

Programme: Erasmus Plus – KA1 Mobility of youth workers - Partner Countries

Action n.: 2016-1-IT03-KA105-008166

Project title: Leadership for Employability

Place and period of realization: Potenza (Italy): Arrival 13.11.2016 – Departure 20.11.2016

Agenda/Timetable of the activities

13/11/2016 – 1st day

ARRIVAL OF PARTICIPANTS, ACCOMMODATION AND WELCOME MEETING. We printed the daily programme for all participants that was given to them in the arrival packs at the welcome desk. All participants were accommodated in the rooms and were taken the photographs of their ID cards or passport. We started with presentations of participants, of partners' organisms and of the team of facilitators in the welcome evening. Then we realized various icebreaking activities to permit the amalgam of all the participants, to know each other, to get to know more about the other participants in an informal environment. We reviewed plans for the day with last minute changes and we discussed any problem.

OBJECTIVES:

- to realize amalgam among the participants
- to start to know each other better
- to identify personal values
- to ensure that the daily programme was on track.

METHODS USED:

- ice-breaking
- presentations

LEARNING OUTCOMES:

- orientation
- met the participants needs

21:00-22:00

"INTRODUCTION TO YOUTHPASS". After dinner we explained Youthpass and the 8 key competencies. Participants worked in small groups to reflect on Youthpass

OBJECTIVES:

- to start to understand the Youthpass

METHODS USED:

- group work
- presentation

LEARNING OUTCOMES:

- started the process of measuring learning and understanding the Youthpass competencies
- understood the practical value of Youthpass and how it can be used after the project.

14/11/2016 – 2nd day

8:30-9:00

STAFF TEAM MEETING. Reviewed plans for the day; last minute changes; discussed any problems emerging overnight. Printed daily programme for participants.

9:00-10:30

INTRODUCTION TO THE PROJECT. The first part of the day was an introductory one that included the programme of the week in order to help participants to become familiar with the different activities. They started to reflect on their expectations, hopes and fears for the week. The aims was to help participants to know what

they are going to do during the training and to discover their motivations, expectations and experience in the field.

OBJECTIVES:

- to introduce the programme of the week
- to present the methodology and when defining the programme/TAPE (Taste&Test–Analyse–Produce–Exchange/Evaluate)
- to get to know participants' experience, expectations and fears and to check at the end of the week if the expectations have been fulfilled and the learning needs achieved
- to introduce administrative issues
- to review of any problems raised by the group.

METHODS USED:

- video-interviews
- individual work
- pair work
- presentations

LEARNING OUTCOMES:

- knowing each other's
- identified personal values
- knowing the rules

10:30-13:00

"POTENZA CHALLENGE". We organized a competitive team challenge where participants were divided into small teams and guided by some Italian. The challenge involved a series of tasks, including finding out information about the local area (focusing on educational, employment and enterprise), text message quiz etc.

OBJECTIVES:

- to know the local area
- to experience the Italian culture
- to start to negotiate

METHODS USED:

- team challenge

LEARNING OUTCOMES:

- understood personal strengths and areas for development

14:30-17:00

"INTRODUCTION IN LEADERSHIP". We defined the leadership and management, the sources of power in leadership as (vision, charisma, knowledge, experience, resources and communication skills). Each participant had to choose one of the nominated leader according to some criteria. The participants reflected to those criteria.

OBJECTIVES:

- to define leadership
- to identify differences between leadership and management
- to identify power sources in leadership
- to identify criteria for choosing leaders

METHODS USED:

- presentations
- brainstorming
- chalk and talk
- role play

LEARNING OUTCOMES:

- defined leadership
- identified differences between leadership and management
- identified at least 6 power sources in leadership
- identified criteria for choosing leaders

17:00-20:00

“YOUTHPASS & EMPLOYABILITY (PART 1)”. This was a session, which reviewed the development of knowledge and competencies, building evidence for the eventual award of Youthpass certificates to recognize learning achievements, at the end of the week. Participants work in groups with a member of the team acting as a “process consultant”.

OBJECTIVES:

- to identify Erasmus+ role for employability
- to explain the importance of Youthpass

METHODS USED:

- group work
- group discussion about competences and employability. Participants presented their results from the challenge at the end of the day.

LEARNING OUTCOMES:

- defined Youthpass
- explored the follow-up process

15/11/2016 – 3rd day

8:30-9:00

STAFF TEAM MEETING. Reviewed plans for the day; last minute changes; discussed any problems emerging overnight. Printed daily programme for participants.

9:00-9:30

INTRODUCTION TO THE DAY. We started with the outline of the today, administrative issues, and review of any problems raised by the group. Some icebreaking and energizers.

OBJECTIVES:

- to reinforce the amalgam among the participants
- to know each other better
- to ensure that the daily programme was on track.

METHODS USED:

- ice-breaking
- energizers
- discussion

LEARNING OUTCOMES:

- orientation
- met the participants needs
- reinforced amalgam and friendship

9:30-13:00

THE FUNCTIONAL LEADERSHIP. Then we started the session on the functional leadership with 2 exercises, to work on leadership and teamwork skills. Activities with the tutor.

The shelves activity used a series of wooden planks and a description of how the connect together to create a complete structure. The participants put their leadership and teamwork into action to complete this task whilst competing against a second team.

Then the participants had to create a game and play in fishbowl, an interactive workshop.

We divided the group in 4 small groups. Two groups created and played a game and other two groups observed the participants and offered feedback according to their behavior. We debriefed the behavior oriented on individual needs, group needs and goal achieving needs.

After first round, the participants changed the roles. The observers two teams created and they played a game and the other two teams observed the participants behavior. We debriefed the behavior oriented on individual needs, group needs and goal achieving needs.

OBJECTIVES:

- to identify functional leadership behavior
- to develop team work skills
- to develop problem solving skills
- to develop listening skills
- to develop feed-back skills

METHODS USED:

- Teamwork
- Small groups work
- Group discussion

LEARNING OUTCOMES:

- Worked on leadership and teamwork skills.
- The participants had the opportunity to put this into practice from the teachings so far.
- Problem solving. Listening skills, feedback skills.

14:30-19:00

“LEADERSHIP BASED ON VALUES AND FEEDBACK”. We realized an interactive workshop (Crocodiles river/fast feedback) to introduce the participants to the process of giving and receiving constructive feedback. This was an exercise to illustrate the principle and to take the participants through an in-depth process to analyze their own “brand” (i.e. personal styles, values etc.) and the importance of this for their employability.

Each participant ranked as individual the five characters according to their behavior in the story.

The participants were divided in 4 small groups and each group ranked five characters according to their behavior. At the end, we debriefed the values behind every characters and our perception about those values.

OBJECTIVES:

- to identify individual values
- to identify group values
- to identify the differences between individual values and group values impact in leadership

METHODS USED:

- case study
- role play

LEARNING OUTCOMES:

- identified the differences between individual values and group values impact in leadership
- understood the importance of feedback
- Identified the skills I have and how I have to present myself to the public.

19:00-20:00

“YOUTHPASS SESSION & EMPLOYABILITY (PART 2)”. At the end of the day we realised an other Youthpass session & employability plus review of the day. This was a daily session, which reviewed the development of knowledge and competencies, building evidence for the eventual award of Youthpass certificates to recognize learning achievements, at the end of the week.

OBJECTIVES:

- to identify knowledge and competencies of Youthpass certificates

METHODS USED:

- small review groups.

LEARNING OUTCOMES:

- what am I learning from this project?
- introduced the role of the “Erasmus+ Ambassador” (EuroPeers)
- better idea of expectations, responsibilities and the ongoing support to help them to move forward.
- feedback for the organizers.

16/11/2016 – 4th day

8:30-9:00

STAFF TEAM MEETING. Reviewed plans for the day; last minute changes; discussed any problems emerging overnight. Printed daily programme for participants.

9:00-9:30

INTRODUCTION TO THE DAY. We started with the outline of the today, administrative issues, and review of any problems raised by the group. Some icebreaking and energizers.

OBJECTIVES:

- to reinforce the amalgam among the participants
- to know each other better
- to ensure that the daily programme was on track.

METHODS USED:

- ice-breaking
- energizers
- discussion

LEARNING OUTCOMES:

- orientation
- met the participants needs.

9:30-11:00

“LEADERSHIP STYLES AND ROLES. WHAT MAKES A GOOD LEADER?”. It was a fun and interactive session that get people to look at some world famous leaders and leaders in our own lives; and explore how they are able to lead others. There was general discussion of positive and negative leadership qualities, and what behaviours we as individuals wanted to develop, or avoid, as leaders. We discussed about situational leadership and the leader behavior starting from areas of leader authority to areas of group freedom in decision making process. We discussed about seven leadership styles: The Authoritarian, The Seller, The Consultative, The Participative, The Democrat, The Landmarker and The Laissez faire leadership style. Participants created a sketch to show specific behavior to each leadership style.

OBJECTIVES:

- to identify the leaderships styles
- to identify my leadership style
- to identify the behavior for each leadership style

METHODS USED:

- presentations
- chalk and talk
- scenario
- simulation
- role play
- group discussion

LEARNING OUTCOMES:

- explored what type of leaders I am and what I would like to be in the future
- Identified leadership qualities and behaviors.

11:00-13:00

"LAW OF THE JUNGLE". We organized a team work simulation game. It was a real time power simulation game. Participants in 2 groups (girls group and boys group) have to achieve some tasks working together and interact through trading, and understand how social, political and economic power is accumulated and easily abused. They had to work together to find some items in specific wide area and to add in some specific place. We debriefed the team spirit, leadership power and the goal achieved.

OBJECTIVES:

- to develop the team work skills
- to provoke emotions and reactions

METHODS USED:

- simulation
- group discussion

LEARNING OUTCOMES:

- explored how power can be used and misused
- put personal leadership styles and team work into practice

14:30-17:00

"PERSONALITY TYPES". We organized a popular personality profiling tool used by major companies, which enables participants to understand why people behave as they do in a group setting. Activities and exercises. We applied the questionnaire about personality types: sanguine, choleric, melancholic, phlegmatic.

OBJECTIVES:

- to identify the personal types

METHODS USED:

- questions and answers
- exercise

LEARNING OUTCOMES:

- self-awareness
- identified strengths/areas for development

17:00-19:00

"LEADERSHIP IN PRACTICE". We organized of historical visits around Basilicata and meeting with various leaders. Through questions and interviews, participants tested the theories and assumptions from the previous days in a real world context.

OBJECTIVES:

- to identify the leaders in local contest

METHODS USED:

- questions and answers
- presentations

LEARNING OUTCOMES:

- tested the theories and assumptions from the previous days in a real world context.

19:00-20:00

FREE TIME/INFORMAL WORK. Participants were encouraged to use some of this time to think about the project, prepare for tomorrow, review learning and talk to others. However there was no pressure or obligation.

21:30-22:30

MID-TERM EVALUATION. Participants had to realize the mid-term evaluation and express their assessment.

OBJECTIVES:

- to identify possible problems

METHODS USED:

- test

LEARNING OUTCOMES:

- verified/monitorized the programme

17/11/2016 – 5th day

8:30-9:00

STAFF TEAM MEETING. Reviewed plans for the day; last minute changes; discussed any problems emerging overnight. Printed daily programme for participants.

9:00-9:30

INTRODUCTION TO THE DAY. We started with the outline of the today, administrative issues, and review of any problems raised by the group. Some icebreaking and energizers.

OBJECTIVES:

- to reinforce the amalgam among the participants
- to know each other better
- to ensure that the daily programme was on track.

METHODS USED:

- ice-breaking
- energizers
- discussion

LEARNING OUTCOMES:

- orientation
- met the participants needs.

9:30-13:00

“COMMUNICATION LEADERSHIP IN PRACTICE (PART 1)”. Interpersonal communication in leadership through debate to fight communication barriers and stereotypes. Participants were divided in 4 small groups and two groups were pro topic and the others two groups were cons. The topic was homosexuality and abortion. We debriefed about learning points in building arguments, stereotypes and authenticity.

OBJECTIVES:

- to improve interpersonal communications skills
- to identify stereotypes in communication
- to develop debate skills

METHODS USED:

- debate
- small groups work
- presentation

LEARNING OUTCOMES:

- demonstrated communication skills
- demonstrated debate skills
- identified stereotypes in communication.

14:30-17:00

“COMMUNICATION LEADERSHIP IN PRACTICE (PART 2)”. Continuation of the workshop organized in the morning. Leadership and how communicate with the team (communicate vision statement and issues statement). We

watched a good practice presentation skills video. We divided the group in 4 small groups, and each group had to prepare a statement. Two groups had to prepare a statement that promoted a vision and other two groups had to prepare a statement that promoted problem solving. We debriefed the public speech technics used by the participant in leadership process.

OBJECTIVES:

- to improve presentation skills
- to improve communication skills

METHODS USED:

- watching video
- small group work
- simulation
- presentation
- group discussion

LEARNING OUTCOMES:

- demonstrated the vision statement communication skills
- demonstrated the issues statement communication skills.

17:00-20:00

"PREPARATIONS FOR THE INTERCULTURAL EVENING". Various preparations done by the participants divided in national groups and practice (food, performance, etc.)

OBJECTIVES:

- to prepare the intercultural evening

20:00-22:00

"INTERCULTURAL EVENING". Each national group prepared and showed some representatives cultural handmade, songs, flag, specific products, etc. in the countries where they come from.

OBJECTIVES:

- to understand cultural elements from others countries

METHODS USED:

- exhibition
- presentation

LEARNING OUTCOMES:

- participants learned about each other's cultures.

22:00-24:00

"NIGHT OUT SOCIAL. FREE TIME". The group had free time to go out in the local area

LEARNING OUTCOMES:

- participants learned about Italian culture.

18/11/2016 – 6th day

8:30-9:00

STAFF TEAM MEETING. Reviewed plans for the day; last minute changes; discussed any problems emerging overnight. Printed daily programme for participants.

9:00-9:30

INTRODUCTION TO THE DAY. We started with the outline of the today, administrative issues, and review of any problems raised by the group. Some icebreaking and energizers.

OBJECTIVES:

- to reinforce the amalgam among the participants

- to know each other better
- to ensure that the daily programme was on track.

METHODS USED:

- ice-breaking
- energizers
- discussion

LEARNING OUTCOMES:

- orientation
- met the participants needs.

9:30-11:00

“CV & ME”. Personal CVs, how to write them, how to use them for employability.

Small group worked to look at CV writing. Starting from their own CVs, participants worked to develop a new and more powerful/relevant CV and motivation letter, had to built on the skills and knowledge they have developed in the course so far. Each group presented different template of CV and motivation letter in small groups simulating a job interview.

OBJECTIVES:

- to improve CV writing skills
- to improve job interview presentation skills
- to improve motivation letter writing skills

METHODS USED:

- simulation
- group discussion

LEARNING OUTCOMES:

- practical skills and personal presentation for employment
- CV writing skills, job interview skills, motivation letter writing skill

11:00-13:00

“PLENARY SESSION: GOOD PRACTICE MODEL FOR EMPLOYABILITY”. Presentation about employability project and services in Basilicata.

OBJECTIVES:

- to know how to find a job

METHODS USED:

- presentation
- questions and answers

LEARNING OUTCOMES:

- good practice in employability

14:30-17:00

“COACHING MASTER CLASS”. Process of professional coaching in the context of international business. Participants had to discuss about motivation tools. Extrinsic – on payroll, Intrinsic – responsibilities, engagement, involvement in decision making process. This was a hands-on, interactive session with case studies drawn from real life situations.

OBJECTIVES:

- to identify motivation techniques for employability
- to identify rewards techniques for employability
- to identify career development techniques

METHODS USED:

- group discussion
- quiz
- case study
- coaching

LEARNING OUTCOMES:

- professional career development techniques
- motivational techniques for employability.

17:00-18:30

"SKILLS AUDIT FOR TOMORROW'S CHALLENGE". Participants worked in small groups using techniques developed during the week to build a picture of skills they believe and that they had to bring to tomorrow's task. This process also included selection of an overall project manager and deputy project manager, division into functional teams and selection of team leaders for each team. The group debriefed what skills are important for employability in each country.

OBJECTIVES:

- to identify relevant skills for group activities

METHODS USED:

- photo voice
- group discussion

LEARNING OUTCOMES:

- Being able to notice the skills of others as well as your own and how these different skills can come together to create an effective team.

18:30-20:00

"SPORT ACTIVITIES". We gave to the participants the opportunity to play a soccer match in which also the tutors played. Somebody played and somebody matched and supported the teams as fan.

LEARNING OUTCOMES:

- participants learned the good value of a sport competition
- reinforced friendship

21:00-24:00

"NIGHT OUT SOCIAL. FREE TIME". The group had free time to go out in the local area

LEARNING OUTCOMES:

- participants learned about Italian culture.

19/11/2016 – 7th day

8:00-8:30

STAFF TEAM MEETING. Reviewed plans for the day; last minute changes; discussed any problems emerging overnight. Printed daily programme for participants.

8:30-9:00

INTRODUCTION TO THE DAY. We started with the outline of the today, administrative issues, and review of any problems raised by the group. Some icebreaking and energizers.

OBJECTIVES:

- to reinforce the amalgam among the participants
- to know each other better
- to ensure that the daily programme was on track.

METHODS USED:

- ice-breaking

- energizers
- discussion

LEARNING OUTCOMES:

- orientation
- met the participants needs.

9:00-15:00

“INTERCULTURAL ACTIVITY: VISIT MATERA, THE EUROPEAN CAPITAL OF CULTURE 2019”. Visit of Matera to see how the award of capital of culture has created new job opportunities in the town and in the region. A specific reserved bus for the participants and packed lunch.

OBJECTIVES:

- to show the European capital of culture 2019
- to see the importance of the decisions taken by the European Union and how they can create opportunities for the countries

METHODS USED:

- travel & see
- group discussion

LEARNING OUTCOMES:

- all theory and learning from the week is put into practice in a combined challenge involving the whole group

15:00-17:00

“LEADERSHIP & EMPLOYABILITY: DECISION MAKING”. Leadership and decision making process. The participants ranked 15 items individually and, after that, they ranked the 15 items in group. We divided the group in 3 small groups. The group 1 decided the items rank according to formal authoritarian leader, the group 2 decided by vote democratically, and group 3 decided by consensus.

OBJECTIVES:

- to develop decision making skills for leadership

METHODS USED:

- simulation
- role play
- group discussion

LEARNING OUTCOMES:

- Identified group decision making strategy

17:00-19:00

“LEADERSHIP & EMPLOYABILITY: PRESENTATION EVENT”. Closing session. The challenge ended with a presentation event for an invited audience of young people and professionals. This was entirely organized by the course participants. Each participant offered feed-back to each participant.

OBJECTIVES:

- to recap the learning outcomes
- presentation skills
- to give and receive feed-back

METHODS USED:

- simulation
- presentation
- small group work

LEARNING OUTCOMES:

- used presentational skills whilst feeding back their findings from the day as well as general project and programme information.

19:00-20:00

FINAL EVALUATION. Participants had to realize the mid-term evaluation and express their assessment.

OBJECTIVES:

- to identify possible problems

METHODS USED:

- test

LEARNING OUTCOMES:

- verified/monitorized the programme

20:00-24:00

FAREWELL PARTY AND CELEBRATION. Intercultural evening in which were also given to the participants the certificates and realized many games together.

20/11/2016 – 8th day

DEPARTURE OF PARTICIPANTS. We helped all the participants with their return travel.