



## **Training of Trainers for European YOUTH Projects 2004/05**

**Supported through the YOUTH Programme of the European Commission**

**A long-term course aimed at Training for designing,  
running and evaluating training projects within the YOUTH  
Programme of the European Union**

The three seminars will take place in different European countries.

- First seminar: **3 – 11 November 2004** in Romania
- Second seminar (9-10 training days): **end of January 2005** (*exact date to be determined*) in Greece
- Training projects implemented by the participants **between March and September 2005**
- Third seminar (7-8 training days) in **September 2005** (*exact date to be determined*) in Italy

### **Co-ordination**

This training course is co-ordinated by Interkulturelles Zentrum (IZ), Austria and SALTO Training and Cooperation RC in the name of the network of National Agencies for the YOUTH Programme of the European Union

### **Team of trainers**

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## Rationale for this training course

The YOUTH Programme of the European Union is primarily aimed at developing and supporting *youth exchange projects, youth initiative projects and transnational voluntary service projects*. In the context of this training course such projects are referred to as "*European YOUTH Projects*".

The YOUTH Programme puts major emphasis on the *quality and content* of supported projects in the areas of intercultural learning, participation of young people, involvement of disadvantaged young people/young people with special needs, the European dimension etc.

Youth workers and other actors involved in the development, implementation and evaluation of European YOUTH Projects are confronted with big challenges when trying to comply with the requirements of the YOUTH Programme, specifically also in the areas of intercultural communication, project management and methodology of European YOUTH Projects.

Therefore, *training* of youth workers and other actors involved in European YOUTH Projects is an integral part of the YOUTH Programme.

The training course "Training of Trainers for European YOUTH Projects" has been developed in order to meet the increasing need for qualified trainers in this field and to enlarge and further develop the European network of trainers who have the skills and the motivation to develop and implement training projects within the YOUTH programmes of the European Union.

## Aims and objectives

The major aim of this training course is to further develop the European network of trainers who have the skills and the motivation to develop and implement training projects within the YOUTH Programme of the European Union.

Specific objectives with respect to the trainees of the training course are to develop:

- The competence to design and implement national and international training activities for youth workers and other actors involved in the development and implementation of projects within the European YOUTH Program
- The competence to co-operate in international teams of trainers/facilitators;
- The competence to use and adapt existing training concepts and methods and possibly to design new ones;
- The competence to convey the philosophy of the YOUTH Programme;
- The competence to deal with ambiguity and crisis;
- Intercultural competence;

## Methodology and Structure of the course

The course is designed to give participants the opportunity to experience, and reflect upon, being a trainee and a trainer. The course is designed as a mutual learning situation where participants can learn from each other and from the experiences they encounter during the course. Due to the long-term character the course is designed in a way where the three seminars are only ONE aspect shaping the learning process of participants. Acting as a responsible self-directed learner is a key feature for the course.



### Four main elements of the course:

#### 1. The three seminars

8 main roles of Trainers: The seminars are designed to support the development of the competencies connected to the 8 main roles of Trainers working in the European Youth Work context identified by the team: Learner, Training Needs Analyser, Programme Designer, Team Worker, Facilitator of Individual Learning Process, Facilitator of Group Learning Process, Resource Person, Evaluator.

Trainers Action Opportunities: Throughout the course participants will have the chance to act in various capacities as a trainer in the seminars, predominantly in Seminar 2.

Project Learning: In the seminars there is space to identify the teams for the practice training projects as well as some time to prepare for them. The last seminar will be based very much on the evaluation of the Training Projects.

Self-directed Learning: Especially in Seminar 1 there will be space for preparing the individual learning. There will be time in seminars to consult with peers as well as with trainers from the team concerning the Individual Learning Plan.

Intercultural Learning: One important aspect of the residential seminar is the development of intercultural competence – through specific programme parts as well as Feedback sessions in relation to international team work.

Non-Formal Education and YOUTH Programme: Seminar 1 will touch upon that without extending too much on it. It is expected that participants have acquired the necessary knowledge in this respect before the course.

### **Individual, self-directed Learning**

The course will provide the participants with a number of different tools to help them assessing their potential as trainers and planning their competence development and learning process. All participants will have different starting points in terms of prior experience and developed competencies and hence also have diverse learning needs. The course methodology and the team will support as much as possible these different individual learning processes.

Tools in use will be:

- ◆ Self-Perception Inventory (A Questionnaire helping the participants to assess their potential and competencies as trainers);
- ◆ Individual Learning Plan: A planning tool supporting especially the learning pursued outside the residential seminars.
- ◆ Peer Support (Each participant will have a colleague to support each other in the professional development process);
- ◆ Consultations with Trainers.

### **Training Practice Projects**

Each participant will have to design, run and evaluate an international training project with other participants from the course. This training project will have to be run between Seminar 2 and 3, between March and September 2005.

Participants will identify themes for their practice projects on the basis of consultations made with NAs and with respect to the priorities of the YOUTH programme. They will form international teams with other participants of the course in the first seminar. They design, prepare and evaluate their project outside the programme of the residential seminars. Especially seminar 2 will be designed in a way to support the preparation for the training project. The funding of the training projects will be achieved through Action 5 of the YOUTH programme – either through a grant application (Action 5.1.1) or through direct funding of the National Agencies (Action 5.1.3.) Before seminar 3 the team of trainers will provide participants with certain evaluation aspects to take into account for a common starting point of reflection.

### **Co-operation with National Agencies**

Participants are recruited for the course through the National Agencies. Ideally there is a co-operation between the participants and his/her National Agency supporting the active participation in the course. This would include a preparatory meeting before the first seminar to update the participant on the latest developments in the YOUTH programme as well as the Training Priorities of the Agency. Furthermore this talk could be used to exchange ideas about possible project ideas for the training practice phase as well as possible ideas for Follow Up after the course has finished. It is vital for the

success of the whole course that there is concrete opportunities for the participants to practice their training competencies once they have finished the course.

During the course the National Agency can support their participant with reflecting on the learning process (perhaps discussing parts of the Individual Learning Plan) and consulting on the training practice project once it has been decided. Last but not least the support with financing the project (Action 5.1.3) or supporting a grant application (Action 5.1.1.) is important.

## Profile of Participants

Participants have to be recruited and paid for by one of the National Agencies for the YOUTH programme.

Participants are expected

- To have been involved in a team of trainers for the full duration of a training course – designing, preparing, implementing and evaluating.
- to have international experience with a function of responsibility (not only as a participant) in the field of youth projects/youth work;
- to have the potential and need to develop training competencies and act after the course as a trainer for European YOUTH projects and/or for Training courses organised by the National Agencies of the YOUTH programme;
- to have acquired a basic knowledge and understanding of the YOUTH Programme of the European Union prior to the beginning of the course;
- to develop, implement and evaluate an international training project (in the framework of Action 5, YOUTH programme) together with other course participants as part of this training course;
- to be able to work well in English.
- to be motivated to contribute to the learning process of the training course and to be committed to attend its full duration.

## Working language

The working language will be English.

## Application procedure

All candidates must apply by using the application form provided by *Interkulturelles Zentrum/SALTO*. Candidates should send this form to the National Agency for the YOUTH Programme in the respective country. Each participant has to be nominated by a National Agency. In case of participation the National Agency will cover all costs involved – participation fee, International Travel Costs, Costs for Board and Lodging.

**Applications must be submitted by 10 May 2004** to National Agencies. They will forward pre-selected applications to *SALTO*. The team of organisers and trainers will make a proposal for the selection of participants to the National Agencies/Youth.Net by **17 May 2004**. Participants and National Agencies will be informed thereafter.