup time at International Vilnius Airport bus stop will be on the 22nd August at 17:30.
- Departure time to International Vilnius Airport bus stop will be on the 31st August at 10:00.

Participants traveling to Vilnius by bus/train/plane must book the travel tickets to be in Vilnius on 22nd August at 17:00 the latest and the return tickets with departure time after 12:00.

General Information

Weather conditions: the average temperature in August is between 20 and 25 °C during the day. Please check www.accuweather.com for more updated information about the weather.

Dress Code: Casual comfortable clothes and shoes for indoor and outdoor activities. You may also take a swimming suit. Towels will be provided by the accommodation.

Cultural night: participants from each country are expected to prepare a 10-15min program to present their culture (culture, customs, music, dance, etc.) and to bring some typical local drinks and food.

Meals: three meals and two coffee breaks per day will be provided. We will take into account all the participants' dietary aspects such as allergies, intolerances and preferences. We will also have vegetarian menu (please note that Lithuania is not a vegetarian friendly country and the cooks might not be able to provide all kind of vegetarian dishes).

Dietary/Special requirements: please inform us as soon as possible if any participant have any dietary requirements or any other special requests.

Health and travel insurance: the participants are required by Erasmus+ program to have a valid European health insurance card and a valid travel insurance for the period of the projects including the travel dates.

Internet: unfortunately, in the project location the internet services might not highly reliable, there is limited access to the internet (Wi-Fi).

Cellular network: there might also be no cellular network at the project venue.

Transport Reimbursement

Based on relevant supporting documents each participant is entitled for reimbursement of travel costs for round trip according to Erasmus+ travel distances up to the following limits:

- Estonia up to **180 EUR**
- Romania, Slovakia, Poland, Macedonia, Czech Republic and Italy up to **275 EUR**

Participants traveling to Vilnius by bus/train/plane must book the travel tickets to be in Vilnius on 22nd August at 17:00 the latest and the return tickets with departure time after 12:00. Participants who will not comply with this schedule will be replaced.

Email for sending all transport documents: info@keliaukkadkeistum.org

To be entitled for reimbursement the participant must comply with the following guidelines:

- The travel must be economical mean for the group as a whole.
- For plane, train or bus the ticket must be economy/2nd class.
- Only eligible transport for reimbursement is authorized public transportation company.
- Examples of ineligible transportation: priority boarding, seat reservation, additional luggage, business class tickets, plane tickets on longer routes, plane tickets with stops for one night or more, taxi, rented cars, private transport companies, travel starting or ending in different country than the sending organization's country, etc.
- For electronic ticket/receipt/invoice the document must be delivered in PDF format. If it's on a website, it must be saved as PDF or printed into PDF. Screenshots or forwarded emails are not accepted.
- If no electronic version is available, the original transport ticket and receipt/invoice has to be delivered to the project coordinator. (We recommend purchasing electronic tickets whenever it's possible because of ease of use).
- The travel dates can be max 3 days prior/post project.
- The participant must be on the project for the whole duration and has to attend all the sessions.
- The participant is responsible for delivering all the documents required for reimbursement, the deadline for delivering the documents is 30 days after the end of the project.

The participant must consult with us before buying the ticket and obtain our written confirmation that we agree on the chosen transportation means and route before buying any travel tickets. We will only reimburse approved tickets.

Note: reimbursement will be done in EURO, regardless of the currency indicated on your ticket and receipt/invoice. If the ticket is bought in local currency, we will calculate your travel costs in EURO based on the exchange rates required by Erasmus+ programme.

Participants Profile

The **target group** of this project are **youth workers who are interested in improving their competences on using drawing and graphical tools** to present, facilitate or document a learning process in a non-formal learning context, such as a training course, exchange, seminar, international event, workshop.

The specific criteria based on which we will evaluate applicants and select participants:

- Experience in youth work
- Interest in the topic of the project
- Motivation to participate in the project
- Experience in facilitation or supporting group learning activities

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Participant's prerequisites:

- Be a youth worker
- Be present and have an active participation on all sessions of the TC
- Show initiative and interest in the topic and follow up activities
- Be over 18 years old

For the participant's selection, the applicants will be asked to describe themselves according to above mentioned criteria, to self-evaluate their experience and competencies and to express their motivation to participate in the TCs. **An application form will be used to assess the participant's profile and potential interest in the project's topic and in subsequent dissemination activities.**

The applicant must meet the participant profile and then the motivation of the participants will be the main selection criteria. The applicant might be interviewed by us via phone or skype in case it's not apparent from the application form that the participant profile is met.

It is also important to select participants who have a clear understanding that the project does not end with the completion of activities, but continues with the dissemination and presentations of the results. Gender balance and group diversity in terms of different social and cultural backgrounds should be taken into consideration.

Please invite suitable youth workers interested to take part in this project to fill the following application form: ap.erasmusprojects.org/si/

[The deadline for applicants to fill the application form is 30th July 2018](#)

Phases and Deadlines

The selection of the participants will be done in the following phases and process:

1. Application period (till 30th July): each partner should identify suitable participants based on the participant's profile and invite them to fill the application form. The potential participant should fill the application form as detailed as they can.

2. Applicants evaluation and selection (1st - 3rd August): the project coordinator with the trainer will go through filled application forms, verify that the applicants meet the above-mentioned participant's profile and confirms to the partners. The project coordinator may conduct an interview with the applicant in case there is a doubt whether he meets the participant's profile.

The partners should inform the successfully selected applicants from their countries and provide further information to plan their trip to the project venue.

In case a partner hasn't provided sufficient number of applicants or the applicants doesn't meet the participant's profile the coordinator will search for replacement on platforms like Facebook groups or Salto Youth (*Note: this scenario is unlikely but sometimes it happens, hopefully won't be the case this time*)

3. Transport planning (6th – 12th August): the participants will be asked to plan their trip to the project venue with the assistance of partners and project coordinator. The participants must purchase the required travel (plane/train/bus) tickets for the given itinerary in advance and send the copies to the project coordinator.

The coordinator will replace the participants who didn't buy and provide tickets.

4. Preparation for the project activities (13th – 21st August): the participants from each country will be in touch with the corresponding partner organization and project coordinator to prepare for the project activities.

5. 22nd – 31st August – Project activities

6. 1st September – 15th October – Dissemination of the project results.

Group of youth workers from each country is required to organize a dissemination event in their country to communicate the result of the project to youth workers and community.