



“Facilitator Guide”

Workshop Implementation



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This document was produced on the basis of consultations held by:



I. Introduction

What is a transnational cooperation?

Youth Empowerment and Participation-YEP is an Erasmus+ project which aims at giving European socially marginalized youth increased opportunities to participate and shape society. We will do so by laying the foundations for transnational cooperation, educating young community leaders and developing digital communication tools and platforms. The background is that many young people in today's Europe are left out of society due to exclusion, difficulties in entering the labour market and intergenerational poverty. This applies not least to young migrants and other young people in structural exclusion. Today's generation of young people is the first in several generations to be poorer than the parent generation and they also face unprecedented challenges in terms of climate change, home and labour.

What is the Facilitator's Guide?

It is a product developed by the project consortium (In Varietate Concordia (Romania), Sinergie (Italy), Solidaritet för Ungdomens Framtid -SUF (Sweden), Artifex Balear (Spain), to support expert facilitators to use tools and implement workshops in their professional activity with different types of beneficiaries, especially with young people so that they understand the importance of their involvement and participation in community life.

What is the purpose of this guide?

This guide summarizes the valuable knowledge and methods that can be carried out by experts to facilitate the implementation process of a workshop in support of young people, for a significant change in their personal and professional lives.

Who is it for?

This guide is mainly intended for experts/facilitators who work with young people to increase their interest, knowledge, skills, to facilitate employment through new approaches and innovative techniques, so as to attract young people.

What is the structure of the Guide?

The guide is structured in 3 important parts:

- introduction with the small presentation of this guide
- the methodology that a facilitator can use
- the day of the workshop:
- the presentation of the facilitator and the participants: young people and the guests

- the debate topics and practical exercises proposed to be solved together with the young participants in the workshop
- the conclusions of the debates and proposals for good practices.

II. Methodology

Organizing a workshop

The method of facilitating and organizing a workshop dedicated to young people is simple but effective, so that it can be used by any facilitator, to easily adapt it to any theme related to young people. In the present case, it is about workshops dedicated to young people within the YEP project. This methodology contains the following steps to follow:

- 1. Give a frame:** Explain the status quo and why need to change. Explain how this subject is linked and dependent of wider, bigger contexts.
- 2. Set Objectives:** Before you begin organizing the youth workshop, set clear objectives. Consider what you want the workshop to achieve and how you want the attendees to benefit.
- 3. Choose a Topic:** Consider the interests of the attendees and the objectives of the workshop. Choose a topic that is interesting and relevant to the group.
- 4. Develop an Agenda:** Based on the topic and objectives of the workshop, develop an agenda that outlines the activities to be included in the workshop.
- 5. Determine the Logistics:** Decide where the workshop will be held, how long it will last, who will be responsible for each task and what kind of material you could need for the implementation of the activities.
- 6. Recruit Volunteers:** Recruit volunteers to help with the workshop. Ensure that there is someone to take care of registration, setup, and clean up. It is advisable to choose volunteers who are experienced or interested in youth activities as their contribution could be stronger.
- 7. Promote the Event:** Reach out to potential attendees and let them know about the workshop. Promote the event through social media, posters, and word of mouth. For better results, it is advisable to use images, graphics and a lot of color that appeals more to young people.
- 8. Prepare Materials:** Create materials, such as handouts and worksheets, that will be used during the workshop. Special attention to sound and image aspects (Power Points, microphone, visibility, lights, reflexes, etc.)
- 9. Prepare the Space:** Make sure the space is welcoming and conducive to learning. Set up chairs, tables, and any other equipment needed. Take into account the possibility to adapt the location to people with physical problems.
- 10. Day of the Workshop:** On the day of the workshop, make sure to arrive early and be prepared. Introduce yourself to the participants and review the agenda. Listen carefully to



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non-verbal audience language, and modulate your speech accordingly. Make sure periodically that they are actively following your arguments. Pay special attention to the closure of your presentation and provide links to the next scheduled meetings.

11. Follow Up: After the workshop, follow up with participants to get feedback and answer any questions. After an activity, the facilitator/volunteers could hold a brainstorming/evaluation section in order to allow participant to reprocess the experience and its value.

12. Evaluate: Evaluate the success of the workshop and make any necessary adjustments for future workshops.

As a facilitator, you will probably have your own style. However, the methodology is developed to be quite intuitive, something that must be taken into account at all times. A facilitator is oriented towards the participants and focused on them, which means that the participants are the ones who decide on the direction of the topic proposed to be debated. Taking into account the subjects/themes proposed to be discussed by the participants, the facilitator will go towards the exercises, which she/he considers to be optimal and beneficial. Each of the tools offered are optional, allowing you flexibility as a facilitator, thus you will be able to use more tools, than the essential ones, on the learning path. We strongly recommend that facilitators should be flexible, creative and have communication skills in order to achieve the best results.

As a starting point, you may want to explore the following aspects of self-reflection and action learning.

They can stimulate discussions, conversations and create a safe environment:

- explore what can cause particular conditions or consequences
- what could have been done differently? What was learned from this situation?
- by listening to different inputs and by examining their own way of thinking, the participants can modify it and widen their perspective and understanding.
- remember that we can learn from our own mistakes: we learn and grow from detecting and correcting errors
- the facilitation should be focused on the context and outcomes, future and its solution.



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III. Day of the Workshop:

Icebreaker

The facilitator will introduce himself and ask all participants to do the same.

The facilitator can start an introductory discussion by asking the participants if they have participated or have information about events organized for young people, for cultural, educational, civic events. Young people can give examples of such events or youth organizations that organize these events and they can be discussed one by one.

Afterwards, you can proceed to the basic discussion of the workshop and the presentation of the theme.

Presentation of the workshop theme: Youth Empowerment and Participation

The facilitator will present the topic. If there is a special guest for this topic, she/he will be given the floor to give a complete description.

After each phase of the workshop, the facilitator can ask the participants about their review and some inputs, in order to fix better the information received.

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European Youth Goals:

1. Connecting EU with Youth
2. Equality of All Genders
3. Inclusive Societies
4. Information & Constructive Dialogue
5. Mental Health & Wellbeing
6. Moving Rural Youth Forward
7. Quality Employment for All
8. Quality Learning
9. Space and Participation for All
10. Sustainable Green Europe
11. Youth Organisations & European Programmes



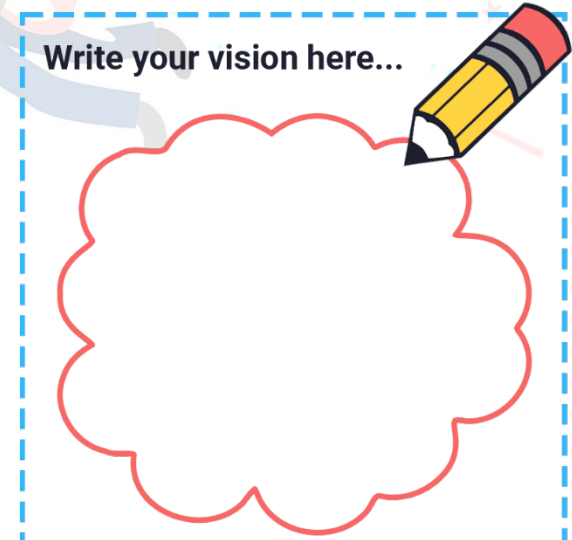


IV. Activity Proposals:

Exercise 1

What do you think are the benefits of digital transformation on young people?

The facilitator will launch the debate topic/question, to which all participants are invited to give their opinion or ask other questions. The facilitator will make sure that each topic is covered and that the time allocated to each exercise will not be exceeded

What do you care about?	What do you want to happen?
What do you want to change?	How do you think you can change it?
How does it make you feel? Do you feel angry or upset by this? Why?	Your vision should be clear and inspirational – try to describe in one sentence the long-term change you want to see from your campaign. Think of this as the heart of your campaign – everything you do should help you make your vision come to life.
Why do you care about this?	
How might this issue affect young people in your community and around the world?	
Which rights aren't being protected?	
Who else should care about this issue? Why?	



Exercise 2

What is the role of young people in connecting to the principles of sustainability and how can we support them? What do you think on sustainability? What do you think your role could be in connecting to the principles of sustainability?

The facilitator will proceed the same like the first exercise, keeping in mind the theme and the time

As you're doing your research, you can write your answers to the questions in the jigsaw table below or create your own!

1. What do I know?	2. What do I need to find out?	3. What are the causes?	4. What are the consequences?	5. What are they doing?
6. Is it working? Why? Or why not?	7. What's not working? What needs to happen?	8. Who is working to tackle the problem?	9. Who do I need to talk to?	10. Who or what can help with my research?




Exercise 3

Role play.

The facilitator will ask two of the young participants to imagine that they are the Prime Minister and, respectively, the Minister of Youth and to come up with 3 policies for the involvement of young people in political life. The other participants will be invited to ask questions or come up with proposals.

Instruction 1: In order to elaborate the strategy, you can use the chart for Objectives. These are the goals you will set to help you achieve your vision – if you are meeting your objectives, it means you are on track to achieve your vision! Try to be realistic, but don't be afraid to aim high. One of your objectives may not be achieved, but you might have started a conversation with people about these issues which can lead to success in the long-term.

Write your objectives on another sheet and make them SMART: 

<p>S Specific Be clear: who needs to do what?</p>	<p>M Measurable How will you track progress?</p>	<p>A Achievable Is this possible to achieve? Be realistic</p>	<p>R Result-based Will your objective help you achieve your vision? How?</p>	<p>T Time-bound Set a deadline</p>
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E.g. Vision: "Every child in my neighbourhood breathes clean air"
 Solution: "To raise awareness about what causes air pollution"
 Objective: "3 schools in my neighbourhood will take part in my campaign by teaching their students about air pollution by October"

Instruction 2: Now that you've set your objectives, we need to think about who can help you achieve your strategy and how you can convince it's the best one!

Instruction 3: After all the discussion, take a moment now to look back at your strategy – review your vision, objectives, targets and the key messages. Your tactics need to match all of these things. For example, if one of your objectives is to help the public learn more about your issue, one tactic could be to launch an awareness raising campaign on social media. This could work better than launching a petition because people might not want to sign a petition if they don't know enough about the problem. Only after the campaign has been deployed and verified that the awareness has improved, then you can launch a petition.

Sharing is caring

Each participant will be asked to come up with a proposal to facilitate the participation their local friends / schoolmates in community life. In order for these proposals to be as concrete and easy to implement as possible, the outline below can be used, so as to integrate 3 directions: to be as current as possible, to represent facts, to have an emotional impact on people, so that to remember with pleasure, but also to be easy to implement, to do themselves.

HEAD	HEART	HANDS
What do you want people to know?	Why should they care?	What do you want them to do?
		
Facts and statistics are important! But you should also try to tell a story about what can change	Think about how you want them to feel and remember to link back to what your targets care about – appeal to their specific interests and emotions.	Keep in mind what they can do and what they have power over

To give some input for the facilitator and to help him/her to guide the reprocessing phase in the participants, he can put some questions:

- What could have been done differently?
- What was learned from this situation?
- Finally, it is a good idea to offer a reflection activity to help the young people process the experience they had and identify what they learned.



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The end of the workshop

The end of the workshop with young people is important to ensure that everyone has had a positive and meaningful experience. At the end of the workshop, it is important to thank the young people for their participation and engagement, and to provide them with feedback about their performance. It is also important to provide them with any necessary follow-up resources, such as contact information and additional support. Finally, it is a good idea to offer a reflection activity to help the young people process the experience they had and identify what they learned.

V. Conclusion/the best practice

The goal of the workshop

A best practice organizing a youth workshop is a type of professional training event that is designed to teach participants how to optimize their performance in a particular field. These workshops typically focus on improving efficiency and effectiveness, while also highlighting and exploring new and innovative approaches. The goal of the workshop is to provide attendees with the knowledge and skills they need to be successful in their chosen profession. The topics covered in a best practice workshop can range from strategic planning and project management to customer service and problem-solving. These workshops are typically led by experienced professionals who have a wealth of knowledge and expertise in their specific field.

During the final session, some additional activities should take place with the idea of ending the session on a friendly note. Thus, the following can be addressed:

1. A discussion about the experiences of the workshop participants:

You should ask participants to rate the discussion or experiences with tables **like the example**:

On a scale of 1 (easy) to 10 (difficult) how was it for you to complete the previous exercise?										
1	2	3	4	5	6	7	8	9	10	
<i>Whatever your answer, we assure you that it's okay to be honest with yourself and that together we can take steps to feel more confident about the many aspects captured in the proposed exercises.</i>										



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2. Certificates

Certificates of participation can be provided to those who participated in the event.

The certificate can be developed in word and then converted to pdf and can be printed or sent via email, or it can be developed in a more sophisticated program such as Canva/PowerPoint.

It must, in general, have at least the following elements **from the example**:

{project logo}	{grant logo}
<h1>CERTIFICATE OF ATTENDANCE</h1>	
{who is organizing}	
certifies that	
_____ {participant name}	
Attended the workshop of the Project YEP	
{date}, in {location}	
{legal representant}	
{signature}	
{consortium logos}	



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3. Evaluation forms

You should offer the participants evaluation forms for the information provided during the workshop **like in the example:**

Evaluation form						
Name _____						
Age _____						
Date __ / __ / __						
<i>Please rate yourself at the moment (1 - low; 5 - high)</i>						
Abilities and skills		Choose your own version				
		1	2	3	4	5
1	Communication skills					
2	Skills to present an argument					
3	Enthusiasm					
4	Confidence					
5	Flexibility					
6	The ability to cooperate					
7	Teamwork					
8	Time management					
9	Authenticity					
10	Civic involvement					

