

Infopack



TAKE THE LEAD



8th - 16th of June 2023



LEIPZIG



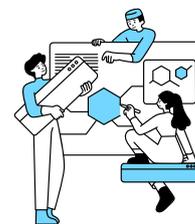
Dear participant,

Once upon a time, or back in 2020, we were almost ready to start this journey. Now, after waiting more than 2 years, we can finally invite you to TAKE THE LEAD. An international training course, applied and hosted by VILLA in Germany, supported by Shokkin Group International. It aims to provide participants with space to develop their leadership competence set for being an effective group leader and facilitator at youth projects. To get prepared, please read this infopack with all the practicalities you need to know. We look forward to meeting you in Germany.

Your organiser team



About the Project



TAKE THE LEAD is about **leadership** exploration and **facilitation** development. It aims to improve the quality of international youth projects through developing participants' leadership competences. Participants shall become confident group leaders and comprehensive session facilitators who are involved in the whole project cycle and ready to handle difficult situations, specific target groups and taking up an inclusive approach.

Programme

08.06.2023	09.06.2023	10.06.2023	11.06.2023	12.06.2023	13.06.2023	14.06.2023	15.06.2023	16.06.2023
Day 1 - Thu	Day 2 - Fri	Day 3 - Sat	Day 4 - Sun	Day 5 - Mon	Day 6 - Tue	Day 7 - Wed	Day 8 - Thu	Day 9 - Fri
Arrivals	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	Getting to know each other	Leaders's Role	Conflict Resolution & Scale of Cooperation	Debriefing & Learning Design	Art of Feedback	Incubator	Future Plans	Departure
	Break	Break	Break	Break	Break	Break	Break	
	Boot Camp	Youth Leadership Styles & Youth Participation	Intercultural Leadership	Local Discovery	Intro Incubator	Incubator	Dissemination	
	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
	Teambuilding	Communication ABC	NFL Toolbox	Local Discovery	Incubator	Incubator	Personal & Professional Development	
	Break	Break	Break		Break	Break	Break	
	Competence Based Approach	Life Lessons	Mentoring & Support - Me as Leader		Incubator	Results	Final Evaluation	
		Reflection	Reflection	Reflection	Check-up	Reflection	Reflection	
	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
Welcome evening	Intercultural night	Facilitator's Night	Facilitator's Night	Local Discovery	Night shift	Free evening	Farewell evening	

Participants profile

- 18+ youth leaders, youth workers, social workers, educators, trainer newbies
- interested in the topic of leadership, facilitation and non-formal learning
- with intention to lead youth projects in the near future
- interested or open for building up contacts for future partnerships and projects
- at least intermediate level of English

Number of participants per country

- 3 | Slovenia, Portugal, Italy, Spain, Lithuania
- 2 | Estonia, Czech Republic, Germany, Poland, Greece

Participation fee

40 Euro | Since we applied the project in early 2020, we faced increasing prices and inflation. Therefore and to assure a high quality (accommodation, food, programme), there is a participation fee. It will be automatically reduced from your reimbursement.

Accommodation & Venue

FIVE ELEMENTS HOSTEL

You will be accommodated in same-gender shared bedrooms in FIVE ELEMENTS Hostel.



Check-in @ 3pm (onwards)

Breakfast @ Hostel

Lunch & dinner @ VILLA



Address:

Kleine Fleischergasse 8,
04109 Leipzig



Train / S-Bahn / Tram stations near hostel

- Leipzig **Markt** (walking distance 200 meter)
- Leipzig **Hauptbahnhof Hbf** (walking distance 900 meter)
- Leipzig **Gördeleerring** (walking distance 450 meter)

Coming from Leipzig airport, we recommend you to go directly to **Markt** (one station after Hbf) with S-Bahn S5 or S5X.



VILLA

Training sessions will be held in the seminar rooms of VILLA, hosting organisation and sociocultural centre in the heart of Leipzig.



Walking distance from Hostel to VILLA
is 500 meter (about 5 minutes)



Address:

Lessingstrasse 7,
04109 Leipzig



www.villa-leipzig.de



[villa.leipzig.europa](https://www.instagram.com/villa.leipzig.europa)





Travel

ARRIVAL DAY

Thursday, 8th of June before dinner

DEPARTURE DAY

Friday, 16th of June after breakfast

Arriving earlier or staying longer is possible at your own expenses.

TRAVEL BUDGET

180 Euro | Poland, Czech Republic

275 Euro | Slovenia, Portugal, Greece, Spain, Italy, Lithuania, Estonia

Costs exceeding the maximum reimbursable amount will not be covered.

We encourage you to look for cost-efficient and (if possible) green travel options.

DEADLINE TO BOOK YOUR TICKETS

Please book as soon as possible! Send your booking confirmations and travel details by email to jessica.reinsch@villa-leipzig.de. Latest by 20/05/2023.

TRAVEL OPTIONS

Flights to Leipzig (LEJ) are convenient, but usually expensive. We recommend to book early or check alternatives via Berlin and Frankfurt.

TRAIN & BUS STATION

- **LEIPZIG HAUPTBAHNHOF (HBF)**
- Keep in mind there are two Frankfurts in Germany: **FRANKFURT MAIN** is the right one (not Frankfurt Oder)

Tickets can be purchased here:

- train - www.bahn.de
- bus - www.flixbus.de

Example:

How to arrive from Berlin Hbf by train to Leipzig Hbf.

1. Go to the website www.bahn.de.
2. Select your language.
3. Edit your stations (from/to), date and time.
4. Select and purchase your ticket.

NEAREST AIRPORTS

- **LEIPZIG (LEJ)**
- **BERLIN (BER)**
- **FRANKFURT (FRA)**

From LEJ to Leipzig Markt (ca. 15min.)

Take S-Bahn S5 or S5X (ca. 5,50 €). Tickets can be bought at the ticket machine on the platform or online www.bahn.de.

From BER to Leipzig Hbf (2h to 2,5h)

by train via *Berlin Südkreuz* or *Berlin Hbf*
by bus

From FRA to Leipzig Hbf (3,5h)

by train via *Frankfurt Hbf*
(ICE high speed train)



Reimbursement

REIMBURSEMENT CONDITIONS

Means of transport

Participants can travel in **economy** or **second class** by: bus, train, plane, public transport (no taxis).

Keep your tickets, boarding passes and receipts

Travel costs can only be reimbursed with a valid travel ticket or invoice with your full name on it. In case you use online tickets with an app, please extract your ticket or boarding passes from the app or make screenshots.

Reimbursements

- will be made by **bank transfer** at the end of the project.
- full participation, signing the participant list, handing in tickets & receipts, filling in the participant report is required
- costs exceeding the maximum reimbursable budget can not be covered.
- 40 Euro participation fee will be deducted from the reimbursable amount.



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Practicalities

WEATHER IN JUNE



Check the weather forecast a few days before arrival. There might be warm summer days already, but nothing promised. Average temperature is 22°C (days) and 12°C (nights).

WHAT TO BRING

- swimsuit & beach towel (we are planning to go to the nearby lakes)
- refillable water bottle
- warm sweater (for the evenings)
- rain coat or umbrella (you never know)
- sunscreen, sunglasses, mosquito repellent
- European health card (or any other health insurance; the host organisation will not cover any personal health costs)
- student card (in case you are studying)



Next Steps

- Get in contact with your sending organisation and make sure you are selected by them.
- Fill in the participation form latest by 20/05/2023
here: <https://forms.gle/H7ejPyCXwctRtVAc6> 
- Book your tickets according to the travel budget & conditions
Don't forget to inform us about your travels and forward us your booking confirmations or tickets.

Team

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Trainer



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Project Coordinator



Contact



ANY QUESTIONS?

Please contact Jessica by writing an email to
jessica.reinsch@villa-leipzig.de

THANK YOU!