



YouthMetre

A tool for forward looking youth participation

YouthMetre Training Course ANNEX 1 - TRAINING PLAN

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YouthMetre Training Course

ANNEX 1 - TRAINING PLAN

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The YouthMetre Training Plan

This Training Plan is a practical resource designed for youth workers and trainers who attended a YouthMetre training course and wish to transfer their acquired competences and skills to young people through face-to-face activities.

This Training Plan should be used together with the YouthMetre Training Curriculum, Training Materials and on-line resources:

- YouthMetre website (<http://youthmetre.eu/>)
- YouthMetre e-tool /(<http://youthmetre.eu/youthmetre/>)
- YouthMetre Training Course (<http://youthmetre.eu/training/>)
- Collection of good practices in the youth field (<http://youthmetre.eu/youthmetre/>)
- “My idea for my community” collaborative map (<http://tinyurl.com/hmpuwsd>)
- YouthMetre blog (<http://youthmetre.eu/blog/>)
- Study Groups story map (<http://youthmetre.eu/study-groups/>)

The YouthMetre Training Plan is part of the YouthMetre training pack, which includes the YouthMetre Training Curriculum and Materials. Youth workers, trainers, teachers should attend the YouthMetre Training Course before delivering it to young people. YouthMetre Training Curriculum includes theoretical inputs, exercises and instructions on how to deliver non-formal activities with young people. While using this Training Plan, please refer to the Training Curriculum to find a detailed description of the Activities (you can find a list at page 5).

This Training Plan consists in guidelines on how to organise the training content in an agenda that includes hand-on participation, brainstorming sessions, workshops activities, creative thinking exercises and non-formal activities. YouthMetre Training Course focuses on collective understanding the realm of EU Policy and democratic participation and engagement, presenting a case for change.

The proposed agenda is structured in a 3-day training course, for a total number of 21 hours (including breaks and lunches) and 5 sessions (corresponding to the 5 Modules of the Training Curriculum), and it is suitable for groups of 20 participants. However the agenda can be used in a flexible way, broken down in smaller packages, used with larger or smaller groups, used including or reducing number of activities and duration, depending on the context. The agenda is described in detail and split into sample session’s plans, which are linked to the YouthMetre Training Curriculum Modules. This latest presents also alternative Activities that are not included in this Training Plan, but that can be proposed to the participants to reinforce key concepts.

How to prepare and deliver YouthMetre Training

Who are your participants?

You probably already have a clear idea of who the participants in the training are. If not, try to gather information about the participants in advance (for example their age, gender, experience and specific needs). Participants should be informed about the aim of the YouthMetre training, content, kind of activities and expected outcomes some time before the training. For example, share with them the link to the YouthMetre website, with its online resources, and the agenda of the training. You can ask your participants to visit the YouthMetre e-tool and undertake a quick research on their country or related to a specific topic that you want to further explore. The findings can be presented during the training and shared among participants creating an extra opportunity to build the group.

Materials and resources to be used during the training

YouthMetre Training Curriculum, Training Plan, Materials and on-line resources should be consulted and remain available during the training. YouthMetre Training Materials and resources can be in form of presentations or materials that need to be printed. Think in advance what material you will need and how many copies of printed materials and prepare everything in time for the training. For a list of relevant links to use as web resources during computer based activities see page 2.

Basic equipment consists of computer and projector, flip chart, pens, markers, post-it, tape, paper sheets. Specific materials required for the delivery of the Activities are described in the Training Curriculum. Make sure to gather all necessary materials before the training.

Material for computer based activities: to conduct YouthMetre training it is essential to have good access to the Internet and to the YouthMetre website and e-tools. For this reason it is advisable to have, during the training, a number of devices (computers, tablets, smartphones) that will allow the participants to work individually or in small groups. You can ask the participants to bring their own devices or organize the training in a place equipped with computers (youth centre, school, library...).

Venue

The training space should be comfortable and equipped with projector and screen, with Internet connection and computers. Check also if the equipment is in working order some time before the workshop. Organise the space so that everyone can be involved, and preferably see each other. A good idea is to arrange the chairs in a circle, but also have the some tables for computer activities. Finally, identify possible health and safety risks and try to minimise them and make sure that the food offered during breaks and lunches respects different cultures and eating habits.

Flexibility and adaptability of the activities

YouthMetre training can be organised in a flexible way. You can structure training sessions in a different way from the proposed ones, creating a personalised schedule to meet participants' needs and also yours.

When planning your training activities you should be aware of the characteristics of the participants, in terms of socio-economic, cultural aspects or as well as their computer literacy. Finally meet the needs of disabled young people who may need the activities to be adapted.

Training structure

Usually three main phases can be identified in the training: a starting phase, the implementation of the training and the closing part of the activities.

- **Starting phase:** the starting phase is used to welcome, describe the context of the training, clarify organisational questions, introduce the organizers, trainers, get to know the participants, get an impression of the motivations and expectations of the participants. All these clarifications serve in the same time to reduce insecurity and build the group. It is important to start providing information about the YouthMetre training and continue with an expectations, hopes and fears activity as suggested in the sample training agenda.
- **Conducting the training:** this phase is the implementation of the training. YouthMetre training sessions are designed in a series of organised learning activities, based on a participatory approach. A mixture of training methods is adopted in order to make the learning process dynamic and keep participants attention. Try to use a variety of activities offered by the YouthMetre training such as presentations, brainstorming sessions, computer based activities, open discussions, group exercises, reflection moments. Always provide time for debriefing and reflection. Try to give enough time to process everything and talk about the activities. Encourage the participants to share their experiences and stories.
- **Final part of the training:** usually called debriefing. This final phase of the training is used to recapitulate and reflect on the process of work, explain and clarify results and experiences, answer questions and clarify problems, draw conclusions and formulate lessons learned from the training activities.

Evaluation is also a key moment of the training, useful to verify the participants' achievements of the learning outcomes, gather evidence of impact and also collect feedback on how to improve the training.

Who is the facilitator?

A facilitator...	
IS	IS NOT
Inspiring	A lecturer
Positive	Superior
Supportive	Timid
Challenging	The person with all the answers
Informal	Rigid
A good listener	Judgemental
Approachable	Boring
Energetic	Prejudiced
Resourceful	Perfect
Creative	
Committed	
Flexible	
a learner too	

Figure 1 “A facilitator is / is not...” Source: Workshop Facilitator Guide for the Advocacy Toolkit of Plan International (<https://plan-international.org/publications/advocacy-toolkit>)

Full list of activities and materials

Activities in this Training Curriculum	Page	Typology
(Not all the activities proposed in the Training Curriculum are included in this Training Plan)		
MODULE 1		
Expectations, fears, hopes...	19	Expectations, fears, hopes exercise
Find Someone Who...	20	Ice breaker
Youth in my country	21	Group discussion
Activate your creative thinking!	22	Creative thinking exercise
The city we want	23	Creative group work
My experience with...	24	Group discussion
I like, I don't like, I wish...	25	Non formal evaluation
MODULE 2		
Myth or Reality?	32	Quiz
YouthMetre quiz	36	Quiz
Concepts Paths	41	Creativity mind game
MODULE 3		
“Good Practices” map	43	Computer based activity

Find and analyse the Good Practice	44	Computer based activity
Your good practice idea in the field of...	45	Project design
Good Practice Project - Linking the Dots	46	Project design (advanced)
“My Idea for My Community” map	48	Computer based activity

MODULE 4

Advocacy Is... find a definition	54	Group work
Brainstorming advocacy	55	Brainstorming
The swimming pool	59	Role playing
Get your message across	63	Communication exercise
The elevator pitch	64	Communication exercise
Contextual analysis	66	Group work

MODULE 5

Using the YouthMetre e-tool	77	Computer based activity
Your online advocacy campaign	78	Project design
Action plan concrete steps	81	Project design

Materials (ANNEX 2)

Format

MODULE 1

YouthMetre approach	PPT Presentation
Find Someone Who... (ice breaker)	Printable quiz sheet

MODULE 2

EU Youth Policy	Prezi Presentation
Myth or Reality?	PPT Presentation
Myth or Reality?	Quiz sheet
OMC	Prezi Presentation
YouthMetre quiz (board game)	PPT Presentation with questions and answers
YouthMetre quiz (board game)	Printable board

MODULE 3

Good Practices	PPT Presentation
Find and analyse Good Practice - examples	Template
Your Good Practice idea in the field of...	Template
Good Practice Project - Linking the Dots	Template

MODULE 4

Finding definition of advocacy	PPT Presentation
Get your message across	PPT Presentation
Advocacy Actions	PPT Presentation
The swimming pool – role playing	Printable working sheet
Case studies	Case studies

MODULE 5

Information in policy campaigns	PPT Presentation
Design an advocacy campaign	Template
Action plan concrete steps	Template

Example Agenda three-day training

Day one		
9:00 - 9:20	Welcome and introduction	Session 1 - Youth participation and YouthMetre approach
9:20 - 9:40	Expectations, fears, hopes...	
9:40 - 10:10	Ice breaker "Find someone who"	
10:10 - 11:40	Non-formal activity "The city we want"	
11:40 - 11:55	Break	
11:55 - 12:10	Youth metre approach	
12:10 - 12:30	Summary of session and reflection	
12:30 - 13:30	Light lunch	Session 2 - Inside the EU Youth Policy
13:30 - 13:50	Introduction to session and to the EU Youth Policy	
13:50 - 14:35	The EU Youth Policy 8 key areas and OMC applied to the youth sector	
14:35 - 14:50	Break	
14:50 - 16:20	Game on indicators, statistics and trends on the EU Youth population	
16:20 - 16:40	Overview of information that can be found especially on YouthMetre	
16:40 - 17:00	Summary of session and reflection	
Day two		
9:00 - 9:20	Introduction to session and what is a good practice	Session 3 - Good Practices and Youth perception
9:20 - 10:00	Draw inspiration and hints from recognised good practices	
10:00 - 10:15	Break	
10:15 - 11:45	Develop your own good practice	
11:45 - 12:10	Share your Idea for Your Community	
12:10 - 12:30	Summary of session and reflection	
12:30 - 13:30	Light lunch	
13:30 - 13:50	Introduction to session and what is advocacy	Session 4 - How to advocate and engage with policy makers
13:50 - 14:35	Brainstorming advocacy: who, what and how	
14:35 - 14:50	Advocacy campaigns: some examples	
14:50 - 15:00	Break	
15:00 - 16:00	Engage with policy makers	
16:00 - 17:00	Get your message across and good communication	
17:00 - 17:20	Summary of session and reflection	
Day three		
9:00 - 9:30	Introduction to session and using information in policy campaigns	Session 5 - Using information in your policy campaign
9:30 - 11:00	Designing your campaign	
11:00 - 11:15	Break	
11:15 - 12:45	Action plan concrete steps	
12:45 - 13:45	Light lunch	
13:45 - 14:45	Presentations - Debriefing	
14:45 - 15:30	Summary of session and final reflection. I like, I don't like, I wish...	

Sample session plans

Youth Metre Training is organised in sessions that can be organised in flexible way. You can decide to hold one session per day or mix more sessions the same day. For this reason we provide you with sample training sessions plans that you can mix at your convenience. These samples give you details regarding the activities, duration of activities and materials you need.

Session 1 - Youth participation and the YouthMetre approach

Description: this Session is the starting point of the work with young people within YouthMetre. It points out the importance of young people participation in democratic life and gives occasions to start imagining the change.

This session lasts: 3 hours and 30 minutes

Link to YouthMetre Training Curriculum: Module 1

Duration	Activity	Methods	Materials/Resources	Outcomes
20min	Welcome and introduction	Project and facilitators presentation, clarification of aims of the proposed activities		
20min	Expectations, fears, hopes	Non-formal activity	See Training Curriculum Activity - Expectations, fears, hopes	
30min	Find someone who... Material - Ice breaker	Non-formal activity/ice breaker	See Training Curriculum Activity - Find someone who... Material - Find someone who... quiz sheet	
90min	Non-formal activity, "The city we want", to start reflecting about having an active role in society	Creative non-formal activity	See Training Curriculum Activity - "The city we want"	<i>Images of the city of the future, a city close to young people</i>
15min	Break			
15min	YouthMetre approach with overview of tools and resources	Presentation	Material - YouthMetre approach presentation	
20min	Summary of session and reflection	Group feedback and evaluation	Evaluation form Session 1	

Session 2 - Inside the EU Youth Policy

Description: session two will introduce young people to the European youth policy and to YouthMetre approach.

This session lasts: 3 hours and 30 minutes

Link to YouthMetre Training Curriculum: Module 2

Duration	Activity	Methods	Materials/Resources	Outcomes
20min	Introduction to session and to the EU Youth Policy	Trainer input and exploration of external resources	Material - EU Youth Policy - presentation	
45min	The EU Youth Policy 8 key areas OMC applied to the youth sector	Trainer input and exploration of external resources	Material - OMC - presentation	
15min	Break			
90min	Game on indicators, statistics and trends on the EU Youth population	YouthMetre board game on indicators	See Training Curriculum Activity - YouthMetre quiz; Material – YouthMetre quiz questions&answers Material - YouthMetre quiz game – board	
20min	Overview of information that can be found especially on YouthMetre	Trainer input, live exploration of the e-tool with practical activity	See Training Curriculum Activity - Youth in my country	
20min	Summary of session and reflection	Group feedback and evaluation	Evaluation form Session 2	

Session 3 - Good Practices and Youth perception

Description: This session will accompany young people from imagining the change to propose concrete projects.

This session lasts: 3 hours and 30 minutes

Link to YouthMetre Training Curriculum: Module 3

Duration	Activity	Methods	Materials/Resources	Outcomes
20min	Introduction to session and what is a good practice	Trainer input and on line exploration of the database	Link to YouthMetre database of good practices; See Training Curriculum Activity - Good Practices Map on YouthMetre; Material - Good Practices presentation PPT.	
40min	Draw inspiration and hints from recognised good practices	Group discussion on likes and dislikes of good practices	See Training Curriculum Activity - Find and analyse the good practice .	
15min	Break			
90min	Design your Good Practice	Group work (There are two options to deliver this activity, choose according to level of difficulty)	See Training Curriculum Activity - Your good practice idea in the field of... ; Material - Your good practice idea in the field of... – template; See Training Curriculum Activity - Good Practice Project - Linking the Dots; Material - Good Practice Project - Linking the Dots - template.	<i>Project ideas descriptions</i>
25min	Share your Idea for Your Community using YouthMetre participatory map “My idea for my community”	Computer based activity	See Training Curriculum Activity - Access and explore My Idea for My Community map.	<i>Ideas published on on-line map</i>
20min	Summary of session and reflection	Group feedback and evaluation	Evaluation form Session 3.	

Session 4 - How to advocate and engage with policy makers

Description: time to plan an advocacy campaign following step-by-step instructions provided in Session 4.

This session lasts: 4 hours

Link to YouthMetre Training Curriculum: Module 4

Duration	Activity	Methods	Materials/Resources	Outcomes
20min	Introduction to session and what is advocacy	Trainer input Non-formal activity	See Training Curriculum Activity - Advocacy Is... find a definition.	
20min	Brainstorming advocacy: who, what and how	Trainer input and brainstorming	See Training Curriculum Activity - Brainstorming advocacy: who, what and how.	
45min	Advocacy campaigns: some examples	Trainer input	Material – Case studies.	
15min	Break			
60min	Engage with policy makers	Trainer input and role playing	See Training Curriculum Activity The swimming pool.	
60min	Get your message across and good communication	Create videos with smartphones	See Training Curriculum Activity – Get your message across and good communication.	<i>Short videos</i>
20min	Summary of session and reflection	Group feedback and evaluation	Evaluation form Session 4.	

Session 5 - Using information in your policy campaign

Description: How to design a policy campaign and use YouthMetre e-tool is to get information on EU youth policy and young Europeans' situation across Europe. Let's learn how to use it!

This session lasts: 6 hours and 30 minutes

Link to YouthMetre Training Curriculum: Module 5

Duration	Activity	Methods	Materials/Resources	Outcomes
30min	Introduction to session and using information in policy campaigns	Trainer input and brainstorming	See Training Curriculum Activity - How to use information in policy campaigns; Material - Information in policy campaigns – presentation.	
90min	Designing your campaign	Work in groups and computer based activity	See Training Curriculum Activity – Using the YouthMetre e-tool; See Training Curriculum Activity - Designing your online advocacy campaign Material - Template to design an advocacy campaign.	<i>Advocacy campaigns</i>
15min	Break			
90min	Action plan Concrete steps	Work in groups	See Training Curriculum Activity - Action plan concrete steps Material - Action plan concrete steps.	<i>Action plans</i>
60min	Light Lunch			
60min	Presentations Debriefing	Work in groups		
45min	Summary of session and reflection	Group feedback and evaluation	Evaluation form Session 5 See Training Curriculum Activity - I like, I don't like, I wish...	

Organise a YouthMetre Multiplier event

The YouthMetre Training Course was designed with the aim to provide you with a set of skills and practical tools to work with young people and empower them. We consider the YouthMetre trainers as people who have a leading role in their community. Equipped with the right tools they can reach groups of young people and help them in identify their needs in their local contest and at European level, build a proposal to improve their situation and engage with policy makers to bring a change in youth policy. After completing the YouthMetre training course you will be a YouthMetre trainer, ready to create a multiplier effect.

Sharing information with YouthMetre team

By organising a YouthMetre training event you will be part of our YouthMetre community. Sharing information on the results of a YouthMetre multiplier event with the YouthMetre team and other multipliers organisers is a way to be part of a European community of people who want to find alternative channels to connect with policy makers in order to improve youth policies. Follow these two simple steps to share your Multiplier event with us:

1. fill in the My YouthMetre Multiplier - report (see ANNEX 2 - Training Materials)
2. send the template to the project team via email to caterina.impastato@cesie.org

We will collect and display all the Multiplier events across Europe on the YouthMetre website.

We hope that at the end of this experience you will feel this was for you an opportunity to strengthen your role and skills as trainer, that you supported the local youth on the use of the YouthMetre and finally that this was just the starting point for the organisation of advocacy initiatives in your community.

YouthMetre

www.youthmetre.eu

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