



Information centre for Youth Orava
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Annual summary

2009

**Information centre for
Youth Orava**

Introduction

Let me allow to evaluate the entire previous year and introduce you our targets and achievements.

The year 2009 was very dynamic for ICM Orava, full of different activities, education and programs for youth, adults, employees and managers. We were involved in the preparation and implementation of several projects that allowed the growth of our organization, whether for professional or personal site, but also for developing mutual partnerships here and abroad. Our team of experts developed the necessary analysis, which were and are useful in finding effective tools for labor market.

We are pleased that our efforts to help improving the situation of the people and increase their scope of knowledge has brought the expected results in terms of satisfied clients, and make the ICM Orava increasingly getting into wider public awareness.

In addition to traditional programs which involve providing the information service and consulting throughout the year, we focused to lifelong learning and expert consulting for different target groups. Education programs were focused on the area of management, business and consultancy. We have successfully prepared and implemented the following accredited courses: 1 Management and Planning, 2 Consultancy - Training course.

Through the mobility of professionals in the education field, career training and counseling we provided additional training to the career development of our employees, we were building good relationships and contacts for further international cooperation, as well as the acquisition, exchange and sharing of experiences with our partners in Poland and Italy.

Based on the excellent cooperation of ICM Orava with secondary schools in the Tvrdošín and Namestovo district, students were able to directly participate in the project Young leader with their active participation in the peer program, this way we supported formal and informal education of youth, and introduced them different forms and methods of work.

In the framework of international cooperation with the Italian organization Giocamondo we were sending organization in the Youth in Action program, which involved our young volunteers. Youth in Action program allowed our young volunteers to participate on training in communication and social skills. Young people learnt to discover their countries, culture, history, language and vocabulary of its international partner.

In collaboration with the Office of Labor, Social Affairs and Family, we realized an educational - recreational stays for children with behavioral disorders to promote social integration, using the given accredited programs of MPSVaR. Young people who are in distress or in some personal difficulty often visit our organization and find the "support" here. We are pleased that we are able to help them with the information and counseling.

This way I would like to thank all the internal and external employees, volunteers, sponsors and donors, cooperating organizations, partners at home and abroad, for their support and assistance that help us to meet our goals as NGOs and first of all, allow us to help the people in need.

PhDr. Jana Tholtová, President of NGo ICM Orava

General information about ICM Orava

Information centre for Youth Orava is non-governmental organization seated in Tvrdošín, part Medveďzie. The main mission of ICM Orava is to support mental and physical health of children and youth. Organization helps families in crisis, children at risk, offers alternative forms of free time activities, tries to motivate unemployed people, provides information service and consulting, offers a wide range of education through counseling and retraining courses. Implementation of primary and secondary prevention is also included.

Program of organization

- information service and consulting
- counseling in the area of career, psychology and work-related issues
- training programs for unemployed people
- accredited training programs for target groups
- social sphere - to assist families and individuals in crisis, training and recreational summer camps for children
- social prevention and social counseling
- peer programs
- preventive group activities for elementary and high schools
- publishing of professional brochures and guides
- publishing and educational activities
- publishing and educational activities

Targets

- program for children and youth
- to help unemployed people
- to assist children and families in crisis
- to assist individuals in crisis
- to implement a program of primary prevention of drug abusing
- to conduct accredited training programs
- to conduct periodical education and socio-psychological training to support health of unemployed people

Target groups

- students of high schools and universities
- school leavers
- jobseekers
- pedagogical professionals
- employees and managers
- starting entrepreneurs
- children and their families

Realized projects

1. Young leader
2. Mobility of the specialist in the field of training, career training and counseling
3. Course Management and Planning - business plan
4. Youth in Action, Italy
5. Small, intensive training (consultancy-training course)
6. Training and recreational stays for children
7. Volunteering
8. Dissemination of good practices within the executed project Learning region - direct advice, training and networking networks of participants for the development of lifelong learning in Zilina district which was funded by the European Union



Young leader



The project was supported by the Program of financial support for the activities of children and youth, for the years 2008-2013, The Adam2- support of the project activities aimed at developing work with children and youth in the area of youth information.

The main aim of the project was to provide free information service and consulting for young people aged under 30 years. Activities of the project were set to support formal and informal education of young people, to make information available for them using different methods and forms of training, to encourage young people actively participate on the project and to provide them, if necessary, professional advice.

Target group

- young people aged 15 to 30 years
- students of high schools
- unemployed people
- general public

Activities of the project

1. Information service free of cost. Providing quality information service that involves updating various databases, regular and systematic search and subsequent processing of information
2. Professional consulting free of cost
 - career guidance
 - psychological counseling
 - work-related issues counseling
 - business counseling, preparation of business plan
3. Peer program – 15 students participated on the intensive training focused on the support of the healthy life style
4. Workshops in secondary schools – aimed at increasing the awareness of the young people
5. Counseling training for unemployed people aimed to obtain basic skills in working with PC and to improve their awareness about labor market
6. Information campaign among the population of Tvrdošín town
7. Promotion of the project- ongoing
8. Information brochure about the activities of the ICM Orava – ongoing
9. Coordination of the project

Mobility of training specialist, career training and counseling



Program celoživotného vzdelávania



Programu celoživotného vzdelávania

The main objective was to visit the sending institutions and their cooperating partners and, as a conclusion, settle good relationships and gain contacts for future international cooperation. Each participant of the mobility has focused on comprehensive observation and comparison of the institution process.

In education area, experts focused on educational programs, methods and forms of education, innovative approaches to lifelong learning, work forms and methods of trainer. In the therapy area, the experts focused on first contact with clients, conducting therapy, community work, therapy, group programs. In the consulting area, the experts focused on the forms and methods of work of consultant and individual approach to each client and documentation process in consulting practice. Experts from the Orava region exchanged experiences with their colleagues in Poland and Italy with the aim of mutual learning. In Italy, hosting institution was Cooperativa Sociale COOP. In Poland, hosting institution was Fundacja na Rzecz Dzieci ze Środowisk Zagrożonych PLUS.

Realization of the mobility:

1. Italy - the duration of mobility 20.9 - 25/9/2009, was attended by 5 experts from the Orava
2. Poland - the duration of mobility: 27.9 - 2/10/2009, was attended by 4 of experts from Orava

Main goals of 2 mobilities

- career development of the experts
- to actively exchange information about procedures and activities of institutions in the field of education, career training, therapy and consulting
- to acquire and utilize knowledge, skills and qualifications in order to support their own personal development
- personal development - to encourage an innovative approach to working methods, improving the quality achieved in this area
- Mutual learning and sharing of experiences, know-how
- to search for new solutions and application of procedures in their previous work

Management and planning- business plan

Number of granted accreditation: 1032/2008/435

Accredited training course for starting entrepreneurs was realized in cooperation with the Office of labor, social affairs and family in Namestovo. The aim of education was to mediate information what is the essence of planning, preparing for change, strategic planning and its importance, character and analysis in relation to the preparation of the business.

The form of the course was specifically modulated educational- training event. In implementing, we applied a form of group experiential leadership with a focus on practical training and acquisition of skills, capabilities and experience with the implementation in practical situations. The practical part was realized on the base of model situations with an emphasis on the application of mutual feedback. The course consisted of the socio-psychological training, brainstorming, lecture and interpretation, experiential form of learning, a form of structured interview.

During practical training, we focused on:

- setting goals
- the search for ways to achieve the desired objective
- developing SWOT analysis
- developing a business plan
- to support activities for successful self management

The course output was the development of 20 business plans for start-ups in the district Namestovo and 20 business plans for start-ups in the district Tvrdošín.

Benefits for participants

Trainees acquired skills for planning and management purposes, obtained information for self-employed and a preliminary financial forecast for the two years of business. Trainees learnt how to define the goals and vision of their company, how to set marketing strategy and reach the goal of a business plan.

By successful course completion trainees:

- developed their key competencies
- obtained the necessary knowledge, skills and background to develop a business plan
- obtained skills to their own management and planning
- obtained information about grants from ÚPSVaR to start business
- obtained information about current legislation of the SR
- obtained relevant information about the action and strategy planning
- obtained basic information and knowledge about the process of self-employed
- obtained the opportunity for a consultation with a professional
- developed a business plan with financial forecast

Youth in Action, Italy



The project “A new European Friend” was implemented through the Youth in Action program, Action 1 – Youth for Europe Sub-Action 1.1- Youth Exchanges. The goal of the project was development of social and communication skills of the young people (establish and maintain friendships and interpersonal relationships, develop communication skills related to self-knowledge and work with peers), intercultural exchange of experiences, recognizing the diversity of Italian culture and informal education. This project was funded with support from the European Commission.

About the project

- Hosting organization was Giocamondo - Societa 'Cooperativa Sociale ARL, Ascoli Piceno
- Sending organization was NGO ICM Orava, TvrDOSIN
- the project was attended by 23 participants from Slovakia and 22 participants from Italy
- bilateral exchange was held in Camping Calypso, Cupra Marittima for 7 days

Activities

- workshops on topics such as developing a healthy lifestyle, primary prevention of drug abuse, prevention of educational difficulties, what can I change / offer in your area, help friends who are in distress
- the basic social - psychological training (personal development, develop communication skills, breaking barriers), the development of social skills (establishing and maintaining friendly interpersonal relationships)
- relaxation - relaxing activities such as the release of the body, accompanied by music, breathing exercises, relaxation exercises at sea
- music therapy
- outdoor and sporting activities
- outdoor and sporting activities
- leisure activities
- discovering Italian culture (music, dance gastronomy, lifestyle of young people in Italy)
- networking- exchange of experiences, adventures, ideas, gaining new contacts

We would like to thank the participants, family members and representatives of the high schools, who helped us with the preparation and realization of the project.

Small, intensive training (consultancy-training course)

As an initiative from our clients who feel that insufficient PC skills are a disadvantage when they search for a new job or looking for a job change, we realized *Small Learning - Consulting-training course*, aimed at the acquisition of communication skills when applying for a job, acquire basic PC skills (Word, Excel, Powerpoint, Internet communications), write European CV and cover letter, effective search for a job, improve the orientation in the labor market, preparation for job interview, effective use of acquired knowledge, skills and information in practice.

The main target

Get basic communication skills, basic administrative work, know their capabilities and skills, prepare clients for interviews with employers, orientation on the labor market. PC skills acquired as an option to increase the “credit” in the labor market and get more qualified position

Sub-goals

- to improve communication skills when applying for a job
- to improve for a job interview with an employer
- orientation in the labor market
- administrative work, economic correspondence
- work on PC - composition and computer data storage
- communications via PCs and the Internet, e-mail
- MS Word-work with text, pictures
- MS Excel – work with tables and graphs
- fast and efficient searching of information on the Internet
- individual professional counseling, career profile, coaching

Length of training course and the number of meetings depended on the ability of the client to learn, on his knowledge in this area (from 15 to 30 hours.) – it was based on an individual approach.

The training was completed by confirmation-certificate .As a further activities, clients could use other free services and expert career advice in the areas of psychology, labor law, social law and business.

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Training and recreational stays for children

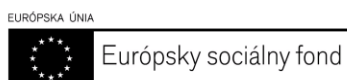
The basic objective was to reduce behavioral problems among participants, to promote their social integration, to develop social skills, to develop communication skills and social habits, emotional intelligence development and harmonization of child personality. Implementation of secondary prevention, control aggressive behavior, re-education, behavioral therapy aimed to alleviate behavioral disorders, training for healthy lifestyles.

Educational-therapeutic program was aimed:

- the child's personality development
- to promote mental health
- to solve the current crisis
- to develop social skills
- optimization of interpersonal relationships and respect for rules and standards
- to deal with the load, stress and deal with conflict situations
- to promote somatic health, building and shaping of good behavior

Training was attended by 71 participants in total.

Volunteering



The National Project-2 Activation of job seekers, trigger activity in the form of voluntary service according to § 52a Law. 5 / 2004. Volunteer work is carried out by two participants during the period 1.1.2009 - 30.6.2009.

The main activity will be to ensure the provision of social services OZ ICM Orava aimed at helping individuals in crisis to help children and families and to help long-term unemployed.

Participants performed activities:

- to implement programs of primary prevention of drug abuse
- to implement the programs for the social sector
- to implement the training programs for the unemployed people

Implementation included following activities:

- programs in the social sphere - to assist families and individuals in crisis
- social prevention and social counseling
- group activities aimed at prevention
- educational and self-conducted programs for unemployed people
- individual work with the unemployed people

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Management of ICM Orava

PhDr. Jana Tholtová – president of NGo ICM Orava, project manager
Veronika Latková – administration
Bc. Marta Cisáriková – HR specialist, career advisor
PaedDr. Tatiana Gandelová – consultant, therapist
Mgr. Zuzana Šareková – career advisor
Alena Mereššová – career advisor
Experts and other external partners
Volunteers among the unemployed people

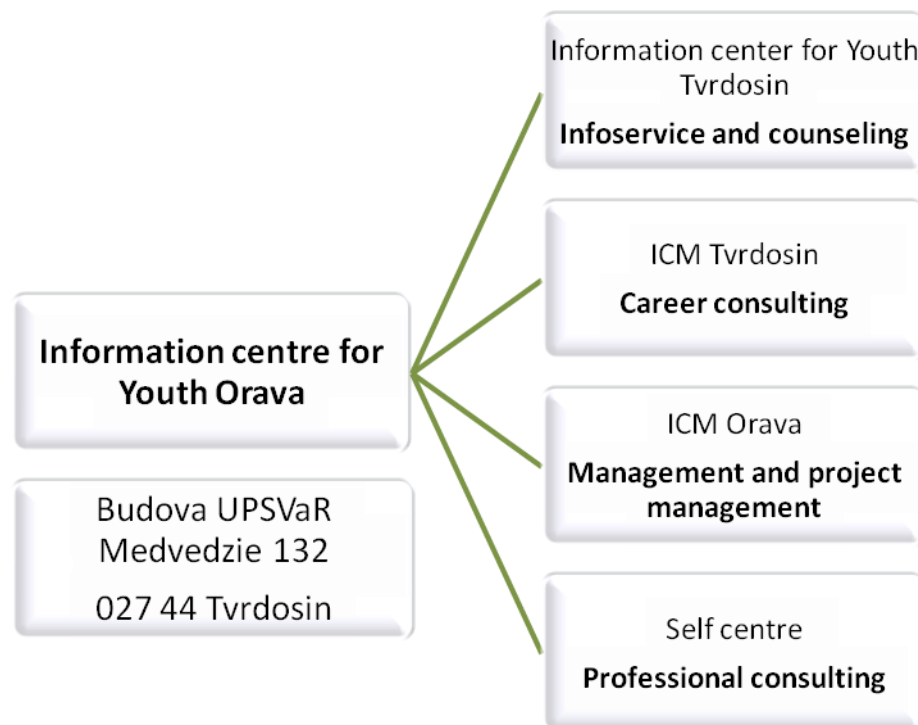
Institutions, that cooperated with us in 2009

Office of Labor, Social Affairs and Family, Námestovo
Office of Labor, Social Affairs and Family, Čadca
Office of Labor, Social Affairs and Family, Liptovský Mikuláš
Cooperativa Sociale Service COOP, Italy
Fundacja na Rzecz Dzieci ze Środowisk Zagrożonych PLUS, Poland
Giocamondo, Italy
High school of M. Hattalu, Trstená
High schools in Zilina district
Municipal Office, Tvrdošín
Hotel Altis, Oravská Priehrada
Zespół Szkolno - Przedszkolny Nr 2 im. Orła Białego w Żywcu

Sponsors and donors of NGo ICM Orava

European Social Fund in Bratislava
The European Commission, the National Agency for for Lifelong Learning
Municipal Office, Tvrdošín
Ministry of Education in Bratislava in the framework of the Program for promotion of information and advisory activities for children and youth
Office of Labor, Social Affairs and Family, Námestovo
High school of M. Hattalu, Trstená

Organizational structure of ICM Orava



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