



COURSE INFORMATION AND PRACTICALITIES

Facilitative Leadership & Group Facilitation Methods for Social Inclusion and Gender Equality

Madrid, Spain, 9th - 14th December, 2013

1. Background for the course:

Individualistic and hierarchical styles of leadership are giving way to meaningful participation within educational and social planning and decision making towards social cohesion and gender equality.

Direct involvement in problem solving, planning and decision making is rapidly becoming the dominant mode in group decision making within communities and educational settings. More responsibility is being placed in the hands of those directly affected and involved by decisions made in educational organizations and communities at all levels and fields of social and gender interaction.

The important work in communities and social-educational organizations is done in groups. New forms of facilitative leadership and innovative methods for group facilitation are emerging to get input from people, help groups solve problems, lead planning sessions and make collaborative decisions fostering social inclusion and gender equality.

Leaders (teachers for adults, social-educational leaders, social entrepreneurs) are being called upon to engage people in a more committed, equality, collaborative and creative way.

2. Training Objectives

The participants will be able to fulfill the following training objectives, at the end of the 5 day training:

- 2.1. Have explored and discussed frameworks and elements of facilitative leadership, participation, creativity, teamwork and action for social inclusion and gender equality.
- 2.2. Be able to identify when and how to use two core Group Facilitation Methods:
Focused Conversation and Consensus Workshop methods for integration work and gender equality at intra and inter communities and organizations.
- 2.3. Have gained confidence in developing a facilitative style of leadership, together with the use of effective methods for participation towards social cohesion.
- 2.4. Have built links with others to promote future collaboration and support in the use of the community development and participatory methods (e.g. be part of a community of practice, exchange gathering, international ToP Associates web page).



3. Methodology:

The **psycho pedagogical** process for our courses is based in the following phases:

- 3.1. **Framework:** we create the framework of the relevant issues that the course deals with in a dialogic way based on the experience and knowledge of participants. Also we review critically the latest paradigms of the subjects covered within the course.
- 3.2. **Demonstration:** each method and leadership style is experienced directly by the participants.
- 3.3. **Theory/ Walk through:** we explain the rationale and grounded theory for each method, step by step, and the facilitative leadership style used. At this stage we offer a series of exercises to make sure of the understanding and use of the method.
- 3.4. **Practice:** each participant has the opportunity to practice each one of the methods learned in a safe and empowering environment. At this stage participants receive direct feedback from trainer facilitators and peers.
- 3.5. **Application:** participants have the opportunity to plan the use of one of the methods to a specific case study. The emphasis is on realistic plans which ensure the strategies, plans and decisions are implemented.
- 3.6. **Reflection-Feedback:** The course methodology enables people to review and reflect on their experience to deepen organizational knowledge and practice, receiving immediate feedback. There is a comprehensive evaluation of the course content, process, facilitation, materials, follow-up form which we ask participants to complete at the end of the training.

4. For whom: Maximum 20 participants.

- For people responsible for facilitating multicultural and interdisciplinary groups more effectively within educational, social, political, cultural sectors.
- Team leaders and managers dealing with social inclusion and gender equality policy making.
- Youth and community workers and social development agents responsible for implementing social cohesion and gender equality policies.

5. Individual Needs:

- 5.1. **Venue accessibility:** the venue is completely accessible to wheelchair users, and provisions will be made for other mobility requirements.
- 5.2. **Custom adaptation:** our teaching styles are well adapted to helping participants with a variety of other impairments or special needs, and the trainers will be keen to further adapt the course to be more inclusive where necessary.
- 5.3. **Dietary requirements:** arrangements are in place to make sure that all course participants are able to enjoy food that meets their dietary needs.
- 5.4. **Religious observance:** we will strive to meet the personal needs of any participant to the extent practically possible, including setting aside space and time for religious observance.

6. Fee & Payment

The course fee is: €750

The fee for accommodation and meals is: €650

Total: course fee + accommodation and meals: €1400



Payment should be made by bank transfer by July 1st to:
IBAN + Account number: ES63-20381745616000533159
BIC code: CAHMESMMXXX - Reference: Your family name and FL-GFM

7. Application Procedure & Grundtvig Grants

Step 1	ICA Spain coordinates the training. Complete the pre-registration form and send it to: catalina@iac-es.org . The deadline to send the pre-registration form is 10 th of April, 2013, especially if you would like to apply for a Grundtvig grant.
Step 2	Once we have received your pre-registration form filled we will send you a pre-registration certificate. Please print it and keep it as you will need to enclose it with your application form.
Step 3	<p>You can apply for a Grundtvig mobility grant if you live in an EU country or in the non-EU countries: Croatia, Iceland, Liechtenstein, Macedonia, Norway, Switzerland or Turkey. This grant might fund part of your training, travel and or accommodation costs. Instructions how to apply for a mobility grant can be found at: http://ec.europa.eu/education/trainingdatabase/instructions%20for%20applying-EN.doc</p> <p>Please fill in the Grundtvig application form and return it to your National Agency, together with the pre-registration certificate we have issued.</p> <p><u>Please note that there is often a lot of competition for these grants; so it is recommended that you take the time to make a good application in order to maximize the chances of your success.</u></p> <p>The deadline for applying for this mobility grant is 30th April 2013.</p>
Step 4	<p>When your national agency gives you a grant, you should contact us immediately with the outcome of the result in order to confirm your place on the course.</p> <p>Whether you are self-paying or the recipient of a mobility grant, the sum of the course fee and costs associated with accommodation and subsistence is due by 15th November 2013. You will then receive further information about the training venue and how to prepare for the training.</p>

8. Cancellation rules:

8.1 Course cancellation - with 20 days' notice before the starting date:

Please note we reserve the right to cancel the course with no less than 20 working days' notice, without liability for any consequential or indirect loss. In this case, we will let you know in writing (by letter or by email).

8.2 Booking cancellation with more than 15 days' notice before the starting date: a cancellation fee of €100 will be incurred. It will be free if the cancellation is done until 4 weeks before the starting date.

8.3 Booking cancellation - with 15 days' notice or less before the starting date:

We regret that we cannot cancel your booking or transfer it to an alternative course. In this case the full fee for the course will remain payable and no refund will be made.

More information: www.iac-es.org / emails to : catalina@iac-es.org or info@iac-es.org

<http://ec.europa.eu/education/trainingdatabase/index.cfm?fuseaction=DisplayCourse&cid=32149>

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