



Co-funded by the
Erasmus+ Programme
of the European Union

DYNAMIX

A 2 STEPS EUROPEAN TRAINING TO DEVELOP YOUTH AND SOCIAL WORKERS' ABILITY TO:

- SET UP AND SUSTAIN POSITIVE GROUP DYNAMICS;
- PREVENT TENSIONS AND RESOLVE CONFLICTS.



DOMAINE DE MATENS 81 600 GAILLAC - OCCITANIE, FRANCE

STEP 1: OCTOBER, THE 4TH TO THE 10TH 2018

STEP 2: NOVEMBER, THE 29TH TO DECEMBER, THE 5TH 2018.

- DYNAMIX' summary
- Provisional programs
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- Venue & Daily conditions
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A Via Brachy's initiative in cooperation with



Association VIA BRACHY : Voyages Interculturels Solidarité Autoformation
3, Place des Avions - 31 400 Toulouse – France - www.viabrachy.org

SUMMARY OF THE PROJECT

"The stone has no hope of being anything else than a stone, but when collaborating, it assembles and becomes a temple".

Antoine de St Exupéry

Since its creation, our association, Via Brachy, is dealing with **group dynamics** and **cooperation issues**. We believe that **living** and **working together** offers to whoever experiences it an opportunity to **grow as a person** and at the same time to **do things** he/she would never have been able to do alone.

But understanding each other, getting together, or setting up and sustaining a collective project are not easy jobs! As persons or as organizations, we often failed in our attempt to make it happen.

Why? Probably because we are used to compete with each other, to impose our point of view, to talk without really listening to the others, to lead a project our way or to follow a charismatic person. Most of us were not taught how to communicate with the others, and most of the time we don't know how to deal with conflicts when they occur.

This leads to the harmful divisions of lovely groups, to the collapse of brilliant projects, and eventually to the feeling that living and/or working together is a nice utopia that doesn't fit reality.

Hopefully, all around us, pioneers shows that there might be ways to reach this dream of us. They offer us models and concepts to better understand group dynamics and develop methods and tools to better **communicate, collectively design projects, debate, take decision together, prevent tensions** and **resolve conflicts**.

The "DYNAMIX" training course is designed in order to share some of this emerging knowledge. It aims at **developing participants' ability to set up and sustain positive group dynamics** and to **deal with conflicts**.

The training will be held in 2 steps:

- the first from the 4th to the 10th of October to better understand **group dynamics**;
- the second from November, the 29th to December, the 5th to address **conflicts' prevention and resolution**.

Both steps will take place in Gaillac (Occitanie), South-West France and will gather **30 youth and social workers and people involved in collective projects** coming from **6 countries**.

For 7 days each time, participants will exchange their experience and put into practice the methods and tools they will be introduced to by skilled trainers. They will work on **practical issues** and **experiment** a variety of approaches.

They will also experiment **community living** and will thus have the opportunity to **implement** what they will learn *in situ* while getting to know each other better.

The training will eventually be an opportunity to **create/strengthen links** between the participants and the organizations they belong to, which will hopefully leads to future **cooperation**.



PREVISIONAL PROGRAMS

(Important: Be aware modifications can occur in the Program. It is part of the process.)

1st STEP: 7 days to better understand group dynamics

Thursday, October 4th

Opening session: Get to know each other, define learning goals

16:00: Departure from Toulouse train station. Reaching the venue *Domaine de Matens* (Gaillac).

17:30 - 19:30: **Welcoming. Presentation of the venue, the facilitation team and the frame** of the training course (content, program, facilitation method).

19:30 - 20h30: Diner

20:30 - 21:30: **Get to know each other activities. Reflect on what drives us here.**

21:30 - / : Self-managed friendly evening at the *Domaine de Matens*

Friday, October 5th

From I to Us: Learn how to bring people together, encourage them to get actively involved and speak up

9:30 - 10:00: Energizer & Today's menu. Setting up tools in order to ease collective living and self-expression.

10:00 - 13:00: **Pin point the main difficulties found in collective action**, using the example of meetings and the bad experiences the participants' had in the past.

13:00 - 14:30: Lunch - Break/siesta.

14:30 - 15:00: Linguistic animation.

15:00 - 18:00: **Create or bring a collective together.** Highlight and feed the needs of the collective, define its purpose and ethical frame (values, principles, practices), and set up a work frame.

18h30 - 19:00: Debriefing - Assessment of the day.

20:00: Diner & "8 o'clock News".

Saturday, October 6th

(Get) Inform(ed) and Clarify

9:30 - 10:00: Energizer & Today's menu.

10:00- 13:00: **Share the information between teammates to share the power**

13:00 - 14:30: Lunch - Break/siesta.

14:30 - 15:00: Active listening exercise (« Special walk »)

15:00 - 18:00: **Learn to work with instructions and constraints. Support people through change, against resistance strategies and sabotage. Understand the posture of facilitator and identify other roles** that contribute to the well-being of the group.

18:30 - 19:00: Debriefing - Assessment of the day.

20:00: Diner & "8 o'clock News".

Sunday, October 7th

Discuss, argue and take side within the collective

9:30 - 10:00: Energizer & Today's menu.

10:00 - 13:00: **Foster creativity, help unleash imagination, ease collective intelligence.**

13:00 - 14:45: Lunch - Break/siesta.

14:45 - 15:00: Energizer

15:00-17:45: **(Re-)shape our attitude(s) within a collective, come up with a collective thought and action plan.**

18:00 - 18:45: Mid-term assessment of the training.

20:00: Diner & "8 o'clock News".

Monday, October 8th

Conflict as opportunity: Welcome and address disagreement.

9:30 - 10:00: Linguistic animation & Today's menu

10:00 - 13:00: **Diversify your debate techniques to process a complex thought and welcome argument as a collective resource.**

13:00 - 14:45: Lunch - Break/siesta

14:45 - 15:00: Energizer

15:00 - 18:00: **Address conflict, join forces to overcome problematic situations.**

18:30 - 19:00: Assessment of the day.

20:00: Diner & "8 o'clock News".

Tuesday, October 9th

Decide collectively

9:30: Linguistic animation & Today's menu.

10:00 - 13:00: **Understand the underlying process of Governance** (levels, decision-making chains) **and how significant mandates are** (responsibilities and liabilities; definitions and scope).

14:45 - 15:00: Energizer

15:00 - 18:00: **Feed collective intelligence. Learn how to let go, take a side-step and welcome new perspectives. Address "non-decision" when it occurs.**

18:30 - 19:30: Personal evaluation of the achievements of the day, setting up goals regarding collective decision-making, to reach within 3 and 6 months.

19:30 - / : **Closing night party** at the *Domaine de Matens*.

Wednesday, October 10th

From evaluation to evolution

10:30 - 10:45: Warm up & Today's menu

10:45 - 13:00: **Final evaluation of the seminar, using participative approach.**

13:00 - 14:00: « No food-waste » lunch.

14:00 - 17:30: Tidying up the venue.

17:30: Departure for Toulouse.



2nd STEP: 7 days to learn how to deal with conflicts

Thursday, November 29th

Opening session: Get to know each other, Explain one's motivation, set learning goals

16:00: Departure from Toulouse train station. Reaching the venue *Domaine de Matens* (Gaillac).

17:30 - 18:30: **Welcoming. Presentation of the venue, the facilitation team and the frame of the training** (content, program, facilitation method).

18:30 - 19:30: **Get to know each other activities.**

19:30 - 20h30: Diner

20:30 - 21:30: **Reflect on what drives us here, share our learning goals.**

Friday, November 30th

Observing the conflict, Questioning the way you deal with it from your childhood till today

9:30 - 10:00: Today's menu & Setting up tools to ease collective living and self-expression.

10:00 - 13:00: **Get familiar with the notion of conflict** and the range of reactions it may provoke.

Question the personal relationship you've had with conflict in the past and work on a set of soft skills (observation, suspension of judgment).

13:00 - 14:45: Lunch break

14:45 - 15:00: Energizer.

15:00-18:00: **Examine the way you currently deal with conflict. Get introduced to the notion of "self-sabotage". Learn to decipher your relationships.**

18:30 - 19:00: Debriefing of the day. Meta-cognition.

20:00: Diner & "8 o'clock News" - Self-managed friendly evening on site (*Domaine de Matens*).

Saturday, December 1st

Know where you stand within a conflict, Identify your emotions and needs

9:30 - 10:00: Today's menu & Exercises to get into condition

10:00 - 13:00: **Know the other's limits and your own. Learn to express them, to let emotions grow and understand their language.**

13:00 - 14:45 : Lunch break

14:45 - 15:00 : Energizer

15:00-18h00: **Identify the common needs that we all have, as human beings. Learn to express them and to understand the strategies we set up to fulfill them.**

18:30 - 19:00: Debriefing - Metacognition

20: 00: Diner & "8 o'clock News".

Sunday, December 2nd

Understand what is at stake for the Other in the conflict. Increase your listening skill

9:30 - 10:00: Energizer & Today's menu.

10:00 - 13:00: **Address the issue of asking the right questions at the right time. Manage to perceive the moment where you lose the connection with the other. Understand the meaning of "Help" and the various shapes it can take.**

13:00 - 14:45: Lunch break

14:45 - 15:00: Energizer

15:00 - 17:30: **Get familiar with active listening techniques. Learn to rephrase.**

18:00 - 19:00: Mid-term evaluation of the training.

20:00: Diner & "8 o'clock News".

Monday, December 3rd

Put your creativity to use to transform a conflict and reach a win-win strategy

9:30: Energize & Today's menu.

10:00 - 13:00: **Learn to rephrase an issue into a clear and precise demand. Question the way we usually fail to communicate with each other and learn to express clearly your demands.**

13:00 - 14:45: Lunch break

14:45 - 15:00: Energizer

15:00 - 18:00: **Let the other know what a safe framework is to you. Learn to trust in one another, learn to trust your own ability to come up with win-win strategies.**

20:00: Diner & "8 o'clock News".

Tuesday, December 4th

Keep conflict from appearing through authenticity and clarification

9:30: Energizer & Today's menu.

10:00-13:00: **Learn to spot the core of a conflict**

13:00-14:45: Lunch - Break/siesta.

14:45-15:00: Energizer

15:00-19:00: **Learn to be authentic and welcome your vulnerabilities. Promote gratefulness and celebration.**

19:00-/: **Closing night party** at the *Domaine de Matens*

Wednesday, December 5th

From evaluation to evolution, think about our next journey

10:20 - 10:40: Energizer & Today's menu

10:40 - 13:00: **Final Evaluation of the Seminar. Closing Round & Family picture**

12:35 - 14:00: "No food-waste" lunch

14:00 - 17:30: Tidying up the venue.

17:30-/: Departure for Toulouse.



WHO IS PARTICIPATING?

The seminar is geared towards **30 persons** who:

- o **are working with groups**, as youth or social workers or as social entrepreneurs involved in a collective project;
- o want to acquire new skills in the fields of: **group management, non-violent communication, mediation, collective project design, collective decision making, conflicts prevention and resolution**, in order to better support the people they work with and to develop the projects they are running and/or the organization they're involved in;
- o believe in **experience sharing** and are interested in **European networking**;
- o are **available for the whole duration** of each training (7 days each time, travel days excluded).



Priority will be given to **people with responsibilities** within their organizations (project leaders, coordinators...) and to people that can access both trainings.

Participants have to be adults (**at least 18 years old**). A **good level in English** will be required (**B2**).

WHAT YOU WILL BE ASKED FOR, AS A PARTICIPANT?

We expect you to participate on the whole program (it means **coming later or leaving earlier is not allowed**).

As a participant, you **commit yourself to actively participate in the whole process**, including:

- o to **read all the information carefully** (especially this info-pack and all the emails we will send you before your coming) and **communicate timely** with the organizers;
- o to **reflect on your learning goals** regarding the training;
- o to **think about your past experiences** regarding team working, group dynamics, the way you deal with conflicts etc. in order to make the most out of the training
- o to **take actively part** in the full duration of the activities;
Besides your **active participation in the workshops**, and your involvement in the facilitation of some sessions, you will be responsible of your group's dynamic and will be invited to **take initiatives** and **responsibilities** regarding the every-day life;
- o to **give all the necessary documents to your sending organizations** (invoices, boarding passes,...) for the reimbursement of the travel costs;
- o to **participate in the evaluation process** after the course and to **share your experience** in your community through articles writing, internal trainings or any other dissemination activities you will find relevant.

Be aware that pictures, videos and images taken at the course, as well as the materials produced during the activities, can be used to document the activity in reports or websites or social networks, or for promotional material.

We will decide together during the training **how we will share and spread the trainings' results** towards a wide audience, but consider already that your contribution will be decisive to make it more comprehensive and representative of our joint experience.

Our Facebook group "**Out of the Box**" will help you to get in touch with the other participants, prepare adequately and share contents: <https://www.facebook.com/groups/1113159448710274/>.

HOW TO APPLY?

The seminar gathers 6 European organizations active in the fields of non-formal education, social inclusion and sustainable development:



To attend the training, you have to **contact the organization** from the country you live in (link URL on the map to their website and contact address below).

They will tell you about the procedure to follow, based on the previously said criteria, including an online form that will allow us to better know you, your experience and expectations.

Country	Sending Organization	E-mail address of the contact person	Nb of participants
France	Via Brachy	Cecilia RETREPO cecilia.restrepo@viabrachy.org	7
Greece	European Village	Marina SIGALA marinasigala@ymail.com	6
Germany	Arbeit und Leben	Gabriela SCHMITT schmitt@aulnrw.de	5
Italy	HRYO	Senem KALAFAT senem.kalafat@hryo.eu	3
Portugal	NEW LOOPS	Joana DE MELO SAMPAIO joana@newloops.org	4
Spain	Viaje a la Sostenibilidad	Carlos BUJ carlos@viajealasostenibilidad.org	6

HOW MUCH DOES IT COST?

THE 2 TRAININGS ARE FUNDED THROUGH ERASMUS+ PROGRAMME.

Thus accommodation, food and materials are fully covered from October, the 4th to the 10th included and from November the 29th to December, the 5th. **Any expense incurred before or after these dates or linked to extra activities / leisure (as alcohol, tobacco or tourism) will be yours.**

Country	Organization	Max € reimbursed
France	Via Brachy	0 € (per participant)
Greece	European Village	275 € p/ participant
Germany	Arbeit und Leben	275 € p/ participant
Italy	HRYO	275 € p/ participant
Portugal	NEW LOOPS	275 € p/ participant
Spain	Viaje a la Sostenibilidad	180 € p/ participant

Likewise, your travel costs to reach the venue, up to the maximum allowed amount, are fully covered. According to the Erasmus+ Program regulations, the financial contributions to your travel costs will be as described in the adjacent table.

Remember that we can reimburse only the cheapest transportation possible and only public transport, 2nd class fares. Taxi is not refundable, as well as private cars.

You are **allowed to arrive or depart max 2 days before or 2 days** after the mobility. In case you decide to use that extra time, bear in mind that **it will NOT be supported with food or accommodation.**

Should your stay be longer than 2 days, **we will NOT reimburse part of your travel costs.**

IMPORTANT: For the reimbursement, we will need to give to your sending organization:

1/

An **invoice** with the itinerary of your trip, the names of the passengers and, very important, the price of the ticket. Usually all this information is available on the e-tickets for flights. If not, please ask the air company to edit you a proper invoice.

2/

All your original travel tickets and receipts (train and bus tickets, with the price on it, boarding passes, etc.).

The **boarding pass** is a very important document, the only evidence that you took the flight, and is required by National Agency for reimbursement.

If you use your mobile phone (so you don't have to print the boarding pass) **don't forget to print screen it**, because the links expire and you won't be able to use it some weeks after the flight, and we will not be able to reimburse you.

Your sending organization needs to give us all the boarding passes and invoices of your travel costs.

It will be your responsibility to take good care of those documents and to give them on time to your sending organization (cf. contact of the coordinators p.8).

Only when the sending organization has all the documents, money transfers will be done, from your sending organization to you. This can take from one to three months depending on how fast you are in providing the relevant documents.

Be aware that we cannot **provide reimbursement** if a document is missing.



ADDITIONAL FEES:

Your sending organization might ask you for a small financial contribution according to the administrative work it represents and to the support they will provide you before and after the seminar. (For example, Via Brachy will ask for a 50€/week contribution from the French participants).

Please contact your sending organization to know about their policy.

WHERE WILL WE STAY?



Both trainings will take place in **Gaillac**, France.

- Step 1: from October the 4th to the 10th;
- Step 2: from November, the 29th to December, the 05th (travel days excluded).

All activities will take place in the lovely vineyard of Matens: *Domaine de Matens* (<http://matens.free.fr/>).

You will be accommodated *in situ* in **small dormitories**.

The house will be **self-managed by our group**, which will be responsible for living together during the course. It is a **normal part of our educational approach**, as we believe it strongly encourages community spirit, responsibility and sharing.

Everyday tasks like cleaning, setting tables, sorting garbage and washing up will be shared by participants, as part of the "sustainable living" experience, making it feel as a good place for us.

WHAT SHOULD YOU BRING?



Consider the weather will most probably be cold and rainy and choose your clothes accordingly.

For your stay, you must also bring with you:

- o a single sheet and a pillow cover
- o your **sleeping bag**
- o a **towel**, your soap, shampoo, toothpaste, etc.

The sleeping bag is not a substitute for a bed sheet. The hosting venue requires us to **use both**. **Please, take it into consideration and bring yours**.

At the same time, as we will exclusively use public transports and private cars to reach the venue, we advise you to **limit the size of your luggage**.

HOW TO REACH THE VENUE?

The trainings will take place in the countryside. To be able to attend them from beginning till the end is one of the basic conditions for participation, so **please arrange your travel to be there on time**. In case of any complications, please let us know as soon as possible.

As a participant in the 1st step, you may arrive **on the 3rd of October or the 4th before 14:00 at Toulouse airport**, according to available transportation. The **meeting point** will be on the 4th at **Toulouse's train station** (Matabiau SCNF) in the departure hall **at 16:15 PM**.

As a participant in the 2nd step, you may arrive **on the 28th of November or on the 29th before 14:00 at Toulouse airport**. The **meeting point** will be on the 29th at **Toulouse's train station** (Matabiau SCNF) in the departure hall **at 16:15 PM**.

If you arrive the day before the training (on the 3/10 or the 28/11):

Unless you have friends in Toulouse who can welcome you, we will try to provide you an **accommodation at Via Brachy members' flats**.

We will send you few days before your arrival a "**Welcome pack**" with the phone numbers and address of your host(s), a map and some practical information so that you will easily reach the place you will stay.

In any case, if you arrive on the 3/10 or the 28/11, please let us know in advance at the latest 3 weeks before your coming so we can see how we can arrange something for you.

If you arrive on the 4/10 or the 29/11:

You will reach Toulouse's train station **by your own means**.

From the airport, the best (and cheapest) way is to take the tramway line T2 towards "Palais de Justice". You will stop at "Arènes" to take the subway line A towards "Balma Gramont" and will stop at "Marengo SNCF".

The transportation is about 1 hour long.

For the tickets, you will only need one single ticket (1,60€/unit) for the whole transportation.

If you are more than 5, we encourage you to take a "Tribu ticket" (8€/unit) that you need to validate as many times as the number of people travelling.

Whatever the case, **ask for a receipt and keep the used tickets**. We will need them to pay you back.

If you arrive at the bus station, take it easy. The departure hall is 2-3 minutes walking from the bus station.

For more information on the itinerary and on the time schedule, please consult the transport company's website: <http://www.tisseo.fr/en/home>

OTHER IMPORTANT INFORMATION

DIET

Please inform your sending organization about your diet on the latest a month before the training so that we can take it into consideration in the cooking.

HEALTH and SECURITY

Obtaining a full insurance (travel risks, medical, injuries) **is the participant's responsibility**. Providing information on special needs, does not remove the participant's personal responsibility for ensuring their own health and safety.

Therefore, we strongly recommend you to **subscribe to a European medical insurance** to cover your medical expenses if needed. We will contact skilled doctors if you get sick or wounded but we will not cover your fees.

NO WIREFIRE

Be aware that there won't be **any internet access in the place we will be**, except for emergency need. Please, make your arrangements and inform your colleagues, family and partners you would not be available for a week.



ANY OTHER QUESTION? CONTACT US!

Our team is available to answer any question you may have. Do not hesitate to contact:

- **Caroline FERRAFIAT** - @mail: caroline.ferrafiat@viabrachy.org for any question regarding the contents
- **Cecilia RESTREPO** - @mail: cecilia.restrepo@viabrachy.org for administrative matters

Tel: +33 6 89 44 48 20

We look forward to meeting you,
Best regards,
Via Brachy's team

A FEW WORDS ABOUT US



Via Brachy is a French non-profit organization. We aim to **empower people**, to enhance **social and ecological projects** run by citizens and to foster **knowledge exchange** and **cultural dialogue** between persons and organizations from various backgrounds and cultures.

We organize **mobility projects** and **non-formal educational activities** in order to encourage **social inclusion** and to help people find their way in society. We believe that traveling opens people's minds to new realities and encourages them to share ideas, knowledge and experiences. We promote **eco-friendly living**, **social economy** and we advocate for **social change**.

In practice:

- We organize youth exchanges, seminars, training courses and journeys as catalysts for learning and solidarity in France, Europe and Senegal;
- We support our partners' initiatives in Senegal: development of low energy cooking tools and solar dryers, settlement of income-generating activities based on local resources, organization of trainings and programs aiming to raise awareness about the environmental protection and sustainable development;
- We organize public events on social issues in order to raise awareness and to promote alternative ways of living.

More info: www.viabrachy.org

