



# Learning 200



skills & competences  
for youth employability



Budapest, Hungary | 6–11 September 2016

## Project background

“Learning2DO: skills & competences for youth employability” is a Training Course directed to youth workers and youth leaders from Programme Countries, in order to empower the work of their NGOs in the field of youth employability.

Often, for youngsters, to orientate in today’s European labour market, affected by a deep economic crisis, and with an increasing competition within it, has become extremely complicated. Following the Europe 2020 Strategy, we aim to support youth organisations in developing an inclusive growth approach in their local communities, equipping their youth workers with valuable tools to empower youth employability, developing their coaching, career guidance and motivation skills, to support young people in their realities to be active in their labour market and in the European one. Moreover, we will provide them space to network, share best practices, define obstacles and challenges in different contexts, and work together on practical solutions to be implemented in each of their local contexts.

## Project aim and objectives

The main objectives of the project is to learn more about practical tools to boost employability skills of youngsters, providing them ideas for practical guidance, sharing instruments for European labour market and mobility opportunities, furnishing hints and tools on how to build effective CVs or deal with job interviews, and giving examples on how Formal, Non-formal and Informal education can contribute to the personal and professional growth of an individual.

## Content

The main methodology used will be the one of non-formal education, completed with some theoretical inputs, and we will use creative and interactive methods such as simulations, presentations, brainstorming, fish bowl, open debates and theatre.

## Duration

6 days (excluding arrival and departure), from the 6th till the 11th of September 2016. Travel days are 5th and 12th of September.

## Participants

27 participants and 4 facilitators coming from 9 Programme Countries.

## Participants' profile

This project has been designed and developed to be addressed to Youth Workers and Leaders, Youth Activists and those active in youth organisations or dealing with youth matters.

In order to be eligible as a participant, it is necessary to be over 18 years old and legally resident in the country in which the organisation is registered.

The participants should:

- Have the capacity to establish and create partnerships and commit with follow-up application of processes,
- Be interested in developing competences and implement follow-up initiatives,
- Be aware of the characteristics of the learning environment (non-formal education),
- Work regularly in the youth field,
- Have communicative level of English.

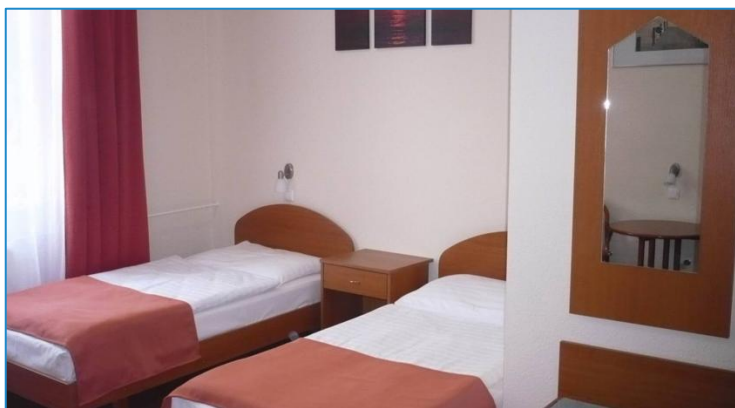
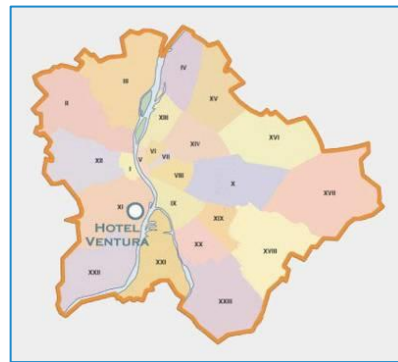
## Learning2DO Training Programme

	Day 1 (5 Sept)	Day 2 (6 Sept)	Day 3 (7 Sept)	Day 4 (8 Sept)	Day 5 (9 Sept)	Day 6 (10 Sept)	Day 7 (11 Sept)	Day 8 (12 Sept)
8:30 – 9:30		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:45 – 11:30	Arrival	Official opening; presentation of program and staff; expectations, fears and contribution; ground rules	Employability and employment: what is the difference?	Unemployment vs employment: realities in Europe I	Visit to the Parliament, Roundtable on policies for youth unemployment	Dos and Don'ts in job interviews	Erasmus + programme	Final evaluation and closing ceremony
11:30 – 12:00		Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	
12:00 – 13:30		Team building	Transversal and soft skills for employability	Unemployment vs employment: realities in Europe II	SWOT and Grouping	External experts: another perspective on a job interview	Developing new project ideas	
13:30 – 15:00		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
15:00 – 16:30		Formal, informal and non-formal education	What job is a good job? Career orienteering and myths	The European labour market: most and least wanted	CV: tips, tricks and examples	Job Interview simulation: preparation	Dissemination of results	Departure
16:30 – 17:00		Presentation of the TC, getting to know each other	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	
17:00 – 18:30			Recognition of NFE: Youthpass, the 8 key competences and best practices	Setting up goals and reaching them	European programmes and platforms for employability	Practical building of creative CVs	Job Interview simulation: practice and debriefing	Finalizing of the Youthpass
19:30 – 20:30	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
21:00	Welcoming evening	NGO Fair	Intercultural evening	Mid-term evaluation - free evening	Movie night	World Café	Farewell evening	

## Accommodation

**The Gerand Hotel Ventura** is located in the green belt on the Buda side, about 4 km from Budapest's centre and has a tram stop very close the door. Free WiFi is available throughout the building. In the hotel: free internet access, wellness and fitness facilities for discount price (2 EUR/day)

2–3 participants will be accommodated per room, divided by gender, mixed by nationality.



## Meals

Participants will be provided 3 meals a day, as well as coffee breaks. Dietary needs such as vegetarianism will of course be taken into consideration as much as possible. Please be however open-minded and curious to Hungarian cuisine.



## Travel budget

**Please do not** buy any tickets without our confirmation or permission. Before buying tickets you should always contact us and send us your travel plans and **ONLY** after our permission you can proceed.

Country	City	Organisation	Number of participants	Travel cost per person
BLG	Sofia	The Starry Start of Talents Foundation	3	275
CZE	Brno	Brno for you, z.s.	3	180
ESP	Cádiz	EuroCaleta	3	360
EST	Tallinn	Mittetulundusühing Youth Senate Tallinn	3	275
HUN	Dombóvár	EMINA Pályorientációs Alapítvány	5	0
ITA	Cagliari	TDM2000	5	275
LTV	Rokiškis	Rokiškio jaunimo centras	3	275
POL	Pleszew	Stowarzyszenie "Grupa Działania"	3	180
ROM	Galați	Asociația Tinerilor Activi Civic	3	275

## Insurance

Participants are required to have an insurance for the whole duration of the project. This is obligatory for your safety and health. The European Health Insurance Card is valid in Hungary. In case you have the card, you do not need to have additional insurances.

## Weather

All updates about the weather are here:

[www.weather.com/weather/today/l/Budapest+Hungary+HUXX0002](http://www.weather.com/weather/today/l/Budapest+Hungary+HUXX0002)

## Visa and travel documents

Participants coming from the European Union do not need visa to enter the territory of Hungary. Participants from these countries will need to have only a valid identity card or an international passport. **Please check the validity of your ID or passport before departure. Before travelling, check whether you are entitled to leave your country and enter to Hungary with your travel documents!**

## How to prepare and what to bring?

Participants should be prepared to present the situation regarding unemployment and employability measures in their countries, and to bring data and maybe some newspapers about it.

Please bring materials of your organisations for the NGO Fair. (leaflets, brochures, information booklets, etc.)

The programme will include an international night for which we ask you to bring your local food, beverages, sweets and anything you think that might represent your culture/country.

## Travel to Budapest

Most common arrival point is Budapest international airport. Flights to Budapest are mostly operated by national and budget airlines from many big cities across Europe.

For participants arriving from Poland and Czech Republic we recommend to use train connections to Budapest.

Participants are kindly required to arrive to the project venue (Hotel Ventura) by using public transport (bus #200E from Airport to last stop, then change to metro line #3 to Deák tér, then change to tram #47 and get off at Andor utca stop. The hotel is just 50 metres from the tram stop. From main train stations (Keleti and Nyugati pályaudvar) and main bus station (Népliget) take any metro to Deák tér and follow same directions as above.

Please note that if some participants will stay longer for holiday reasons, organisers will not provide them accommodation.

Address of project venue: H-1119 Budapest, Fehérvári út 179. (Hotel Ventura)  
<http://www.gerandhotels.hu/index.php?oldal=ventura>

## Reimbursement of travel expenses

We ask you to bring us all boarding passes and tickets with invoices for your travel expenses. If you do not have these documents we will not be able to reimburse your money.

Travel costs are fixed amount of money per participant based on the travel distance. Travel distance was calculated using the distance calculator supported by the European Commission.

In every Partnership Agreement with every Partner states the rule about money that will be given to the Partner for travel expenses. We will reimburse you the amount of money that you have spent on travel tickets but not more than the fixed amount per participant from each country.

The costs of travel by private car cannot be reimbursed.

Reimbursements will be made via bank transfer after you send back the documents from return trip, and payment of bank transfer fees will be borne by recipients.

## Application and deadline

The application form can be accessed at the following link:

[http://culturalrelations.org/Files/Erasmus/Application\\_form-Learning2DO.docx](http://culturalrelations.org/Files/Erasmus/Application_form-Learning2DO.docx)

Deadline for application: **1 July 2016**



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