

## Invitation to an ETUI Education course

December 1<sup>st</sup>, 2021

### To all organisations affiliated to the ETUC

Dear Colleagues,

The Education Department of the European Trade Union Institute is organising a second edition of this pedagogical workshop. One of the essential competences for trainers engaged in delivering training is group management. In order for the learning to be efficient, trainers should understand and master the lifecycle of a group, possible tensions and conflictual moments within the group of participants. It is important to know and manage the different phases of a group lifecycle: creation, integration, tension, maturation and dissolution. In a context of adult learning, managing a group aims at facilitating the learning process and foster development of knowhow and knowledge of participants.

Some methodological and theoretical inputs will be delivered, and pedagogical methods proposed and experimented during the workshop called **“Group management and conflict resolution within multicultural contexts”**

The workshop will be held **from 15 to 17 February 2022, in Brussels, Belgium.**

### Aims

By the end of the workshop participants will be able to:

- ✓ organise a group life span which can contribute to the participants' learning process;
- ✓ point out the different potential conflicts and tensions arising from teamwork, particularly in a multicultural context;
- ✓ select and use methods and tools which allow them to better manage tensions and conflicts within groups;
- ✓ further develop and reinforce their pedagogical efficiency in designing and implementing adult learning activities.

### Working languages

English, French

### Programme

The enclosed draft programme will give you an overview of the course contents.

### Accommodation and course venue

The venue of the course will be in Brussels. More information will be given on the exact location when confirming the participation.



ETUI aisbl is financially supported by the European Union

**etui.**

## Participants

Trade union trainers at national level and Eurotrainers.

The final list of participants will be approved by the **ETUI education officer and trainers' team responsible for this course** and **no enrolment will be valid without their agreements.**

## Arrival and departure

Participants are expected **to arrive on Monday 14 February** and to **leave on Thursday 17 February 2022**. Flights are to be booked to/from **Brussels Zaventem airport**, which is the closest airport. **Not before 6PM**

**Please wait for confirmation of your participation by ETUI before making travel reservations**

## How are enrolments processed?

Applications will be accepted bearing in mind the preferred participant profile criteria mentioned above and secondly on basis of a first come, first served basis, with a maximum of one participant per confederation and a maximum of 20 participants overall. Additional applicants will be put on a waiting list.

The team of trainers will be responsible for the final selection and will bear in mind the skills required for this target group. Enrolments will not be approved without the prior consent of the ETUI education officer, who will also be the contact person for organisations requiring any further information.

We ask you to bear in mind the recommendations of the ETUC Action Plan on gender balance, which call for the proportional representation of women and men in Trade Union activities.

## Participants' registration

Please fill in our registration form and use the link <https://bit.ly/31nYBwM>

**no later than 17 January 2022.**

## **IMPORTANT NOTICE as to TRAVEL - ACCOMMODATION - RESTAURANT**

ETUI advises, that, if you have any symptoms or feel unwell, you should not travel and not attend the training.

You ought to respect the country's post-Covid-19 health and safety measures and procedures.

Therefore ETUI asks you to check that the original source of the information is an established and qualified provider.

Several official sources of information on Covid-19 are:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.ecdc.europa.eu/en/covid-19-pandemic>

<https://www.ecdc.europa.eu/en/covid-19/external-resources>

[https://ec.europa.eu/info/live-work-travel-eu/health/coronavirus-response\\_en](https://ec.europa.eu/info/live-work-travel-eu/health/coronavirus-response_en)

**ETUI will not pay for PCR tests.**

**Hotel** booking will still be made by ETUI. It is important to inform us of your correct arrival and departure date.

**Luncheons** will still be booked by ETUI.

**Restaurant outside (dinner)** will no longer be booked by ETUI. Therefore we opt to book a hotel with restaurant. This gives you the possibility to have dinner in the hotel. Of course, if you prefer to choose yourself the restaurant, we will reimburse you the amount (dinner including drinks & VAT) up to **a maximum of 45 euro**.

***Travel*** : **ETUI advises you to buy economy refundable flight / train tickets.**

**ETUI will not organise pre-paid flight/train tickets.**

**In case you cancel your travel; please do note that you will take care about the refund yourself.**

***Flight tickets*** : 100% changeable and refundable flight tickets : the fare conditions to be checked by airline company.

**ETUI will not reimburse business flight tickets.**

An example of Air France :

[https://www.airfrance.be/BE/en/common/page\\_flottante/engagement-air-france-protect.htm#font-color-white-flex-font](https://www.airfrance.be/BE/en/common/page_flottante/engagement-air-france-protect.htm#font-color-white-flex-font)

SAS : <https://www.flysas.com/en/flexible-booking/>

***Train tickets***; second and first class tickets are refundable and exchangeable. Please check the fare conditions by train company.

Due to the Covid period, airline/train companies adapted their policy concerning refund and cancellation of tickets.

For example the Prem's tickets from TGV were not exchangeable and refundable but now we can read the following message on their website : <https://be.oui.sncf/en/tgv>

## Reimbursement of travel and accommodation costs

Costs for accommodation, meals according to the programme, materials will be covered by ETUI Education, only for participants coming from member states of the European Union, Albania, Montenegro, North Macedonia, Serbia and Turkey.

Expenses must be settled in line with the EU guidelines, which means:

- The shortest route of travel is to be chosen using the most reasonable means of transport.
- Travel by car will be reimbursed either:
  - ✓ on the basis of the mileage calculation at a rate of 0,25€ per km.
  - ✓ on the basis of a train return fare (1<sup>st</sup> class fare for regular trains and 2<sup>nd</sup> class for Eurostar, Thalys, TGV or similar)
  - ✓ the cost of lower-class economy air fare

**Whichever is cheapest, will be reimbursed.**

Toll, petrol, insurance costs will **not** be reimbursed.

Only one person can claim reimbursement, independently of the number of people traveling in the same vehicle. Passengers may not claim mileage or equivalent costs.

- **Local transport**, to/from the event venue, is reimbursed on the basis of original tickets.
- **As a rule, taxis are not reimbursed.**

**Other expenses not taken in charge by ETUI either : parking fees, telephone, costs for luggage and excessive luggage, fees for choice of seating in plane, travel insurance, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board.**

## Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat, Sylviane Mathy, e-mail: [smathy@etui.org](mailto:smathy@etui.org)

Yours sincerely,

Vera dos Santos Costa  
Director  
ETUI Education