



Erasmus+

„Project Management Training”

Erasmus+ KA1 Training Course

Zakopane, Poland
8-16 March 2015

What? Where? When? With and for whom?



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Title: Training Course – Project Management Training

Dates: 8th – 16th of March 2015

Project Partners:

- Center for Scientific and Cultural Initiatives PARNAS – Poland – host organization
- Zeleno Drustvo - Udruga za bolje sutra – Croatia
- Heraklion Youth Centre – Greece
- Kistarcsa Cultural Association – Hungary
- Associazione Mosaico – Italy
- Citta di Torino – Italy
- Stowarzyszenie FRUGO – Poland
- Asociatia EuroDEMOS – Romania
- Asociatia Hermes Comunitas 2007 – Romania
- Mladinski Center Dravinjske doline – Slovenia
- Sistem ve Jenerasyon Dernegi – Turkey
- Karahuyuk Mahallesi Ilim Kultur ve Yardimlasma Dernegi – Turkey

Participants: 24 participants, 18-30 years old, 2 Youths from each partner organization, which are working as youth workers, youth animators, youth trainers, youth project managers and coordinators

Project Idea



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The training course 'PMT – A Project Management Training' focuses on international project management, value of partnerships and participation of young people. It aims to support sustainable partnerships and high quality of international youth work in Europe. The idea of the project is a result of the consultations among the organizations who used to work with PARNAS in the past. The consultations indicated that there is a high need to learn how to manage international youth projects in the frames of new Erasmus+ programme, as well as to learn how to increase level of youth participation in such projects and how to ensure quality in partnerships. As a result of this consultations, PARNAS offered its partners network the following training course.

Objectives of the training course are as follows:

- developing the competences of youth workers in international project management in the field of youth and in the framework of Erasmus+ Programme;
- developing competences on quality in international partnerships and youth participation in such partnerships;
- learning from already gained experience of successful youth projects on local and international level;
- building international partnerships and develop international youth projects in the frames of Erasmus+ Programme;

The main elements of the training course:

- providing a detailed overview of the Erasmus+ Programme, its priorities, actions and procedures;
- showing how to design projects based on the needs of specific target groups in Erasmus+ Programme;
- indicating how to ensure high level of participation of young people in Erasmus+ projects;
- providing information concerning partnership: how to manage communication, procedures, information, knowledge and sustainability in partnerships;
- developing interpersonal relations concerning leadership, decision making, team work and dealing with conflicts;
- sharing and exchanging good practices of international cooperation projects, partnerships, challenges and local youth work;
- providing information concerning financial management, financial rules of the Erasmus+ Programme and co-financing opportunities;
- strengthening actions undertaking: building and strengthening partnerships and youth projects.

Methodology



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Hole project will be based on non-formal learning:

- workshops,
- simulation exercises,
- team building exercises and name games,
- speeches and presentations,
- active discovery of the venue and sightseeing activities,
- interviewing local population,
- cultural presentations organized by the participants, open space for developing own follow-up activities,
- daily reflections and final evaluation.

Accommodation



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Accommodation: „Willa Józef” in Zakopane in Tatry Mountains

- double, triple and quadruple rooms
- full board
- conference room, highland cottage
- more information and photos at:

<http://www.zakopaneharena.pl/>



Travel



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1. If any of you will have connection (bus, plane, train) to Cracow, please let us know. Then we would be able to:
 - buy your tickets – what makes everything easier for everyone, but we need all details of your travel to let travel agency know;
 - help you with transport from Warsaw/Cracow to Zakopane.
2. You can come to Poland maximum 2 days before project and go back to your hometown 2 days after the project finished, but we couldn't pay for your accomodation during those days.
3. In case of participants' travel shorter than from organization's hometown, please contact us, because it may cause the change of distance travel limit.
4. If you are buying tickets by yourself reimbursement of travel costs will only be done upon the presentation of all including documents, receipt/invoices and boarding passes. The best way is to send us your electronic tickets and invoices. It will let us to do the reimbursements during the project.
5. In case of not having all documents during project, reimbursement for return trip will be done after sending all scanned and hard copies documents regarding to participants travel after their return.

Travel costs



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The maximum possible amount of reimbursement for travel

Organization	Country and organization hometown	Participants	per Participant
Zeleno Drustvo - Udruga za bolje sutra	Croatia, Kastav	2	275 euro
Heraklion Youth Centre	Greece, Heraklion	2	275 euro
Kistarcsa Cultural Association	Hungary, Kistarcsa	2	180 euro
Associazione Mosaico	Italy, Napoli	2	275 euro
Citta di Torino	Italy, Torino	2	275 euro
Stowarzyszenie FRUGO	Poland, Bobrowniki	2	180 euro
Asociatia EuroDEMOS	Romania, Iasi	2	275 euro
Asociatia Hermes Comunitas 2007	Romania, Petrosani	2	275 euro
Mladinski center Dravinjske doline	Slovenia, Slovenske Konjice	2	180 euro
Sistem ve Jenerasyon Dernegi	Turkey, Ankara	2	275 euro
Karahuyuk Mahallesi Ilim Kultur ve Yardimlasma Dernegi	Turkey, Konya	2	275 euro

Preparation



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Representatives of each organization have to put information about the project on their websites and prepare materials about:

- Their organization (photos, promotional projects) which are necessary for effective Interior Organization Passage and building new partnerships for future projects
- The level of knowledge, experience etc. in the field of Youth in your countries – types of initiatives, main successes, problems, ideas for changes etc.

It will help in presenting each partner organization and preparing speeches about initiatives in the field of Youth in each country.

Please check also, if all participants (if it is applicable) have European Health Insurance Card (EHIC).

Furthermore, we kindly ask all participants to bring some national drink, snacks and music from their home countries, as a contribution to the national evenings.



Dear Partners

In Poland!