

GUIDE FOR YOUTH TRAINERS



S.T.E.P. UP
Seminar for Trainers Erasmus+ Programme



Seminar STEP UP

Seminar for Trainers of Erasmus+ Programme

The seminar collected 33 participants from 9 countries: Poland, Romania, Lithuania, Greece, Macedonia, Bulgaria, Spain, Turkey and Italy who had competences and the motivation to contribute to the improvement of the quality of projects within Erasmus+ Programme of the European Union.

On the individual level the seminar was the chance to further develop skills as a trainer.



We have worked based on NFL methods...
But what is Nonformal education?

Formal Education

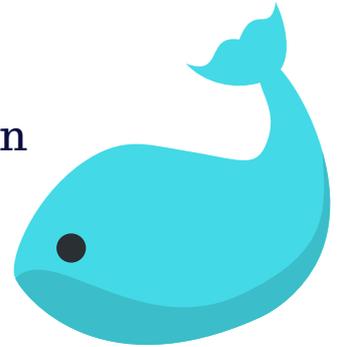
Non formal education

Informal education



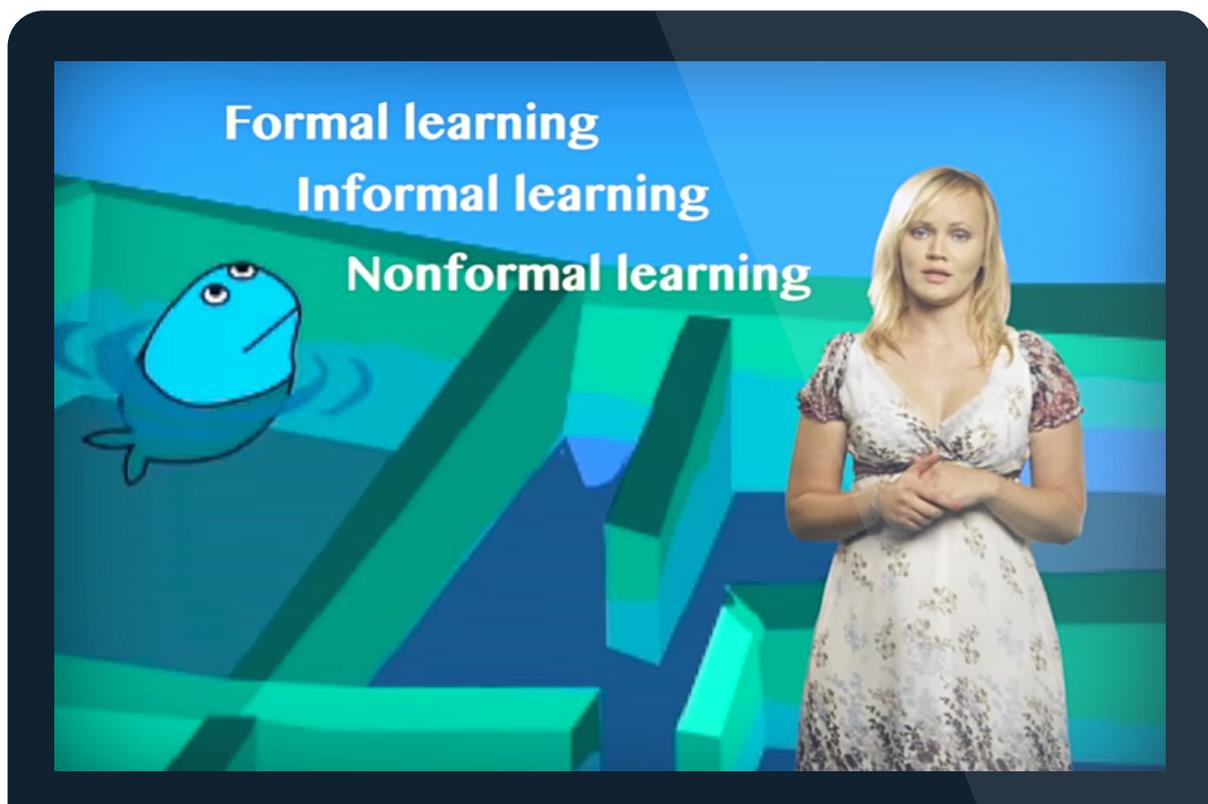
Nonformal education is:

- A learner centred approach
- It's planned and purposed (the participants will to learn certain topic at certain place and time)
- It's voluntary learning
- Social and individual learning (you learn because you want to, but you also learn because of the group you are in)
- It's facilitated, not taught
- It's about making connections and implement information into real life



For more, see the three whales of learning:

<https://www.youtube.com/watch?v=Iqoc43fUab4&t=22s>



Get to know what we have learnt in this Seminar...

We have learnt a lot.

We hope you will as well, when you will explore your journey as trainer in international projects.

How to create an effective communication during TC, YE, Seminar?

Active Listening

When you listen, you are giving your full attention to someone who speaks.



Strategies for being a better listener



1. Check your ego. You cannot truly listen if you're more worried about your own personal outcome in a conversation than creating a positive outcome for all involved.
2. Stop thinking about your response. If you're formulating your response in your head while the other person is speaking, you're not listening!
3. Acknowledge feelings. When listening, you don't always have to agree with what the other person says or feels, but good listeners and strong communicators acknowledge that those feelings were heard.
4. Nonverbally show engagement. Maintaining eye contact.
5. Admit when you didn't listen. Or at least ask someone to repeat themselves.

Reflections from our group

Keep your contact!

1. Be there
2. Don't interrupt
3. Reflect feeling and facts
4. Offer feedback
5. Summarize together



Listening Is an Art, and Mastering it Will Make You a Great Leader

Sensitive and empathetic communication



Empathic Communication is the ability to utilize empathy as you communicate with others.

Applying our basic counselling skill to communicate empathic understanding.

We do this by:

Actively listen to the person.

Imagine if you yourself were them in their position.

Don't feel bad for them, but try to understand them.

Offer support not just sympathy.

Summarizing what they stated and how they're feeling so they know that you understand.

Understanding through mirroring of facial expressions and body posture.



Reflections from our group



BE THERE AGAIN!

BE AWARE OF NON-VERBAL ASPECTS/DETAILS

(ex. posture, gestures, mimics etc.)

DEVELOP YOUR EMOTIONAL INTELLIGENCE



Empathy begins with understanding life from another person's perspective.

Communicate Clearly and Openly



Misunderstandings and misinterpretations are often rooted from lack of clear and open communication.

Here are a few tips on how to communicate clearly and openly:

Don't hesitate to open up and talk.

You will never learn to express your thoughts if you allow fear of talking or speaking to overpower you.

Learn from the people around you who are confident and comfortable enough in expressing what they think and feel.

Avoid being vague in your statements. If you wish to be understood easily, use simple and direct statements.

Tell the person what you feel.

If the conversation relies heavily on emotions, communicate as well your feelings so that you will be better understood.



PUZZLED



AMUSED



MILDLY INTERESTED



I'M DRINKING WINE RIGHT NOW AND JUST LIKING EVERYTHING



THIS IS RACIST



MARK AS READ

Reflections from our group

know your goals

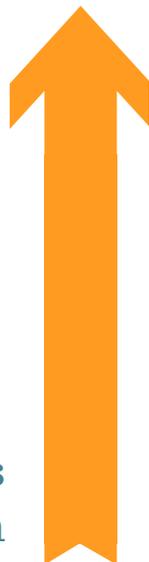
prepare the message

say/express it

check/ask

learn to recognize feelings

learn to control your them



Channel Your Emotions Well

For you to be able to properly express your feelings, manifest what is genuinely felt.

This way, you avoid misinterpretations.



"If you have the words, there is always a chance that you will find the way."

Scheduling and time management



How a youth trainer can prepare the Schedule for the specific Project he/she has to deliver and how to manage the time within the group...

The first thing to focus when you are creating the schedule of an Erasmus+ Programme is the kind of project you have to manage, because different kind of projects have different kind of goals and target groups. There are some hints about different kind of projects..



YOUTH EXCHANGES :

- Flexibility
- More intercultural activities
- More free time



TRAINING COURSES :

- More stricted schedule
- More ``learning time``
- Using new methodologies of working with young people to develop new skills



SEMINAR

- More sharing knowledge and experience between everyone involved
- More participants space



To have an effective schedule you have to focus on three aspects:



• PLACE:

The place is important for you to have an effective schedule. Because it is connected with practical details that can save or destroy your schedule. You have to visit the place beforehand to be aware of the possibilities it can offer (museums, activities) or the difficulties it can present (transportation and others)

• PERIOD:

You have to be aware of the period of the year a project takes place, because the weather conditions can affect your schedule and likewise if there are some holidays or festivals in that period.

• ACTIVITIES:

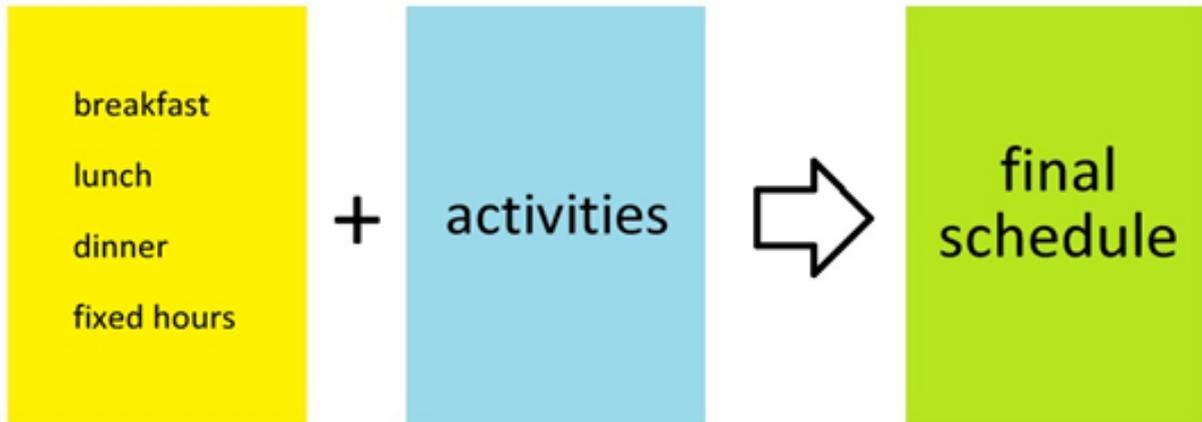
You have to choose carefully the type of activities that you put in your schedule. To be sure that they are suitable for the participants, place and time period. It is important that you have tried the activities in advance, so that you can be aware of how much time it takes and if there any difficulties you would expect.

Scheduling and time management

To create an actual schedule you can start by facing the empty chart. Start building your timetable around breakfast, lunch and dinner time.

The fixed time that you cannot control (transportation and so on).

Then you can focus on the time for the activities.



TIPS:

- Be sure that the timetable is ready before the beginning of the project.
- Respect the timetable, but always be flexible and have a "plan B"
- Have in mind that sometimes the activities take more time than you expect (maybe someone has questions, or someone is late etc.).



How to Stimulate the Cooperation & Team Work



The team is a very important part of the Project, as it's for them you are delivering the Training Course.



Teamwork is an essential part of workplace success. Like a basketball team working together to set up the perfect shot, every team member has a specific role to play in tasks and activity.

- Working cooperatively
- Contributing to groups with ideas, suggestions, and effort
- Communication (both giving and receiving)
- Sense of responsibility
- Respect for different opinions and individual preferences
- Ability to participate in group decision-making
- Contributing with own experiences and ideas



"Teamwork makes the Dreamwork"

Team Work Objectives

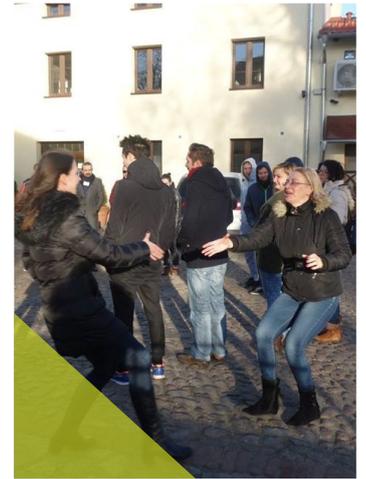
Cooperation

- Work in smaller groups or teams
- Working in big teams
- Trust
- Clarify the roles
- Improve communication
- Flexibility



Environment

- Suitable place for the activities
- Changing the places
- Thinking about participant who has special needs etc.
disabled people, LGBT people...



Motivation

- Make it fun! Energizers, Ice-breakers...
- Give them prizes-gifts
- Celebrations
- Give the message in an interactive way:
with songs, videos and games...

Effective Communication

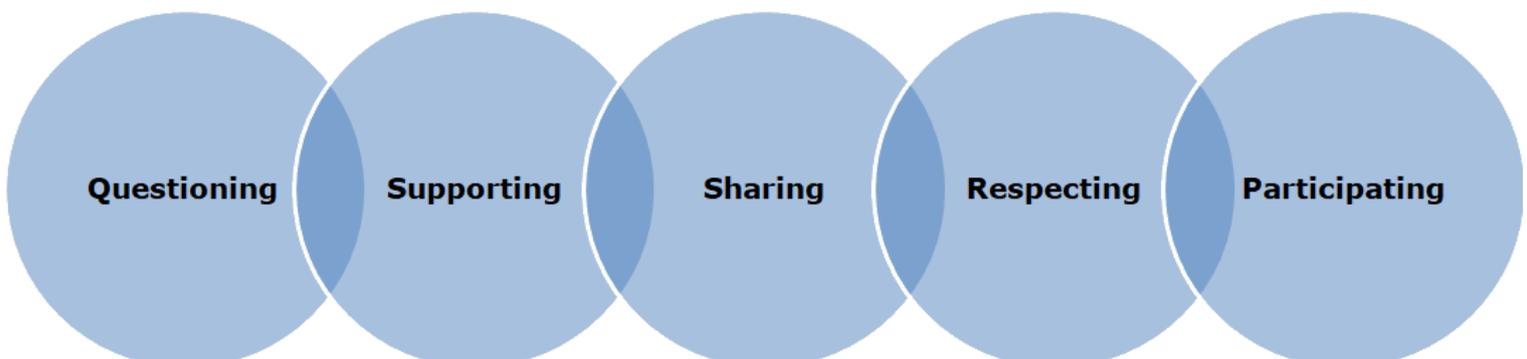
Active listening

Different types of feedback contribute for a more effective and constructive result. Create an atmosphere based on the diversity of participants, promoting acceptance, so they can share easily their feedback.

Divide the participants into reflection groups. Try to understand what are the differences between feedbacks and complains.

Failure can also help to learn and grow

Other positive effects of teamwork include:



Tips to help facilitate groups

- Make yourself clear and understandable:

using microphone if needed, but also giving the message and instructions through multimedia, schemes, flipcharts, data/graphics (use visual elements, signs and colours)

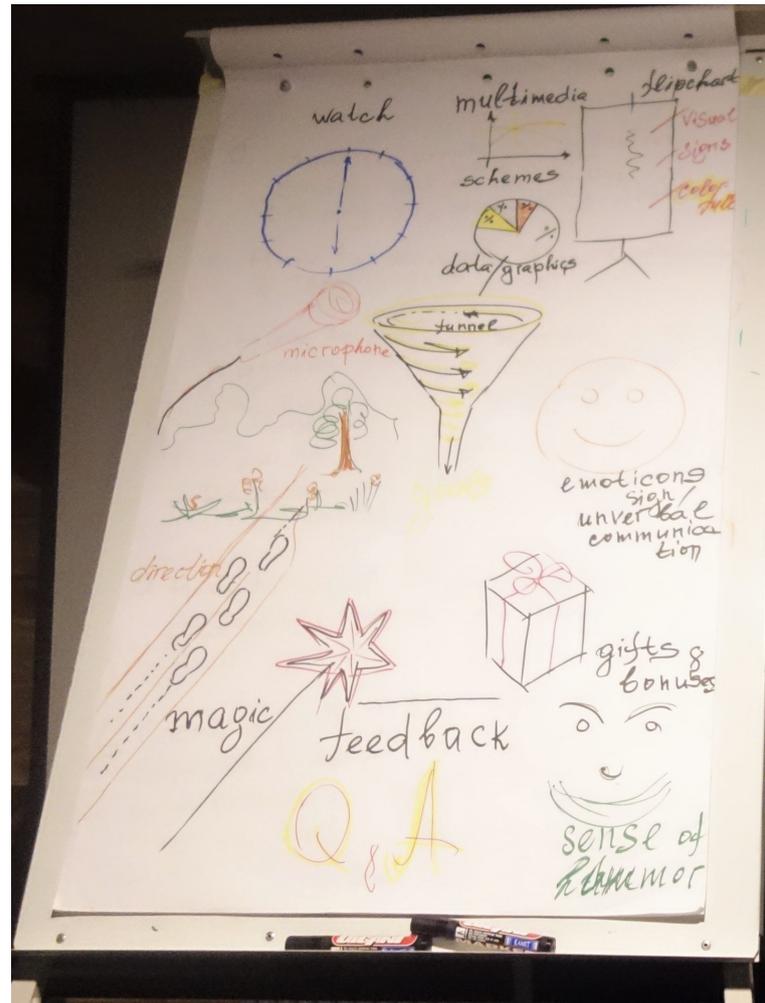
- **Sense of humor** can help you a lot to manage events during the delivery of a training course

- **Control the time** – of activities, discussion and presentations (nobody said it will be easy...)

- **The magic lies** on Feedback = Q&A (and we go back to the active listening)

- **Show the directions**

- **You need, as trainer, to be open and tolerant** to accept everyone's vision and respect everyone's borders.



It might seem not always easy in practice, but you get better every time you try.
Take the adventure :)