

Intelligent Euregional Emotional Exchanges IE³

Train-the-trainer event

9th – 11th November 2021



Venue: M Hotel, Derčeva ulica 4, 1000 Ljubljana

General information (random):

- Duration: Monday November 8th till Friday November 12th;
- Training days: Tuesday, Wednesday and Thursday;
- Travelling days: Monday and Friday;
- Stg EB will take care of travel Insurance;
- In M-Hotel all participants stay in a separate single-/double room;
- You'll need a valid passport as well as your 'European Health Insurance Card';
- Course/training content will be presented on the spot. It will be a custom fit program;
- Wednesday afternoon, after lunch, is scheduled as 'free time'. Further on in this booklet you will find some suggestions for activities;
- A list of participants (names, e-mail addresses and phone numbers) is available on Google drive in the folder 'Training Ljubljana'.
- The flight number is W62928. We fly by WIZZ Air.
- Printed boarding passes will be taken care of by Stg EB. We will hand those over at the airport.
- Departure: Monday November 8th at 10.20 o'clock Charleroi Airport (Brussels South). We will meet at **Van der Valk Hotel, Mauritslaan 65, 6129 GL Urmond** (along highway A2) at 07.00 o'clock sharp. Cars can be parked there. We will travel to Charleroi by taxi buss;
- Return: arrival at Charleroi Airport (Brussels South) on Friday November 12th at 14.15 o'clock;
- Notice that you can only bring luggage to a weight of max 10 kg! In the cabin it is possible to bring a small suitcase to a weight of also max 10 kg;



CARRY-ON BAG

Allowance: Onboard

MAX 10 kg

40 X 30 X 20 cm



CHECKED-IN: TROLLEY BAG

MAX 10 KG

55 X 40 X 23 CM

- Lunches as a group: Monday, Tuesday, Wednesday and Thursday;
- Dinner as a group: Monday, Tuesday and Thursday.
- In general lunches and dinners are paid by Stg EB. For costs made on the airport area (Monday and Friday) and during the “free time” on Wednesday afternoon, Stg EB will provide € 75,00 for each participant. For that we need **the number of your IBAN bank account** so Stg EB can transfer the money and can thus prove to our National Agency that you really received the amount of € 75,00. No proof of expenditure is required. Please mail the number of your bank account to Ger Reichrath (g.reichrath@gmail.com).

Travel forms (mandatory!):

- Please pay attention to the current Covid-rules in **Slovenia**. The next website will provide information you should carefully study:

<https://www.policija.si/enterslovenia/en/travel/1/exemptions>.

First press button ‘BACK’).

Do not forget to fill out the form ‘Form for arrival in Slovenia’. You will need a hard copy as well!

- Following the URL <https://app.euplf.eu/#/> you should create an account (after choosing the proper language and pressing ‘START’) and complete the form dPLF (digital Passenger Locator Form). This is mandatory and you will need it, also PRINTED as hard copy, entering Slovenia.

Of course, it’s possible that there are going to be changes in Covid policy (Dutch, German, Belgian or Slovenian). In that case we will inform you as soon as possible.

Please do not forget to bring sufficient masks!

Monday November 8th we will meet at 15.00 h in the hotel lobby for a short briefing.

Agenda:

- Exchange program this week.
- Dissemination plans institutes (please prepare at home).
- Quality management.
- Reporting exchange by BK Jülich.
- What's going to happen after T1?
- Next meeting.
- Certificate M5.

Training programme

Monday, 8th November 2021

Time	Content
15.00-16.00	Project meeting

Tuesday, 9th November 2021

Time	Content
9.00 – 10.45	Introduction, expectations & icebreaker My mysterious emotional world: what I know, what I think I know and what I'd like to know about emotions. Basic role of emotions in high school students: providing messages and preparing for actions. Why unpleasant emotions are not negative emotions?
break	
11.00 – 12.45	World without self-awareness. Feelings: role of head and body. Cracking the language of emotions: accurate self – awareness and why it matters.
lunch	
14.00 – 15.45	Simple and complex emotions: lessons learned from the Inside Out movie. Who or what makes our emotions? Emotional square: thought, feelings, body, behaviour. How can I better understand myself?

*****to be discussed: dinner in the evening**

Wednesday, 10th November 2021

Time	Content
8.30 – 10.00	<p>Role of mindset in emotional intelligence and school performance.</p> <p>Experiencing our mindset: practical simulation and its role in leading our everyday and school – related decisions.</p> <p>Designing simple mindset exercises for high school students.</p>
break	
10.15 – 11.45	<p>How self-awareness helps to regulate emotions?</p> <p>What works for me in the emotional regulation?</p> <p>Ancient wisdom in modern outfit: mindfulness.</p> <p>Understanding and practicing mindfulness when you are a teenager.</p>
Catering lunch	
12.15 – 13.30	<p>Fighting or accepting stress: why difference matters?</p> <p>How our body relaxes and how can we learn techniques of relaxations?</p> <p>Visualization, breathing and other techniques in emotional regulation.</p> <p>My mind is a mess: dealing with thoughts overflow.</p>

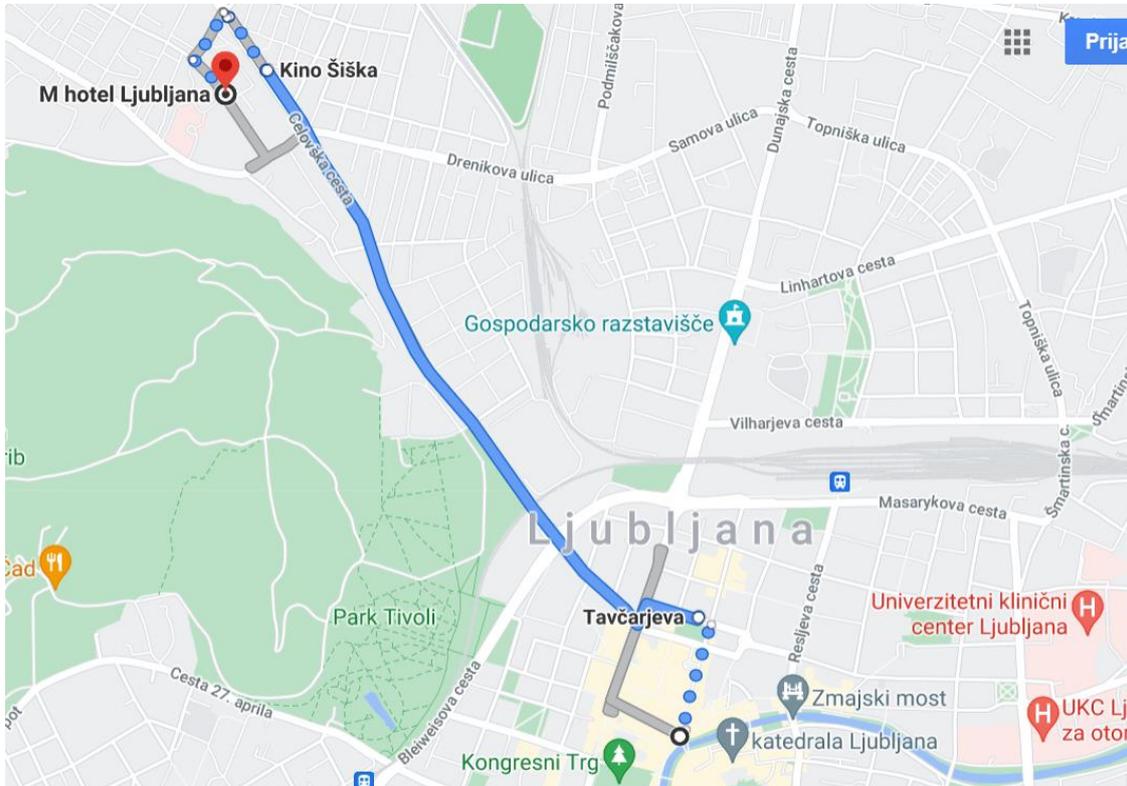
*****afternoon to be discussed: trip around Ljubljana or trip to the one of Slovenian highlights.**

Thursday, 11th November 2021

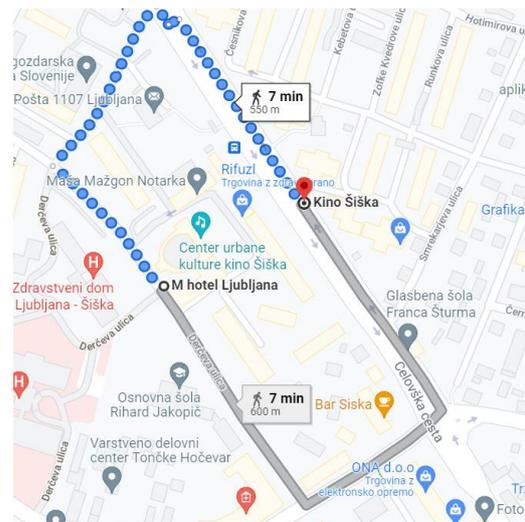
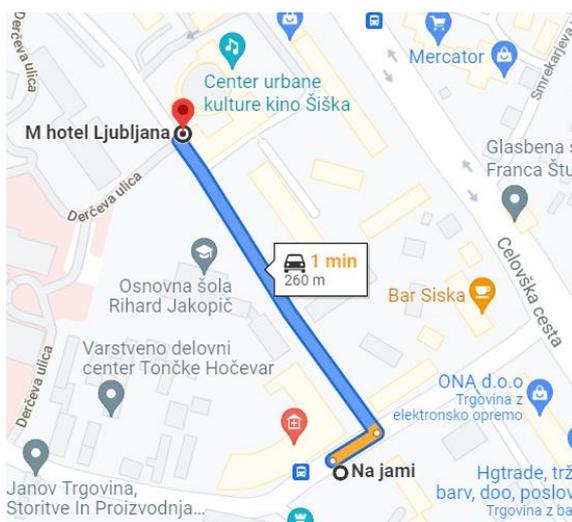
Time	Content
9.00 – 10.45	<p>The other side of the coin: savoring pleasant emotions.</p> <p>Using internal strengths when dealing with a challenging situations.</p> <p>Creating a safe and accepting space: people can make the whole difference.</p>
break	
11.00 – 12.45	<p>Emotions and (in)adequate social behaviour: what is beneath?</p> <p>ABC of social skills.</p> <p>Social skills in demanding situations: practical examples.</p> <p>Incorporating the assertive communications: I message and other techniques.</p>
lunch	
14.00 – 15.45	<p>How can active listening help me to live and thrive?</p> <p>Practicing EQ communication in demanding situations.</p> <p>Transferring emotional intelligence to the school environment.</p> <p>Evaluation of the workshop.</p> <p>Farewell.</p>

Venue

The event will take place in Ljubljana, in M Hotel. Hotel is 2,6 km from the most central location in Ljubljana (Prešernov trg/Prešeren Square) and close to Ljubljana’s biggest park, Tivoli.



Nearby bus stations “Kino Šiška” or “Na jami” have excellent bus connections to the inner-city ring.



Accommodation

The reservation for accommodation is already made in the M Hotel, where the training will be held.

M Hotel (<https://www.m-hotel.si/>)



**** the picture of the room is an example ...*



Trainer:



Andrej Juričko

E: andrej@step-institute.org

T: +386 40 467 750

Organiser:

(all details regarding travel, trainings, last minute complications...)

Nina Strelec

E: nina@step-institute.org

T: +386 51 435 390

Covid-19 information

For now, no public life closure is planned in Slovenia if you have EU digital certificate, but you need to have RVT condition (recovered, vaccinated, tested).

1. For **entering Slovenia**, you need to have an **RVT condition**:
 - 1/ recovered from covid-19 and have a PCR test older than 10 days, but not older than 6 months,
 - 2/ you are vaccinated (different rules for different vaccines, please inform yourself on yours),
 - 3/ you have a negative PCR test, not older than 72 hours.
2. When you are **going back home**, rules for your home country apply.
3. The **most reliable source of information** about the situation in Slovenia:

<https://www.policija.si/enterslovenia/en/travel/1/exemptions>

<https://www.gov.si/en/topics/coronavirus-disease-covid-19/border-crossing/>

4. For **entering closed spaces in Slovenia** (your hotel, restaurants, shops ...), you also need to have RVT condition. You can only go to the smaller food shops without the RVT condition. In bigger shopping centers RTV certificate (green pass) is mandatory. If you need tests, you can have a **RAT (quick) test**, that must not be older than 48 hours or **PCR test**, that is not older than 72 hours. Upon arrival we will ask you to sign a statement that you meet the RVT condition.

If you need to do the quick test during your stay in Slovenia, you can do it here:

➔ Location closest to the city center: [Pogačarjev trg 3, 1000 Ljubljana](#)

Opening hours: Monday – Friday, from 8.00 to 14.00.

➔ Location closest to the M hotel: [Tivoli parking space](#)

Opening hours: Monday: 8.00 – 12.00, 14.00 – 18.00; Tuesday, Wednesday and Thursday: 9.00 – 12.00, 14.00 – 17.00.

The situation is changing fast in Slovenia, so if there is anything different before your arrival, you will be informed.

Mini Travel Guide

General information about Slovenia

Population: 2.070.0001

Position: Slovenia is in central Europe.

Area: 20,273 km²

Government: Slovenia is a democratic republic.

Capital city: Ljubljana

Population: 288.000

Other major centres: Maribor, Kranj, Celje, Koper, Novo Mesto, Velenje, Murska Sobota.

Official language: Slovene; also Hungarian and Italian in their respective ethnically mixed areas.

Religion: The majority of the population is Roman Catholic; Slovenia also has 40 other officially registered religious communities.

Currency: euro (EUR), since 1 January 2007.

IMPORTANT TELEPHONE NUMBERS

112 - Ambulance

112 - Firefighters

113 - Police

TELEPHONE

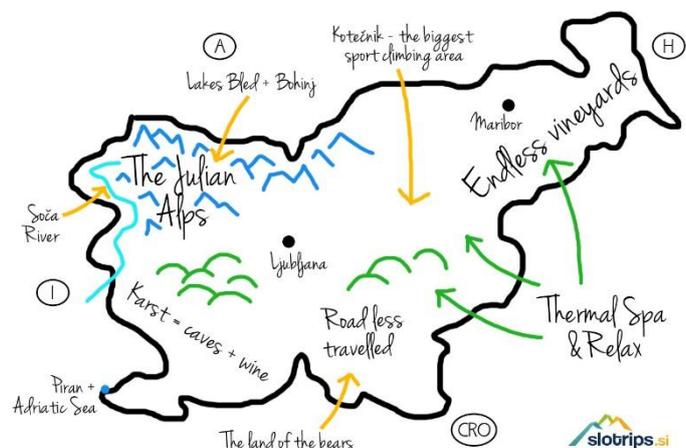
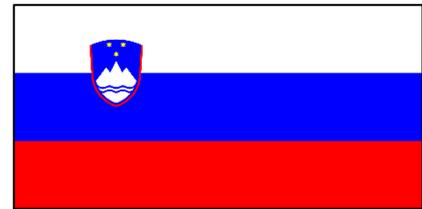
To make a telephone call to another country, dial 00 and then the country code, followed by the number. To call Slovenia from another country, dial +386, then the number without the first 0.

Slovenia is almost entirely covered by mobile phone networks whose operators have contacts with larger European and International operators.

ELECTRICITY

Like other European countries, the current is 220 V, 50 Hz.

DRINKING WATER The water is safe and drinkable throughout the country.



Travel to Ljubljana

Maybe you've already noticed that Slovenia is a small country and Ljubljana is a small city, located in the centre of Slovenia. That makes planning very straightforward. From whichever direction you enter Slovenia, you will probably end up in Ljubljana.

Plane

The first option is flying to Ljubljana. It is likely that you will change your flight connection in Vienna, Frankfurt, Rome or any other city, but at least you will get very close to Ljubljana centre. From international "Jože Pučnik Airport" (also known as "Brnik airport") to the city centre it will take you around 20 - 30 minutes by car. If you will have luck with the weather, you will have beautiful view over the Alps when your plane lands.



You have numerous options to reach Ljubljana centre from the airport. The cheapest one is a public bus, but there are also Shuttle buses and taxis (*keep in mind if you rent a taxi at the airport, you'll pay around 40 €, if you call it from Ljubljana centre, you'll pay about 25 €*).

Maybe you will notice some good flight connections with Ljubljana's neighboring cities. Trieste, Klagenfurt, Rijeka, Zagreb and even Venice and Vienna are not far away. The best option to reach Ljubljana from those cities can be [shuttle GoOpti](#). If you are ok spending a couple of hours in the car you will reach Ljubljana from Venice for approximately 25 €.

Train & Bus

[Train station](#) is conveniently located in the centre of the City (10 minutes from Prešeren square). If you are travelling from central European capitals, train can be interesting and comfortable travel option.

Another option is Bus. The [central bus station](#) is in the middle of Ljubljana (next to the train station). It's easy to pick a taxi and come to hotel from there.



Travel around Ljubljana

Public transport in Ljubljana is mainly organized by city bus. It costs 1,2 € for 90 minutes ride, unlimited fares in this duration. Passenger transport is provided all days of the year; the extent is only reduced during the vacation season and on holidays. Network of LPP lines covers a large part of the central Ljubljana region. **Ljubljana city bus can be paid only by Urbana (pre-paid smart card)**, which can be used also to pay cable-car rides to the Ljubljana Castle, parking fees for white zones and public parking lots. More info [HERE](#).

Travel around the city centre is easiest on foot, since the city centre is a pedestrian walking zone and romantically small. However, you can also rent a bike. Ljubljana is bike-friendly city and bike-lanes are all over the city. Info for Ljubljana bike rentals [HERE](#).

In case you will need taxi, there are a lot of possibilities regarding which taxi company to choose. Please note it is cheaper if you call a taxi by phone comparing to price if you stop them in the street.

Below are the numbers of two of the cheapest taxi companies:

- Taxi Rondo (0,75 €/km; +386 70 900 900)
- Taxi Metro (0,89 €/km; +386 41 240 200)



Another possibility is to rent an electric scooter. There are two companies currently providing this in Ljubljana, [e-scooter](#) and [MikMik](#). Just download their app, connect it with your credit card and you're good to go.



But don't forget. Safety first!

Top sights in Ljubljana

Ljubljana Castle

The Ljubljana Castle, the city's most prominent landmark, is a medieval fort overlooking the old city centre. The castle has a lot to offer and numerous events are organized throughout the year. Visitors can also see a permanent exhibition called Slovenian history.

Opening time: 9 am – 9 pm

<http://www.ljubljanskigrad.si/>



Dragon Bridge

The dragon is a symbol of Ljubljana, which has been proudly reigning in the city coat of arms since the late Middle Ages. Masterfully designed dragon sculptures at the Dragon Bridge (built in 1901) are both scary and magnificent at the same time. If you haven't taken a photo with either one of them, it is considered that you have not really visited Ljubljana.



Ljubljana Old Town

Ljubljana' Old Town is small, but beautifully preserved piece of baroque and Habsburg architecture. It's three squares (Mestni, Gornji and Stari trg) are situated on the west bank of Ljubljanica river, right beneath the Ljubljana castle. Its best explored on foot with brief stopovers in one of numerous cafes and restaurants.



Central Market

The Central Market, designed by the famous architect Jože Plečnik, is the place where the locals shop, but at the same time meet and socialise. It encompasses the outdoor market and the buildings of the covered markets. Every Friday from mid-March until the end of October, the market hosts the Open Kitchen food market.



National Gallery of Slovenia

The permanent collection of the National Gallery comprises almost 600 pieces of Slovenian and European fine art. Among others, there are works of the Slovenian impressionists, the popular Slovenian painter Ivana Kobilca and the famous modernist painter Zoran Mušič.



The City Museum of Ljubljana

The permanent exhibition of the City Museum of Ljubljana shows the development of the city of Ljubljana from the prehistoric period to the present day. The museum collection comprises tens of thousands of units, and they are especially proud of two findings – the world’s oldest wooden wheel and a wooden arrow that is about 40,000 years old.



You're welcome to visit <https://www.visitljubljana.com/en/visitors/> for more information.

Top sights in Slovenia

Lake Bled

Lake Bled is a lake in the Julian Alps, where it adjoins the town of Bled. It is famous because of the island in the middle of the lake, castle and the most beautiful view. You can rest on one of the benches and enjoy the view, walk 6 kilometres around the lake or enjoy in a horse-drawn carriage ride. You can also ride to the island on pletna boat or rent a boat and paddle.



Postojna cave

Postojna cave is a 24,120 m long karst cave system near Postojna, Southwestern Slovenia. The caves were created by the Pivka river. It is a place, where you can see the most precious brilliant in the form of a cave formation and also meet the baby dragons. You can also enjoy a 3,7 km long journey on the world's only double-track cave railway.



Piran

Piran is one of the three major towns of Slovenian Istra. The town is known for its medieval architecture, with narrow streets and compact houses, which developed under the influence of Venice. The old port town is protected as a cultural and historical monument. The most known part of Piran is the Tartini Square (Piran is the birthplace of violinist Giuseppe Tartini).



Soča valley

Soča valley is a paradise of unbelievable nature. Soča is a 138 kilometers long river that flows through western Slovenia and northeastern Italy. Its source lies in the Trenta Valley in the Julian Alps. If you want to enjoy in the fresh air or do something active in Slovenia, you could not pick a better place.



Some practical information

Food & Drink

In major cities you can enjoy a wide range of world cuisine, while elsewhere majority of restaurants serve mostly Slovenian, Italian and Austrian dishes (various stews, meat dishes, desserts – pancakes, strukelj (rolled dumplings), pie, vegetables).

Average prices of food

Average prices of some basic foods in shops are the following:

-  1 kg of bread 2,50 EUR
-  1 litre of milk 1,00 EUR
-  ½ litre of beer 1,20 EUR
-  daily paper 1,40 EUR



Average prices of some basic foods in restaurants are the following:

-  1,20 EUR for a cup of espresso coffee,
-  1,50 EUR for 2 dl of cola,
-  8,00 EUR for a classical, large pizza,
-  8,00 EUR for a portion of pasta with Bolognese sauce
-  7.00 EUR for a Meal, Inexpensive Restaurant
-  28.00 EUR for a Meal for 2, Mid-range Restaurant, Three-course



Working hours

Shops are open continuously, on weekdays usually from 8:00 am to 7:00 pm, and on Saturdays from 8:00 am to 1:00 pm. Private shops, department stores and larger shopping centres are usually open until 8 or 9 pm, but there are mainly closed on Sundays.

Post offices are usually open from 8.00 am-11.30 am and from 14.30 pm-18.00 pm on weekdays, and 8:00 am to 12:00 pm on Saturdays. In major towns, the main post offices are open until 7:00 pm on weekdays and until 1:00 pm on Saturdays. Some post offices are also open on Saturday afternoon and Sunday morning.

Banks are usually open on weekdays from 9:00 am to 12:00 pm and from 2:00 pm to 5:00 pm. Selected banks are also open on Saturdays from 9:00 am to 12:00 pm.

Full working hours in Slovenia are recorded on a weekly basis, i.e. 40 hours per week. Full working hours can be shorter, but not less than 36 hours per week. The *30-minute break* is included in the working time. Generally, businesses are open from 8:00 am to 16:00 pm

Medications and Vaccination

In Slovenia, there is no risk of contracting any dangerous disease (except Covid-19 of course 😊), which is why there are no special vaccinations for entry into the country. When travelling to Slovenia, the vaccination against tetanus is recommended, but not necessary.

For minor problems, such as colds, headaches, fever or insect bites, it is possible to obtain medications in pharmacies without prescription as well. The majority of Slovenian towns have pharmacies, while there are also 24 hour pharmacies in the cities.

Health Insurance

The citizens of European Union Member States can travel to Slovenia with the European Health Insurance Card. This card can also be obtained by the citizens of Iceland, Liechtenstein, Norway and Switzerland. The card gives you access to health services in the public health sector, i.e. at the doctors and pharmacies, under the same conditions as the Slovenian citizens. If you do have to pay for health services in Slovenia, you will be reimbursed after your return to your homeland. With the European Health Insurance Card, you get all the necessary medical care to allow you to continue your stay in Slovenia. However, the card does not cover health services from private providers. A special agreement also applies to the citizens of Croatia, who can obtain health services in Slovenia with their health cards.

Who are Slovenes?

Generally, Slovenes describe themselves as industrious, honest, a bit jealous, good singers who enjoy a good glass of wine, perhaps a bit on the melancholy side, and with a slight propensity for extremism.

We also see our mother tongue, Slovene, as a value and a distinctive feature, which unites us and makes us who we are – Slovenian. We tend to be individualistic, yet we do know how to play in a team. We are passionate about what we love. And that is precisely what we excel at most.



Nature and quality of life are the major advantages. Slovenia has it all – diverse landscape, cultural heritage, numerous opportunities for sports, many cultural events, excellent cuisine and wine. Slovenes are very interested in culture and Sport is important; Slovenians are traditionally very keen on mountain hiking and climbing. There is a great variety of mountaineering options. The mountain hiking trails are well-tended and marked. No wonder that Slovenia's highest mountain, Mount Triglav (2,864 meters or 9,396 feet), became a symbol of Slovenia. A great majority of Slovenes live in their own flats or houses.

Over a third of the population lives in towns of more than ten thousand inhabitants. Slovenia's largest town is its capital, Ljubljana. Other major towns are Maribor, Celje, Koper and Novo mesto. Most people can at the same time enjoy some advantages of rural and urban lifestyles. Slovenes like to build holiday homes in natural settings, away from urban areas, in order to improve the quality of life. One of the most popular hobbies is gardening.



Since Slovenian language is so important to Slovene people, you'll get very far knowing just a few words in their mother tongue. Try some and see how you light a smile on their faces. 😊

Basic Slovenian

Welcome = Dobrodošli

Hello (general greeting) = Pozdravljeni / Živjo / Zdravo

How are you? = Kako ste?

Thank you = Hvala

Please = Prosim

Sorry = Oprosti

Cheers! = Na zdravje!

Good Morning = Dobro jutro

Good Afternoon = Dober dan

Good Evening = Dober večer

Good Night = Lahko noč

Goodbye = Nasvidenje

Good luck = Srečno!

Have a nice day = Lep dan vam želim!

Yes = Ja / Da

No = Ne

I love you = Ljubim te