

TRAINING COURSE

# Build Yourself First!

Incubator of personal development

26.9.2022 - 1.10.2022

HOTEL LONDON, TRNAVA





# **Build Yourself First!**

**Incubator of personal development**

Erasmus+ KA1 Training course for Youth workers

## **Info-pack for participants**

**September 26 – October 01, 2022**

**Trnava, Slovakia**

[www.europskydialog.eu](http://www.europskydialog.eu)

# Welcome to Slovakia and our training course **Build Yourself First!**

Dear participant!

It is wonderful to have you join us for these 5 exciting training days! This training course for youth workers is organised and hosted by the **European Dialogue** (Slovakian NGO). It is supported by the **Erasmus+ programme** through the Slovak National Agency – NIVAM. The local partners are:

- StampMedia (Belgium)
- Faketicky (Czechia)
- Scambieuropei (Italy)
- The Future Now Association (Bulgaria)
- Partner to be specified (Hungary)

We hope you are looking forward to participating in this activity as much as we are.

Yours,

Denisa Karabová, Martin Maška and Monika Kmeťová

In this document you can find all useful information. Please read through it carefully and if you have any questions, please write an email to Denisa: [d.karabova@europskydialog.eu](mailto:d.karabova@europskydialog.eu).

## CONTENT

- Summary and objective
- Logistics
- Accommodation and hospitality
- About the project
- Programme
- Finances

## Summary and objective

Youth workers often do not have it easy and have to face enormous pressure from several sides. On the one hand, they must perform excellently, mentor, motivate, and educate young people in different areas. On the other hand, they must constantly educate themselves while being overwhelmed with administration, project, and team management. However, they also have families and need to relax, have some time for themselves. How to combine all this and not burn out? Participants in our Erasmus+ training course called "Build yourself first: Incubator of personal development" will get the answer to this and many other questions related to personal development and a successful career as a youth worker and entrepreneur.

### What will the participants get?

Participants will learn how to grow as a professional youth worker and how to become a great role model for young people they are working with. They will:

- learn how to present in an engaging and at the same time interactive way
- find out how to manage their time more effectively to enjoy it and not to burn out
- discover the ways how to take care of their mental health and be able to help young people in this regard too
- improve their skills in the field of self-assessment to reflect on own mistakes and get better
- learn importance and elements of right communication on the Internet as well as with workmates or participants
- gain new skills in negotiating and discover new techniques how to solve problems get a guidance on how to make a successful business plan

## Logistics

Our meeting will take place in **Trnava**, not far from the capital city of Bratislava. You are expected to arrive on 26<sup>th</sup> September ideally before 15:00 and leave on 01<sup>st</sup> October at any time.

The easiest and most economical way to reach Trnava is to fly to Bratislava (which is unfortunately very small airport and usually it is hard to find the flights there), other very convenient option is to fly to Vienna, then take a bus from the airport to Bratislava (approx. 1 hour) and then bus or train to Trnava (approx. 30 minutes).

The limit for travel costs is following:

|           |         |
|-----------|---------|
| Slovakia: | 100 EUR |
| Bulgaria: | 275 EUR |
| Belgium:  | 275 EUR |
| Ukraine:  | 180 EUR |
| Italy:    | 275 EUR |
| Czechia:  | 180 EUR |

Once you are selected and confirmed by the partner organisation, please check the most suitable flight tickets for you and consult it either with the sending organisation or directly with us. We can also talk about travel itineraries individually, and we can help you to find suitable bus/train itineraries for travel from Bratislava/Vienna to Trnava and back. If you have confirmed the flight tickets by a representative of European Dialogue, you can proceed with tickets booking. Right after the training, you will be reimbursed directly on your bank account after providing all the original travel documents to organisers. The procedure of the reimbursement process will be explained to you during the first day of training.

## WHO IS WHO – IMPORTANT CONTACTS

*Denisa Karabová* – European Dialogue – coordinator, reimbursements, trainer,

[denisa.karabova@gmail.com](mailto:denisa.karabova@gmail.com) | 00421 908 203 410

*Martin Maška* – European Dialogue – trainer, reimbursements, [m.maska@europskydialog.eu](mailto:m.maska@europskydialog.eu) 0042 721 766 873

*Monika Kmeťová* – trainer, [m.kmetova@europskydialog.eu](mailto:m.kmetova@europskydialog.eu), 00421 918 732 830

## HOW TO GET FROM BRATISLAVA AIRPORT TO TRNAVA

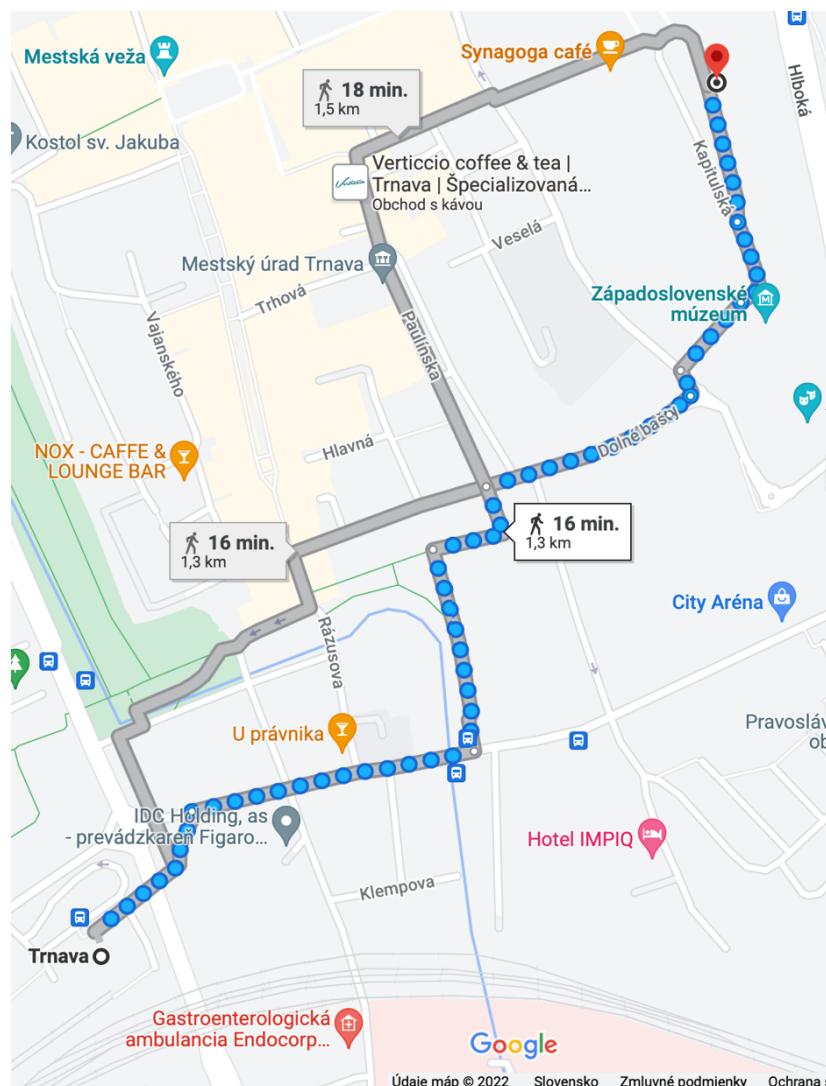
Outside the Bratislava airport (in front of arrivals) there are bus stops. Several times a days there are buses going to Trnava. You can check it here: <https://cp.hnonline.sk/en/vlakbusmhd/spojenie/> You have to search as follows: **from:** Bratislava, letisko **to:** Trnava

If there is no bus going to Trnava, you have to take a public transport number 61 which last stop is Bratislava main train station (Bratislava, hlavná stanica). Don't forget to buy the ticket in the machine outside and then to validate it in the machine inside the bus. Buy the 60 min ticket (the bus ride takes 24 minutes).

There are always trains going to Trnava (some of them stop in the villages though so try to catch the fast train starting its name with R or REX or IC. You can book your tickets in advance here: <https://www.zssk.sk/en/>, but it is not necessary. You can do it right at the station.

When you reach Trnava, the hotel is approximately 16 mins by walk. Address of the hotel is: Hotel London, Kapitulská 5, 91701 Trnava, Slovakia

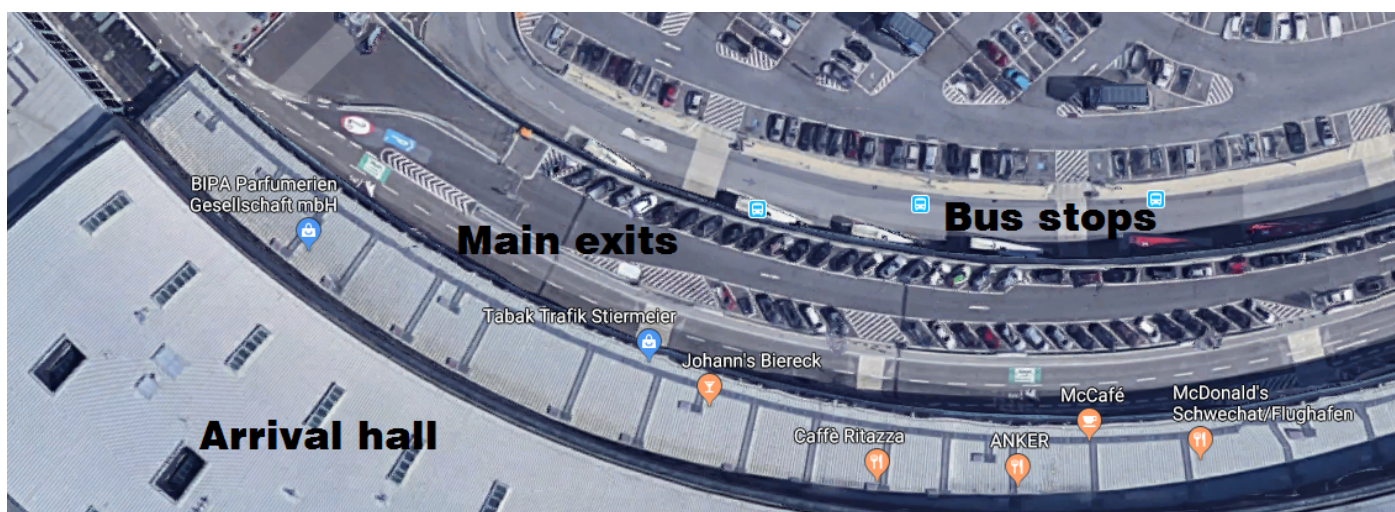
In case you won't have data, you can find on map below to see how to reach hotel from the train station:



## HOW TO GET FROM VIENNA AIRPORT TO TRNAVA

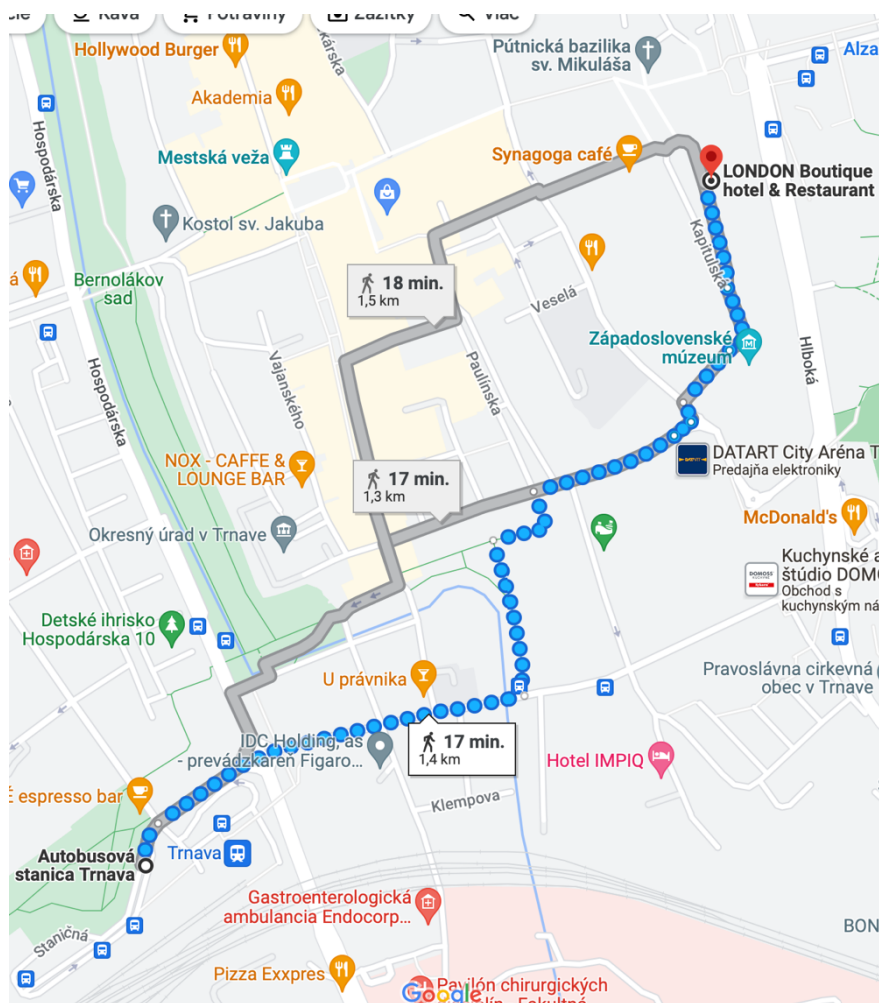
There are several bus companies that go to **Bratislava bus station Mlynské Nivy**. You just have to get out of the arrival building and you will see the bus platforms on your right (see the map below). There is some bus going almost every 30 min or even more often. You can check it out on the websites and even book the ticket in advance, but since you cannot know if your flight won't be delayed, we would recommend you to buy the ticket online right before landing to avoid situation the bus will be fully booked, Here are some bus companies: <https://www.studentagency.eu/en/>

<https://www.slovaklines.sk/main-page.html> , <https://www.flixbus.sk/>. You can check which one will suite you the best also here: <https://cp.hnonline.sk/en/vlakbusmhd/spojenie/>



The trip takes up to one hour. You get to the Bratislava bus station and maybe you will be lucky and catch a bus going to Trnava. You can check it here: <https://cp.hnonline.sk/en/vlakbusmhd/spojenie/>. But please don't forget to check how long the ride is, because it might be bus stopping at every village, which can take up to two hours. In this case, please go rather by train.

If you get to Trnava by bus, the hotel is approximately 16 mins away by walking. Below you can find a map of how to reach the hotel from the bus station in case you don't have data.



If there is no suitable bus, you need to get to the train station. Get on bus **number 40** going to the main train station (**Hlavná stanica Central Railway Station**), which is the last stop. Don't forget to buy the ticket in the machine outside and then validate it in the machine inside the bus. Buy the 30 min ticket (the bus ride takes 12 minutes).

There are trains going to Trnava from the main train stations every 30 minutes, sometimes even more often. Some of them stop in the villages though which takes 50 mins so try to catch the fast train starting its name with R or REX or IC – it takes around 30 mins. You can book your tickets in advance here: <https://www.zssk.sk/en/>, but it is not necessary. You can do it right at the station.

If you need any help, let us know. We will also send you concrete train schedules depending on your arrival times.

The hotel is a walking distance from the bus/train station. In case you won't have data, please check the map above to see how to get to the hotel.



## Accommodation and hospitality

We will be accommodated in **Hotel London** situated in the historical city centre of Trnava in shared rooms (2 people in room). Trnava is a very nice and cosy regional city with a long history.

You definitely won't be bored there. The meeting room where most of the activities will take place will be right in the hotel. Each room has its own bathroom. This is the address of accommodation: **Kapitulská 5, 91701 Trnava, Slovakia** [www.hotellondon.sk](http://www.hotellondon.sk)

Here are some pictures



## Lunches, dinners, coffee-breaks

The food will be provided by the organisers (breakfast, lunch, dinner and coffee breaks included each day). We will take into consideration your dietary restrictions that you informed us about through the application form.

Any additional refreshments and food are on your own costs.

## Program

Program is being finalized soon so when it is ready, we will send it to you ☺

### What to prepare?

We would like to invite you to fully engage with the program, so if you have any ideas for energizers, group discussions or games, they will be much welcomed.

Also, during one of our evenings we will organise “intercultural night”, the aim of it is to present our countries and learn more about them. Therefore we would like to ask you to prepare a short presentation/quiz/talk about your country and if it is possible to bring with you some traditional snack, drinks, or food which you would like to share with others.

## Finances

### Reimbursements

We would like to ask you to bring those documents for reimbursements that you don't need for your return trip **to organisers** in the beginning of the training. You can hand them to trainers each day during the training – before the beginning of the first session. European Dialogue will reimburse **travel costs** (flight + train or bus ticket) **from the place of your current residence** up to the amount written below.

The limit for travel costs is following:

|           |         |
|-----------|---------|
| Slovakia: | 100 EUR |
| Hungary:  | 180 EUR |
| Belgium:  | 275 EUR |
| Ukraine:  | 180 EUR |
| Italy:    | 275 EUR |
| Czechia:  | 180 EUR |

Although travel costs will be reimbursed, you are expected to make your own travel arrangements as soon as possible after receiving acceptance email. Before you buy it, please ask for confirmation from one of the European Dialogue contact persons, unless your local sending organisation is taking care of this for you. You are expected to use following means of the transportation:

- Train: 2nd class ticket (normal as well as high-speed trains),
- Flight: return economy-class air ticket or a cheaper ticket,
- Bus,
- Car.

European Dialogue (or your sending organisation) can help you with finding the most suitable travel plan.

If you don't have it already, you are expected to arrange adequate medical and travel insurance. Unfortunately it cannot be reimbursed by organisers.

Please send those documents you need for your return trip **by post to European Dialogue** (reimbursement form and information about address will be given to you at training). If you have just digital tickets, it is enough to send them via email.

You are asked to do so **within three weeks after the training**. Without all documents required we cannot proceed with your reimbursement, so please keep all receipts, invoices, tickets or boarding passes.

## Documents required for reimbursement

1. **The documents that will be sent to you by European Dialogue:**
  - Reimbursement form
2. **Other documents required for reimbursement:**
  - Invoices, where the price is stated
  - Original plane boarding cards/train tickets /bus tickets

For any further details concerning reimbursement arrangements, please write to [d.karabova@europskydialog.eu](mailto:d.karabova@europskydialog.eu) or [m.maska@europskydialog.eu](mailto:m.maska@europskydialog.eu).

## CHECKLIST

|                    |   |
|--------------------|---|
| Time zone          | Slovakia is located in the UTC/GMT + 1 hour   |
| Currency           | The currency in Slovakia is Euro - €  |
| Weather conditions | It should already be kind of nice weather, but you better check the weather forecast right before leaving for training. It might be warm but also autumn weather. |

|                         |  |
|-------------------------|--|
| Venue and accommodation | Hotel London, Kapitulska 5, Trnava, <a href="https://hotellondon.sk/">https://hotellondon.sk/</a>  |
| Arrivals                | Participants are expected to arrive on 26 <sup>th</sup> September, ideally before 15:00.   |
| Departures              | Departure will be on 01 <sup>st</sup> October after breakfast.   |
| Emergency contacts      | Denisa: +421908203410; Martin: +420721766873, Monika: +421 918 732 830   |
| Insurance               | Make sure you get relevant travel and health insurance, if you don't have it yet!  |
| Registration form       | If you have been selected to participate, make sure you filled the registration form: <a href="https://forms.gle/1ywzdhkbUwTvbKQp8">https://forms.gle/1ywzdhkbUwTvbKQp8</a>  |
| Don't forget as well    | <ul style="list-style-type: none"> <li>* Shampoo and other toiletries (personal hygiene set)</li> <li>* Laptops, chargers, power cables</li> <li>* Pocket money - Euros</li> <li>* Personal Identification documents</li> <li>* Ideas for energisers</li> <li>*Your good mood!</li> </ul> <p><b>You don't have to bring with you</b> towels, as they will be provided to you by the accommodation.</p> |

Place for your notes ☺