



Call for participants

In a project

»Become a Multitasker, be a part of NGO«



- Training course: 9th November – 15th November 2014
- Educational visit of organization: January 2015

Dear partners and friends,

We are sending you a call for participant in a project „Become a multitasker, be a part of NGO“. The project will be divided into two parts. First part will be dedicated to **training course** for 21 participants from partner countries, which will take place **from 9th November to 15th November 2014** in Novo Mesto, Slovenia. At the training course we will chose 10 participants which will attend the second part of the project the **educational visit** in one of partner organizations **in January 2015**.

We kindly ask you to recruit participants as soon as possible. **The deadline is 10.october 2014.**

Background of the project and project objectives

Idea for international project “Become a multitasker, be part of NGO” arose from inquiry for practical experiences and competences of youth to work in NGO’s and from need to share this kind of experiences/competences in form of intensive educational courses, internship and also to give to the youngsters mentorship in NGO’s.

Few years ago we started at Voluntariat pilot projects “internship for students and other youngster”. It showed up to be a real success so we have taken from this projects a basic model and we developed it in complete international program to give support to youngster to develop competences for working in NGO.

1. First part of a project presents intensive **training course** for 21 young people, which are finishing their studies or graduates from different fields and are searching for their first job.





2. Second part of a project presents **educational visit** for 10 aspiring young people in one of the partner organizations from Bulgaria, Italy, Moldova, Serbia, Spain and Great Britain.

The project objectives are:

- to train 21 young people for work in NGO, strengthen their knowledge and competences and to encourage them to develop their own initiatives on how to expand opportunities for employment in NGO sector and other sectors
- to give to the participants the inside view on reality of work in NGO (NGO tasks, profiles of work, culture of work in NGO sector) and to give opportunity to exchange experiences
- to give guidance to participants with good mentorship (educational visit at work station) in multicultural environment
- to strengthen collaboration between NGO and youth and to encourage youth to integrate in labor market, to exchange experiences with partner NGOs regarding giving support to the youth to include in NGO sector

The participants should fulfill the following criteria:

- Age between 21-32,
- Finishing their studies or graduates who are seeking their first employment,
- Able to work in English,
- Able to attend the entire duration of the course,
- They are responsible, serious and self-initiative,

Project Structure

Activity 1: TRAINING COURSE »Become a Multitasker, be a Part of NGO«

*This 7 days long training course will be organized **from 9th November till 15th November 2014** in Novo Mesto, Slovenia and will gather 21 young participants and trainers and staff from 7 partners/countries: Slovenia, Bulgaria, Italy, United Kingdom, Moldova, Spain and Serbia.*





At the intensive training course we will educate 21 young participants about different areas which project leaders are dealing in everyday life in NGO. Trainers will use different innovatively methods enable participants to discover and learn more in the following areas: project planning and leading, team work and team leading, working in multicultural environment, PR and marketing.

During the time of training we will chose **10 participants** which will attend the Activity 2: international educational visit.

Scheme of participants at the training course:

Country	No. of young participants	No. of representatives of the organization
Bulgaria	3	1
Italy	3	1
United Kingdom	3	1
Moldova	3	1
Spain	3	1
Serbia	3	1
Slovenia	3	1

[More information about the training course and application see below ->](#)

Activity 2: EDUCATIONAL VISIT in one of the partner organizations

*The educational visit for 10 selected participants in partner organizations will start in **January 2015 (one month)**.*

In the beginning of 2015 selected participants will attend one month educational visit in one of the partner organizations. The participant will transfer gained knowledge from the training course to practical work. At the same time they will get to know the nature of working in NGO. During the visit participants will work on a concrete project with help from a mentor.

10 participants selected on the training course will attend the international educational visit according to the following scheme:





During the visit all of the participants will get daily allowance. Travel expenses will be calculated based on distance calculator and based on fixed fees. Read more about distance calculator:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

No. of participants	Country of origin	Country of educational visit and organization
1	Serbia ->	Slovenia, Zavod Voluntariat
1	United Kingdom ->	Slovenia, Zavod Voluntariat
1	Italy ->	Bulgaria, CVS-Bulgaria
1	Italy ->	Moldova, AVIDIT Moldova
1	Moldova ->	Italy, Servizio Civile Internazionale-Italia
1	Moldova ->	Spain, AURORA GPS
1	Spain ->	Moldova, AVDIT Moldova
1	Slovenia ->	United Kingdom, UNA Exchange
1	Slovenia ->	Serbia, Volunterski centar Vojvodina





TRAINING COURSE » Become a multitasker, be a part of NGO«

Sunday 9th November – Sunday 15th November 2015

Novo Mesto, Slovenia



MULTITASKER

Training aim and objectives

Training is composed from two parts: 1. To gain knowledge and competences for leading a project and 2. application of gained knowledge and competences to develop concrete ideas for higher quality of life in certain community. During the training course participants will acquire knowledge from areas which workers from NGO's need. The content of workshops will be project planning and leading projects, team work, work in multicultural environment, PR and marketing. Workshops will be performed innovatively. Participants will be encouraged to work independently.

Trainig objectives:

The training will be opportunity for young participants to get knowledge and experiences and courage to be able to start working in NGO = to become a MULTITASKER!

The participants will gain competences for multitasking in NGO in the following fields:

- Team work,
- Project management,
- Working in international environment,
- PR,
- Marketing.

Young participants and representatives of organizations (hosts) will start their cooperation:

- 10 selected participants get immediate possibility to cooperate with NGO,
- Participants networking get support to discover possible options for international cooperation in NGO's (mbilities, projects, voluntary projects, etc.).





Partner organizations:

- will present their own organizations and real picture of their work,
- will present opportunities for collaboration with young participants and will offered them real challenges.

The language of the training course is English.

Financial details

Participation fee: NONE!

Project is financed from the Erasmus + program.

Participants will be accommodated in Hostel Situla in Novo Mesto. Organizers will provide 3 meals and 2 coffee breaks per day. All additional meals, drinks and other needs, participants will cover for themselves.

Budget for travel is calculated based upon the distance calculator and is based on fixed rate. Read more about the distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Therefore, the maximum we can reimburse is:

Country of origin	Distance band	Travel grant per participant
Bulgaria	500-1999 km	275.00€
Italy	100-499 km	180.00€
United Kingdom	500-1999 km	275.00€
Moldova (Republic of)	500-1999 km	275.00€
Spain	500-1999 km	275.00€
Serbia	100-499 km	180.00€
Slovenia	0-99 km	0.00 €

Please, keep all travel documents (tickets, travel agency invoices and boarding passes)!

When you will plan your trip and BEFORE buying your tickets, especially if your planned travel itineraries are different than 9th November – 15th November, please inform us in advance, so we can approve your tickets and travel costs. Also, if you travel from elsewhere than your town and country, please, inform us, so we need to approve it as well. Thanks a lot in advance!

Tips for your trip:





- Ljubljana airport: You can fly to the airport in Slovenia and take the bus or shuttle to Ljubljana city center. (sometimes Ljubljana airport is the most expensive option! -> use airports near Slovenia :-)
- Airports near Slovenia: Venice, Trieste, Treviso in Italy; Zagreb in Croatia; Graz, Klagenfurt in Austria. For transfer from the airport use low-cost transfer GoOpti (book online): <https://www.goopti.com/en/transfers>

From Ljubljana you can take a bus to Novo Mesto (takes about one hour).

Applications

Please find the Application form attached. If you are interested to participate in the training, please fill the **application form** and send it together with your **CV in Europass form** by e-mail to your sending organization till 10th October 2014.

Europass Curriculum Vitae: <https://europass.cedefop.europa.eu/en/home>

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