





TC "Training of Trainers (ToT) CEFE (Creating Enterprises through Forming Entrepreneurs)"

Date: 15th-25th of March 2014

Venue: Bitola, R. Macedonia

In organization of CEFE Macedonia

With the support of Youth in Action Programme of the European Union



Do you want to learn how to train people to be successful entrepreneurs?

Do you want to help to reduce the unemployment in your country?

Do you want to evoke creative energy of individuals and use this potential for business development, skills improvement and creation of new entrepreneurs?

If your answers are yes, than this training is the right for you!!!

ToT CEFE is about training of trainers to be certified CEFE trainers.

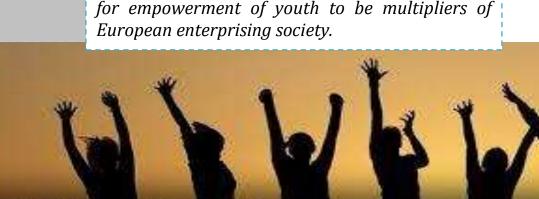
What is CEFE? It is methodology that stands for Competency based Economies through Formation of Entrepreneurs and represents an accumulation of instruments for entrepreneurship training combined with active and dynamic approach to work and methods of empirical learning in order to develop and improve managerial and individual skills.

You as a participant:

-will be future CEFE trainer and

-will have a chance to be the ambassador, promoting and spreading the entrepreneurial spirit among young people, thus combating the problem of unemployment in your country among youth population.

In addition you will be trained how to write project proposals in order to organize different trainings for empowerment of youth to be multipliers of European enterprising society.



Now days we have one common **problem** which is becoming more and more urgent in Europe: **the** vouth unemployment and low level of entrepreneurial skills among **youth** population for starting of a business or working in already existing company. So through gaining relevant practical experience in using CEFE training methodology, **YOU** will increase your knowledge about the wide range of CEFE utilization. You will gain the competence to desian own tailormade and new exercises as well as to create training programs for acquiring entrepreneurial skills and raising the employment level among the

youth population

Reasons to participate (what's the plus?)

You will enhance the familiarity with recent CEFE tools and exercises and develop the ability for creation of new exercises and training programs

You will have valuable chances for networking and enhancing the capacities of your organization and you will exchange experience, expertise and good practices in the process of taking actions for tackling the growing youth unemployment

You will increase the awareness of the value and importance of youth participation as a form of active engagement in the society through boosting the entrepreneurial spirit

You will master your competences in state of the art CEFE application

You will discuss further developing projects under the new youth program of EU 2014 – 2020

You will receive materials that you can use in your future trainings

You will strengthen the capacities of your organization in the process of taking actions for tackling the growing youth unemployment



Organizer/hosting organization:



CEFE Macedonia is an organization formed in 2008 in Skopje, R. Macedonia and we work mainly with mature youth and institutions for promoting and raising entrepreneurship and self-employability skills. Our main standards in work are proficiency and professionalism

in everything we are doing. These standards of ours will be also role model for providing the training.

Who should attend the training?

Youth leaders, facilitators, trainers, entrepreneurs and educators from: Greece, Romania, Turkey, Albania, Georgia, Macedonia, Bulgaria, Belarus and Lithuania.

Methodology:

CEFE methodology was developed in 1980s and is considered to be one of the most successful methods of teaching business development. CEFE trainings are completely adapted to teaching and oriented towards simulations, empirical and interactive participation of participants. The learning process will be based on four dimensions: knowledge, attitudes, skills and habits.

The overall guiding principle to the Training of Trainers will be the ownership of the process which is acquired through time and energy that participants must invest into the highly demanding schedule. By moving through the stages from awareness to transformation, the participant is given the opportunity to experience personal growth, to develop a more enterprising approach to life, and to prepare an own business plan. The non-formal learning is the main characteristic of the training.

Trainers:

<u>Mr. Zoran Vitanov</u> (International CEFE Master Trainer and Adviser) and <u>Mr. Jovan Stalevski</u> (National CEFE Adviser and Trainer) are working many years in the field of training and consultancy and had organized and realized numerous of trainings with more than 5.000 people trained across Europe.



Certification:

All the participants which will successfully accomplish 80% of the course will be awarded with Youth pass certificate and a course completion certificate by CEFE Macedonia, internationally recognized.

WE guarantee results:

If you're not happy, we're not happy. Go back to work and apply the new techniques and skills you learned in our seminar. If you're not absolutely delighted with the results you achieve, write to us right away. We'll issue you a refund. That's our guarantee!



Practical info

Working language: *English*.

Application and confirmation:

To apply for the training please complete the online application form and attach your CV as well. If you are selected to participate, we will send you a confirmation letter. The maximum number of participants is 27.

Costs and accommodation:

The participants pay 50 euro participation fee on the spot. 70% of the travel costs will be reimbursed according to the rules of the YIA Program. Board, lodging and all materials will be covered by the hosting organization CEFE Macedonia.

Accommodation: *Will be announced additionally.*

Deadline for sending applications: 20th of December 2013

If you have any questions, please feel free to contact us on the following e-mails:

<u>katerina.kimovska@gmail.com</u> <u>elenafamis@gmail.com</u>



Agenda(Please note that this is preliminary agenda and may be subject to some changes)

Day 1	Unfreezing
am	The aims and objectives of the TC
	Leveling of expectations, fears, outputs
	Basic working rules
	Group contract
	Day by day program
pm	Unfreezing participants games
	Self-awareness games: Art Gallery and Joe Harry Window
	Dart's exercise
	international evening
Day 2	Entrepreneurial Competences
am	Presenters of the day
	personal entrepreneurial characteristics
pm	risk management and responsibility acceptance
	negotiation and competition
	decision making
evening	NGO fair
Day 3	Finding the Business Idea
am	Idea generation
nm	Idea selection
pm	Goal setting Movie evening
Day 4	Market and marketing
am	Market survey
	Market definition
pm	Marketing mix and strategy
	Practical session in the streets of Bitola and reflections of findings
Day 5	Production and organization
am	production process flow
	Time Management
pm	Organizational chart
	Costing



Day 6	Financial planning (part 1)
am	Pricing
	Profit and loss statement
pm	Cash flow statement and management
	Balance sheet
Day 7	Financial planning (part 2)
am	profitability ratios
pm	Finance calculation
Day 8	Reality Check
am	Business Plan Preparation
pm	Business Plan Presentation
evening	Dinner in a restaurant with traditional Macedonian food
Day 9	Overview ToT Program
am	Learning theory and cycle
	Methods of experiential learning and training
pm	Preparation and facilitation of exercises
Day 10	Training: How to write a project proposal for YiA?
	Final Evaluation
	Closing thoughts and future collaboration
	Day out and farewell party
	Departure of participants





