



ANIMAVITA
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PSYCHOTHERAPY
AND COUNSELING

11. – 17. DECEMBER 2015

PRO-PER development

*PROFESSIONAL AND PERSONAL NON-FORMAL LEARNING
IN YOUTH WORK WITH UNEMPLOYED YOUNGSTERS*

Dear participants,

We would like to welcome you to the “PRO-PER development” training course, focusing on using non-formal learning methodologies with unemployed youngsters.

The training course will take place in Osilnica, in Slovenia, approximately 90 km from the capital Ljubljana.

In this **Infopack** you will find some practical information regarding your travel and stay in Slovenia. Please take the time to read it carefully and feel free to contact us, if you have any questions.

Also, please fill-out the **participant registration form** as well as the **travel form** as soon as possible!

We are attaching both word file documents to this Infopack email.

Also, we would like to invite you to join the **Facebook group of the project**, through which we will be able to exchange information and make contact with each other also already before the training course activity.

Click the following link, to join the Facebook group:

<https://www.facebook.com/groups/571336493013983/>

You can expect to receive the **TIMETABLE** of the TC in the beginning of December.

Your trainers,

Monica and Iztok



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ABOUT the training course: PRO-PER development

The project PRO-PER development is a Training Course organized in December 2015, with an aim of bringing together youth workers / social workers / youth leaders / trainers / project organizers to work together for one week and address the issue of youth unemployment.

The **main objectives** of the TC are the following:

1. **To promote** self-exploration and encourage youth/social workers to promote the “stepping-out-of-the-comfort-zone” when in contact with unemployed youth;
2. **To encourage** the youth workers to develop more programs and activities in order to develop employability skills for youth groups;
3. **To encourage** youth workers to use a holistic, PROfessional as well as PERsonal approach, when working with unemployed youth;
4. **To identify** the problems of unemployability and to seek to identify solutions which could be applied or developed back home, by all participants;
5. **To deliver** the proper tools for developing employability skills: communication, interpersonal, decision-making and lifelong learning skills;
6. **To deliver** some tools which are important for development of soft skills: active listening; self-management; capacity for quality self-expression; cooperation with others; conflict resolution and negotiation; taking responsibility for personal learning; reflection and evaluation;
7. **To inform** the participants about the Youthpass process and how they can use the Youthpass certificate to assist them in their job application;
8. **To create** dissemination material helpful also to other youth workers working in the field of youth unemployment and to act as multipliers by spreading this material in local/regional/national environments across the EU;

Participants are expected to attend the training course in full, actively participate in all activities and contribute to the success of the project before, during and after the implementation of the week-long activity!

ABOUT OSILNICA

Osilnica is a very small town, around 90 km out of Ljubljana, located in the south part of Slovenia. Quite remote from busy civilisation and in the arms of surrounding forests, it is one of the more beautiful places in our country.

One can be fascinated by the canyon of river Kolpa surrounded by a dense forest, full with forest animals and clean atmosphere, where there is no industry and little traffic.

Being in such a place will hopefully leave you in peace and harmony.



ACCOMODATION AND FOOD:

The place where we will be staying is Hotel Kovač***, in Osilnica. It is a family run hotel with long tradition which started in the late 18th century and a place where many Slovenian companies have their team-buildings and “personal-growth” workshops.



We will have access to wireless internet, but it can be a bit temperamental since we will be situated in a rural part of Slovenia.

Breakfast will be self-service, lunch and dinner will be served (according to your dietary needs, as you mark on your personal registration form).





We will be accommodated in bedrooms for 2 persons, taking into account the gender of participants. We will do our best to arrange the possibility for us to use the venues' wellness centre pool and whirlpool (jacuzzi 😊) every evening, before dinner.

For more information about the TC venue visit: <http://www.kovac-kolpa.com/en.html>.

ARRIVAL and DEPARTURE:

We expect you to arrive to **Ljubljana** on the **11th of December 2015, not later than 14:00**. The Training Course starts on the same day in the afternoon and ends on Thursday, the 17th of December, in the evening. Departure back home is on Friday, **18th of December**. The TC will take place in **Osilnica**, which is located about **90 km out of Ljubljana**. The venue can not be reached by public transport, or, in other words, the nearest train or bus station is several kilometers away. On arrival day, the 11th of December, we will organize private transportation from Ljubljana`s main train/bus station to Osilnica. The bus to Osilnica will leave **from Ljubljana train station at 14:15 in the afternoon**, and on the 18th of December we will be returning from Osilnica **back to Ljubljana train station at approximately 12:00 AM**. We kindly ask you to take this into account when planning your trip. Please make sure to calculate enough time to reach your transport (schedule your bus, train, flight departure after 13:00 from Ljubljana).

Before you book your trip, we would like to ask you to send us your trip information by filling out the **TRAVEL FORM**, so that we can confirm it. By doing so, we will be able to avoid potential logistic complications.

MEETING POINT IN LJUBLJANA (on the 11th of December):

At the statue of General Rudolf Maister (on a horse) in front of the main train/bus station in Ljubljana, at 14:00 in the afternoon. **Two members of the hosting team will be waiting for you in a bar behind the statue from 13:00 onwards.**



STATUE pic 1 (behind is the main train/bus station)



STATUE pic 2 (behind is a bar where we will be waiting)

TRAVEL TIPS

Please choose the most economical way of transportation (bus, train, car, within budget flights) for your travel.

In case no train, bus or (cheap) flight options are available on the scheduled arrival and departure day, you might consider arriving a day before and/or leaving a day after the course and booking a night in a hostel in Ljubljana.

Some potential hostels (or choose from other hostels on hostel booking websites):

<http://www.saxhostelljubljana.com/>

<http://www.hostelcelica.com/index.php>

<http://www.v-v.si/>

Please note that the organizers will not provide any additional accommodation outside the dates of the Training Course, nor can we cover these expenses with our ERASMUS+ funding.

There is a considerable possibility that there will not be any cheap flights available directly to Slovenia's Jože Pučnik Airport, so you will have to **check other bigger airports near Slovenia** (which also most Slovenes use when travelling abroad). We advise you to check the airports in the following cities: Venice, Trieste, Milan, Vienna, Klagenfurt or Zagreb. In such case, we also suggest you contact **GoOpti**, a trustworthy company that offers low-cost transportation (van or small bus) from before mentioned airports directly to Ljubljana main train/bus station. Here is the link to their website:

<https://www.goopti.com/>



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TRAVEL REIMBURSEMENT

Erasmus+ programme financing covers reimbursements of the real travel costs from your home to the venue and back according to the amounts specified in the table below.

The reimbursements will be done after the completion of the training course, by bank transfer, upon presentation of all original travel documents (tickets, invoices, receipts, boarding passes, etc., - an original proof of purchase!). **So, please be sure to save all your receipts and travel documents! VERY IMPORTANT!**

Reimbursement of travel costs will only be done upon full attendance of the activities and presentation of all the original travel tickets with boarding passes, receipts and/or invoices.

If you decide to use **a car to travel to the project venue**, you will be **reimbursed 16 cents per kilometre** (using [ViaMichelin](#) web-service for calculation) **+ the additional 15€ for the Slovenian weekly vignette** if you should require it (needed for highways!) and you will be required to present and sign some additional papers.

Taxi services are not eligible for reimbursement.

Reimbursement will be done in EUR, regardless of the currency indicated on the ticket and receipt/invoice. Any tickets purchased in a local currency other than EUR will then be converted and calculated according to the exchange rate of the month when the ticket/s were purchased, as stated in the official European Commission web-site at <http://ec.europa.eu/budget/inforeuro/>

Travel costs reimbursement			
Country	To	Distance category	Maximum reimbursement amount in Euro (per person)
Portugal (Lisbon!)	Slovenia	2000 – 2999 km	335
Spain	Slovenia	500 – 1999 km	250
France (Marseille)	Slovenia	500 - 1999 km	250
Croatia	Slovenia	100 – 499 km	145
Estonia	Slovenia	500 – 1999 km	250
Slovakia	Slovenia	500 – 1999 km	250
Macedonia	Slovenia	500 – 1999 km	250
Romania	Slovenia	500–1999 km	250
Bulgaria	Slovenia	500–1999 km	250



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Please note that we deducted travel expenses for each person by 25 EUR, due to the private bus/van transportation from Ljubljana to Osilnica and back which we will organize.

In the event that your travel costs will exceed the reimbursement amount specified for your country, you will need to pay the difference yourself!

In the event that your travel costs will be lower than the reimbursement amount specified for your country, your travels will be reimbursed in full and the difference will be retained by the organizer. It will be spent to ensure a higher quality of the project (example: paying for the possibility of using the swimming pool every day + short night-out in Ljubljana + additional educational/dissemination purposes).

For any questions contact Mr. **Iztok Zver** at: iztok.zver@animavita.si

In case of emergency or any travel changes, please contact:

+386-41-888-799 (Iztok)

P.S.:

- Don't forget to **pack WARM and COMFORTABLE clothing**. You will find it more convenient during the all-day sessions. Also, we will have one short trip to Ljubljana and a Gala dinner at the end of the TC, so feel free to bring also something to "dress-up" for the final night;
- The weather is so far still very hard to predict. Temperatures in December in Slovenia will probably range **between -10°C and +10°C**. A fair prediction is that they will be **around 0°C** in Osilnica;
- Very importantly, some (not many) activities will be performed outside, so you must **bring warm winter clothes and appropriate footwear** (we will most likely not have snow, but you never know ☺);
- If it is not too much of a travel inconvenience, we would kindly ask you to **bring with you your laptops/tablets**, as they will come in handy during some sessions. However, no worries if you will not be able to bring one – we will "pair-up" or work in small groups;



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- **Bring a bathing suit and a towel** because we will also have the possibility of using the swimming pool and whirlpool (hopefully every day);
- **Bring some traditional snacks/drinks/sweets/cultural items/flag from your country** (for the intercultural evenings – each national pair will have their own table and 15-20 minutes for presentation of their country – HINT: think about being creative and interactive 😊);
- Remember to **bring your European Health Insurance Card!**
(The organizers will attain a basic accidental insurance policy for the whole working group, however, if you wish to be insured a bit better, we advise you to organize additional travel insurance by and for yourself, before arriving to Slovenia.)
- **Important: DO NOT FORGET TO SAVE ALL YOUR ORIGINAL TRAVEL INVOICES + DOCUMENTS (boarding passes, train/bus tickets, etc.)!**

We are looking forward to seeing you in Ljubljana!

The TC team