



**TRAINING COURSE**  
**ADVANCED SOFT SKILLS –**  
**KEY TO YOUR SUCCESS**

**Personal Development and Travelling Opportunity for Youth Workers**

**9-13 December, 2016**

**Tbilisi, Georgia**

## ABOUT THE TRAINING

Soft skills are increasingly becoming the hard skills of today's successful people. Technical skills alone don't guarantee success. Work ethic, communication skills, attitude, emotional intelligence and other interpersonal attributes are the soft skills that are vital for personal and organizational success.

The training course aims to unfold the ways for young people to improve or gain communication, managing time, managing stress and other soft skills. With the new perception this training course illustrates the key points on how to get the best out of any experience.

### **OBJECTIVES:**

- To provide young people with skills, knowledge and tools to become effective leaders and team members in youth organizations;
- To identify key personal characteristics and qualities and support participants in building confidence and forming a cohesive group;
- To empower participants with practical skills in good communication, time management, stress management and decision-making in their organizations;
- To assist participants in self-development of their social competencies;
- To support capacity-building of youth organizations, exchange good practices on soft skills development;
- To encourage youth organizations to combine their resources for their personnel's skills development that can be used back in participants' local organizations and communities.

## WHO IS THIS COURSE FOR

This course is for youth workers, youth leaders, project managers, educators, trainers, mentors, coaches, and volunteers representing diverse range of youth organizations. After the training course they will act as multipliers at the local/regional/national in youth organizations.

## WORKING METHODOLOGY

The training course is based on non-formal education principles. A combination of the different creative and interactive methods will be used by the trainers' team and designed upon the profile of participants.

Some of the examples of methods that are going to be used in the training course are:

- thematic workshops
- role plays
- simulation games
- theoretical inputs
- lectures
- individual and group activities

The program includes sightseeing tours in Mtkheta City and Tbilisi.

The working language English.

# DRAFT PROGRAMME

## **December 9, 2016**

**Welcome desk and Dinner**

## **December 10, 2016**

**Working Towards Better**

**Communication in youth work:**

**Learning the basics**

- Body language
- Using Gestures
- Learning to listen
- Asking questions
- Taking Notes

**Exchanging Information**

- Making Contact
- Passing on information
- Using the phone
- Writing letters

**Acquiring more communication skills:**

- Briefing Effectively
- Chairing meetings

**Communicating for Results at organizational level**

Assessing your communication skills

## **December 11, 2016**

**Managing Time**

- Analyzing use of time
- Assessing your ability

**Planning for Success**

- Analyzing personal and organizational goals
- Working out personal and organization priorities
- Using time Planners
- Thinking Positively

**Understanding Stress**

- How stressed are you?

**Analyzing the causes of stress:**

- Changing Societies
- Analyzing jobs
- Assessing relationships in organization
- Assessing the workplace
- Coping with daily life

**Managing stress**

- Skills to stay firm
- Skills to forgive and forget

Taking Action at home:

- Taking time off
- Learning to relax
- Developing interests

**Personal Development Plan** (Theory and Practice)

## **December 12, 2016**

**Sightseeing tours to Mtskheta City and Tbilisi**

## **December 13, 2016**

**Breakfast and Departure**

## ACCOMMODATION

Participants will be accommodated at **Beaumonde Garden Hotel Tbilisi**. The hotel is spread across 5000 m<sup>2</sup> of spacious, green gardens, includes 45 rooms unconventionally spread over 5 floors. Hotel is designed in an attractive and original way, each room is individually decorated, comfortable and fully air-conditioned. Wi-Fi is available throughout the hotel. Two participants will share the room.







## PARTICIPATION FEE

**Participation fee is 270 EUR.**

The participation fee covers the following costs:

- accommodation in Beaumonde Garden Hotel Tbilisi
- full board in hotel
- Lunch and Dinner in traditional Georgian restaurants in Mtkheta and Tbilisi
- high quality equipment
- training materials
- experts

It does not cover the travel costs, visa and insurance.

If you are interested to participate in the event, you should submit the filled application form to [yccdgeorgia@gmail.com](mailto:yccdgeorgia@gmail.com) no later than 14 November, 2016

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## **THE TRAINING COURSE IS ORGANIZED BY YOUTH CENTER FOR CIVIL DEVELOPMENT**

**YOUTH CENTER FOR CIVIL DEVELOPMENT** is a non-governmental youth organization provides educative, participative and empowering opportunities for young people. YCCD aims to empower young people through open youth work and non-formal learning in order to promote democratic and civil society and to encourage young people to be actively involved in their communities.

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