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<b>Title of the Workshop</b>	
<b>“Effective motivator”</b>  <i>The Art of Motivation – how to work with a person lacking in motivation. Workshop for people working in the area of adult literacy.</i>	
Host institution	Biuro Obsługi Inicjatyw Europejskich Sp. z o.o.
Dates of the Workshop	03.03.2014– 07.03.2014 02.03.2014 arrival day 08.03.2014 departure day
Place	Łódź, Poland

The workshop is **targeted at people involved in adult education and literacy** and those having a face-to-face contact with the customer, including:

- trainers and/or support and/or counselling specialists for adults with reading and writing skills deficits and disabilities in using and understanding of the information,
- managers of institutions and organizations providing courses and counselling services for adults with reading and writing skills deficits and disabilities in using and understanding of the information, if they have a face-to-face contact with the customer.

The participants of the workshop will come from the countries participating in the program, other than Poland. Up to one third of the participants (4 people) will come from the same country.

People taking part in the workshop must speak **English at least at the level of B1**.

The eligible target group with the command of English of at least the first level of B1 is asked to send applications (two forms) by e-mail at: **office@boie.pl until 15 December 2013**.

Participation in the workshop will be determined by:

- the time of submission of the application (applications will be accepted on a first-come, first-served basis)
- working in the field of adult education in the area of literacy (declaration send in the application form);
- English language command - min. B1 level.





#### **Main activities / programme of the Workshop:**

- 1 Integration of participants and drawing up a contract (brainstorming and establishing rules of behaviour during workshop classes) for the whole training cycle.
- 2 The presentation of the participants' work in the field of adult literacy and exchange of experience in this field – presentation of good practices.
- 3 Support as a fundamental element of working with adult people having reading and writing skills deficits and disabilities in using and understanding of the information.

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- 4 Building a relationship with the customer - Introducing motivational dialogue.
- 5 Motivating people with deficient skills in reading, writing and understanding and use of the information to take action.
- 6 Assertiveness at work with a client.
- 7 Simulations of challenging situations the participants can encounter in their professional life.

#### **Practical arrangements:**

-  The workshop will be held in Łódź which is conveniently located near the Warsaw Chopin Airport. The workshop organizers will provide transportation for the arriving participants wishing to use such option of reaching the workshop venue (min. 1, max 2 depending on the number of people interested and hours of arrivals) on the route Warsaw-Łódź. The participants will also be able to arrive directly in Łódź (for example, arriving at the W. Reymont Airport in Łódź).  
On the day of departure the organizer will provide transportation from Łódź to the airport in Warsaw.
-  The participants of the workshop will be staying at the 3-star hotel adapted for disabled guests (rooms will be occupied by max 2 persons).
-  Classes will take place in the fully-equipped modern training center, located no farther than 1 km from the hotel where participants will be accommodated.
-  Local organizer covers all costs associated with travel, the stay of the participant, the participation in the workshop and the cost of accident insurance.