

# WOW- Winners On Work

Beja, Portugal \* 10<sup>th</sup> - 17<sup>th</sup> December 2014

**SEMINAR**

## INFO PACK



## PRACTICAL INFORMATIONS FOR YOUR TRAVEL AND STAY

Co-funded by



Organized by



Hosted by



Supported by





WOW - **Winners On Work** - is a project composed by two linked training activities with the aims to provide fundamental tools for developing the **youth creativity in areas of learning attitude, sense of initiative and entrepreneurship**, and providing **tools for youth workers** in order to support this process.

ACTIVITY	DATES	TPOLOGY	VENUE	Hosting Partner	Participants
1 <sup>st</sup> Activity	19-26 September	Training Course	Vinci - Italy	Associazione Agrado	<b>21</b> (2 youth workers + 1 young from each country)
2 <sup>nd</sup> Activity	10-17 December	Seminar	Beja - Portugal	Associação Check-IN	<b>21</b> (2 youth workers + 1 young from each country)

**WE ARE NOW SEARCHING PARTICIPANTS FOR THE 2nd ACTIVITY in PORTUGAL**

**Participants who joined the first Activity have priority for the second one in order to guarantee a full training path and development of trustful relationships between partners and participants.**

**The second activity** will evaluate the previous outcomes, provide more advanced tools as follow up of the first TC, and will find the quality tools in youth empowerment for developing sense of initiative and entrepreneurship, creating a practical handbook guide on personal and professional development of Youth.

The countries involved in both activities are 7, with 3 participants from each of them:  
**Italy, Portugal, Cyprus, Spain, Austria, Romania and Slovenia.**

**OBJECTIVES of 2nd Activity**

- Encourage young people to inspire, educate and motivate the younger generation to fulfill their potential,
- Provide tools and methods of personal and professional development
- Create a handbook guide with methods and tools for personal and professional development in Youth + a website collecting all the materials, tools, inspiring videos, quotes, photographs and participant testimonials.

**METHODS of 2nd Activity**

Team - Building, good practices evaluation, Elements of quality in the past TC tools, activities and methodologies, world café, Life-skills Education, creativity tools.

**This project has been funded with support from European Commission, approved with Reference number 2014-1-IT03-KA105-000688**

# Welcome to

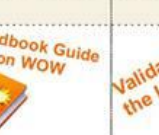








Here you will find all the main information about your participation, regarding travels, accommodation, program and all the practical information that will help you before, during and after the project.

**Thank you for your participation!**

## DAILY PROGRAM

**Beja, Portugal 10 to 17 of December 2014**

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
Date	Day 1 - 10 Dec	Day 2 - 11 Dec	Day 3 - 12 Dec	Day 4 - 13 Dec	Day 5 - 14 Dec	Day 6 - 15 Dec	Day 7 - 16 Dec	Day 8 - 17 Dec
8:30				Breakfast				
9:30								
11:00		<b>Winner's Successes</b>	<b>Cultural Visit to Beja</b>	<b>Warrior Training advanced</b>	<b>PAP &amp; OAP</b>			
11:30	Arrival of Winners							Departure of Winners
13:00				Lunch				
15:00			<b>Warrior Training advanced</b>	<b>Practical Session With Youngsters</b>	<b>Open Session</b>	<b>Handbook Guide on WOW</b>	<b>Final Evaluation</b>	
16:30	Presentation Team Program							
17:00	<b>Team Games</b>			<b>Reflection Groups</b>				
18:30				Reflection Groups				
20:00		<b>All countries Intercultural Night</b>	<b>Blind Dinner</b>	Dinner				
22:00								
	Trust Games	<b>All countries Intercultural Night</b>	<b>Open Night</b>	<b>Talent Show</b>	<b>Creative Out Night</b>	<b>Open Night</b>	<b>Winner's Party</b>	

## TRAINERS TEAM

Here we present you the Trainers Team which you will meet in the project, in both the activities.

The Trainers Team is a multicultural one (Italian-Portuguese - from Associazione Agrado and Associação Check-IN) composed by 3 experienced Trainers, working together in 4 Training Projects:

We see the learning as a process where everyone can discover a lot about himself/herself, and where everyone can have an important role for the whole group, simply ..sharing!

We share the same view and the same idea of "Teamwork" and that makes us work with trust and fun!

### LARIS GUERRI



Project Coordinator and Counselor in Associazione Agrado – Italy  
Trainer

#### Work Experience

President of Associazione Agrado. Active as Project Coordinator and Trainer in Associazione Agrado- Italy.

Developing Trainings for young and adult people in local and International projects.

Working both on local and International Level with young people, especially as facilitator, and in some activities also as animator.

One of my task is also giving support as counselor to EVS Volunteers (sending) in each step of their path.

I'm interested especially in personal development projects and trainings.

Project Coordinator in Associação Check-In - Portugal  
Trainer

#### Work experience

International full time freelance trainer at National and International level. Besides trainings, also active in Check-In association, developing and coordinating projects, giving support to volunteers and participants of Leonardo da Vinci Programme. At side also work as animator in some activities.

In 2005 I've participated in my first project, a Training Course on animation, in Poland. Since then I have been active in international youthwork. First as volunteer and participant, later as freelance trainer and developing and coordinating projects.

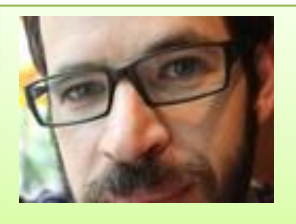
SALTO- Youth website - *TOY: Trainers Online for Youth*

<https://www.salto-youth.net/tools/toy/sergio-goncalves.2693/>

### SERGIO GONÇALVES



### ANTONIO GOMES



Project Coordinator in Associação Check-In - Portugal  
Trainer

#### Work experience

President of Check-In association. I started in youth work as volunteer and later I did an internship in Salto. I have been 6 months in Italy as EVS volunteer. Actually I work as international trainer- Years of experience in international field and youth work, being the founder of 2 youth organizations and worked in other ones developing projects.

## LOGISTICS IN BEJA

### BEJA



Beja is a city in the Alentejo Region in the south of Portugal. It has 35.860 inhabitants. It's a town full of history: already inhabited in Celtic times, the town was later named Pax Julia by Julius Caesar in 48 BCE, when he made peace with the Lusitanians. He raised the town to be the capital of the southernmost province of Lusitania.

The castle on top of the hill can be seen from afar and dominates the town. It was built, together with the town walls, under the reign of King Diniz in the 13th century over the remains of a Roman castellum that had been fortified by the Moor.

### ACCOMODATION

Accommodation will be organised by Associação Check-In. We will be staying in the 3 star hotel Francis. It's near the centre, easy to walk to the city Hall, Castle and other interesting points.

Everybody will be accommodate in twin-rooms, with air conditioning, TV and private bathroom. Please respect your roommate.

Other facility of this hotel is the bar area where you can relax and drink something. (all expenses made in the bar are responsibility of each person. The project does not cover this costs).

The working room is located in the first floor of the Hotel, with space for dynamic exercises and formal work in computers and desks. There's balcony in the front and a terrace in the back of this room.

**Internet** will be installed here.

You can use for free the gym, inside the hotel in the basement. There's machines to use and free classes, which we will provide you the schedule so you can do in your free time. There's also massages and beauty services, but these are paid separately.



### FOOD



All the meals will be the responsibility of the Check-In Association. Breakfast will be served at 8h30m in the Hotel.

Lunch and dinner will take place in a restaurant near the Hotel.

## THINGS TO BRING

Bring with you the following: you'll need it and it will be necessary to present during the project:

### PERSONAL STUFF

- Personal hygiene products (shampoo, toothpaste, etc..)
- Fresh and comfortable clothes and shoes
- Your Health European Card



### OPEN SESSION AND ORGANISATION PRESENTATION

**Information about your organisation and your country** or/and your local region; pamphlets, booklets, PowerPoint presentations, pictures, posters, etc...

You will have a table and a space where you can show everything from your organization and country. The idea is to present to general public, mainly youngsters that will visit the project in that day.

### INTERCULTURAL NIGHTS

- Some of the things described before (**pamphlets, leaflet...**) about your country/region;
- typical **food/drink** from your country / region: possibility for a fast cooking but better if ready food- dry or canned food, sweets, drinks, biscuits, etc.;
- traditional clothes and / or objects;
- **Music and games** from your country.

### SEMINAR

Your experience about tools and methodologies in youth work.

Your energy, good mood, and will to share with the others and to develop yourself and your skills! ☺

## COMMUNICATION



To facilitate the communication between all, we remember you the *WOW – Winners On Work* Facebook group.

Please add yourself to the group through the following link:

<https://www.facebook.com/groups/578278025624132/>

# TRAVELS

You have to reach **Lisbon Airport**.

The city of Lisbon has got a good public transportation service. There's a subway (**Metro**) line right at the airport, and this is the best and cheapest way for traveling in and around the city. you have the time and opportunity to see the city, we advise you to use this transport.

There are 4 different lines (red, blue, green and yellow). The one that connects the airport to the rest is the red line.

The price of each ticket is 1,40€. You will also need a reusable card, onto where each electronic ticket is stored. This card can be saved for later use. The cost of this card is 0,50. You can buy it in the vending machines that are present in all the metro stations (there's an option to have the menu in English). The first time you buy a ticket, the machine will issue you the ticket already loaded into the card (so the total cost will be 1,90€). Remember to keep the card to use at other times. With this card is also possible to use on Carris (tram and yellow bus).



*Reusable electronic card for metro and Carris tickets*

After you have the card and it is loaded with an electronic ticket, you need to pass it on the scan at the doors to enter the station, and again to get out when you arrive at your destination. Normally you have metro at each 5 minutes. If it takes longer, you have digital signs warning in portuguese and in english.



## FROM LISBON TO BEJA

To get to the correct train station in Lisbon, the best way is to go by subway (metro). It's the red line and it's the 3rd station after the airport. It is called "Oriente" You should take the Metro that goes towards S. Sebastião. (see Lisbon Metro map in next page)

### There are 2 ways to go to Lisbon to Beja: TRAIN and BUS

#### TRAIN

The train departs from the station called "**Oriente**". You can buy a direct ticket to Beja, but be aware that you will need to get a connection (exchange trains) at "Casa Branca". It's easy to change. When you stop at "Casa Branca" you'll only need to check on which platform the train to Beja is. It will arrive approximately after 5 minutes.

Service	From	To	Journey Time	Price
<input type="radio"/> IC N#590	Oriente 06:50	Casa Branca 08:22	02:29	€13,70 ★€ 8,50
<input type="radio"/> IC N#581	Casa Branca 08:28	Beja 09:19		
<input type="radio"/> IC N#592	Oriente 08:50	Casa Branca 10:14	02:20	€13,70 ★€ 8,50
<input type="radio"/> IC N#583	Casa Branca 10:19	Beja 11:10		
<input type="radio"/> IC N#596	Oriente 16:50	Casa Branca 18:14	02:25	€13,70 ★€ 8,50
<input type="radio"/> IC N#587	Casa Branca 18:21	Beja 19:15		
<input type="radio"/> IC N#598	Oriente 18:50	Casa Branca 20:14	02:20	€13,70 ★€ 8,50
<input type="radio"/> IC N#589	Casa Branca 20:19	Beja 21:10		

NOTE: You have to change train in Casa Branca. It's the same ticket.

You can buy the tickets online or in the train station. If you buy in the train station try to arrive early so you're sure that you find a place. Buying with 5 days in advance or more you have a discount of 40%.

[www.cp.pt](http://www.cp.pt)

#### BUS

The bus terminal is at "Sete-Rios". The bus company is called "Rede-Expressos". It goes direct to Beja.

To get to the terminal you need to take the subway (metro) to "Jardim Zoológico" (don't worry about the name being different - "Jardim Zoológico" and "Sete-Rios" are the same stop). It's the blue line. So, get the red line to "S. Sebastião" and then change to the blue line (direction "Amadora-Este"). "Jardim Zoológico" will be the 2nd station after S. Sebastião.

The "Rede- Expresso" bus terminal is right in front of the subway station of "Jardim Zoológico". Easy to see (and you can ask somebody to point you in the right direction).

[www.rede-expressos.pt](http://www.rede-expressos.pt)

You can buy the tickets online or in the bus station. If you buy them in the bus station try to arrive there early so you are sure to find a seat. All the bus have free wi-fi connection.

Buy	Departure	Arrival	Bus	Connections	Service
<input type="radio"/>	07:00	10:15	84	1	Rede Expressos
<input type="radio"/>	07:30	10:30	85		Rede Expressos
<input type="radio"/>	08:00	10:45	94		Rede Expressos
<input type="radio"/>	09:30	12:15	94		Rede Expressos
<input type="radio"/>	11:45	15:00	98		Rede Expressos
<input type="radio"/>	13:30	16:30	85		Rede Expressos
<input type="radio"/>	13:45	16:25	94		Rede Expressos
<input type="radio"/>	15:00	17:45	98		Rede Expressos
<input type="radio"/>	17:15	19:55	98		Rede Expressos
<input type="radio"/>	18:00	20:25	85		Rede Expressos
<input type="radio"/>	19:00	22:00	98		Rede Expressos



## BUDGET & FINANCES

**Rules of travel reimbursement:** According to the new Programme Erasmus+, travel costs are reimbursed on the base of the **kilometric distance** from participant town to the seminar place, following EU table of distance/€, regardless the real costs participants faced.

NOT reimbursed on percentage anymore!

**IMPORTANT: Keep all the boarding passes and tickets of airplane, bus and/or train (they are needed for reimbursement). Also all receipts/ invoices are needed, without any exception!**

**You can buy your tickets starting from 27<sup>th</sup> September 2014**

**Maximum travel reimbursement to/from Portugal:**

Italy: € 275,00  
Spain: € 180,00  
Cyprus: € 530,00  
Austria: € 360,00  
Slovenia: € 360,00  
Romania: € 360,00



### TRAVEL COSTS REIMBURSEMENT:

- To ensure the reimbursement we absolutely need from you all the **ORIGINAL and scanned tickets, boarding passes, receipt and invoices;**
- You have **absolutely** to travel in the starting and in the ending day of the TC (**10<sup>th</sup> and 17<sup>th</sup> December**) or at maximum one day before (**9<sup>th</sup>**) or one day after (**18<sup>th</sup>**)- in this last case, only if you have valid motivations.

### Before the Seminar

- Be in contact with your sending organisation: they are responsible to buy your tickets and to inform us about your itinerary; [Send both to laris.guerri@gmail.com](mailto:laris.guerri@gmail.com) and [sergio.mago@checkin.org.pt](mailto:sergio.mago@checkin.org.pt)
- As soon as you/your organisation get your flight/train tickets, **please send us the ticket by email (electronic or scanned) + flight INVOICE;**
- In case you get online check-in, please send us by email also **your boarding pass;**

### During the Seminar

- Give us the original tickets of your way from home. We will scan all the tickets and boarding passes;

### After the Seminar

- When you come back home, you will have to **send us a scan of the boarding passes and tickets** (especially those on your way back)
- Then send us by post an envelope with all the **original tickets and boarding passes and receipts and invoices**
- Once we received all the documents, we will make a **bank transfer** to your organisation.

## WEATHER FORECASTS



Beja has a mediterranean climate with dry hot summers and mild winters. In December the temperature typically varies from 7°C to 14°C and is rarely below 3°. Anyway it can arrive also to 25° with the sun.

Anyway bring warm comfortable clothes and shoes.

For weather forecasts you can see: <http://www.weather-forecast.com/locations/Beja/forecasts/latest>

## STAFF

### COORDINATING ORGANISATION



Associazione Agrado is a local organization which manages projects, activities and actions in order to promote **personal development, mobility ad Interculturality**.

Local level: It manages the local **Youth Centre, develop project about personal development** (Life skills education in school), **organize national camps, workshops and Training Courses and creative/artistic projects and events**.

International level: It organizes Youth Exchanges, Seminars, Training Courses and Actions within the frame of **Youth in Action Programme**. It works on **LLP Programme** (Grundtvig) with adults too. It has accreditation as **Sending and Coordinating Organization for EVS projects (2013-IT-66)**.

Website: [www.associazionegrado.com](http://www.associazionegrado.com)  
Facebook Page: Associazione Agrado

#### Mobiles

Laris Guerri +39 347 6151141  
Maila Cocci +39 339 4129771

#### E-mails:

winnersonwork@gmail.com  
laris.guerri@gmail.com

### HOSTING ORGANISATION



Check-IN – Cooperation and Development is a non-profit organization, and works in close cooperation with public and private entities, actively participating in everyday quality improvement activities.

In order to achieve its aims, the association organises activities at local, national and international level, including national and **international workshops, seminars, activity buildings and training courses** (some of them within the Youth in Action Programme) as well as volunteering activities (ex: european voluntary service, national volunteering), **international traineeships** (ex: Leonardo da Vinci), etc.

Our success lies in the quality and professionalism of our Staff, which are a group of dynamic and motivated people, with exceptional organizational and customer service skills.

Website: [www.checkin.org.pt](http://www.checkin.org.pt)  
Facebook: Check-In- Oportunidades europeias para jovens

#### Mobiles

Joao Machado +351 963 690296  
Antonio Gomes +351 963 224049  
Sergio Gonçalves +351 914 674560

#### E-mails

beja@checkin.org.pt  
antonio.gomes@checkin.org.pt  
sergio.mago@checkin.org.pt