

# Guide to Organising the Local Training Courses and Using the Toolkit

## Objective of the Guide

This guide is designed to support youth workers in organising and leading Local Training Courses. The purpose is to ensure that each project partner carries out at least five Training Courses during five days each, involving 50 young people in total (ten each Training Course), who can:

1. Getting to know the project: Familiarise yourself with the project's objectives and activities.
2. Discover the European Youth Strategy and its objectives: Understand the goals and priorities of the European Youth Strategy.
3. Express concerns and needs: Share your daily concerns, needs and problems related to European policies.
4. Collect proposals: Work with the facilitator to develop concrete proposals to be submitted to the European Commission.
5. Know the mechanisms of participation: Learn how to get involved in the project, lead activities and apply for the trip to Brussels.

## Structure of the Local Training Courses

To meet these objectives, we have developed a structure that will facilitate the organisation of your local meetings:

1. Welcome and Introduction of Participants
2. Presentation of the project
3. Activities to Stimulate the Group
4. Collection of European Proposals
5. How to Support the Project
6. How to Become a Candidate
7. Evaluation

# 1. Welcome and introduction of participants

Welcome is a crucial phase of the Training Course. Here are some tips to make this first stage easier:

## 1.1. Warm and personalised reception

- **Smile and Positive Energy:** Greet each participant with a smile and a positive attitude to create a welcoming atmosphere.
- **Personal Greetings:** Whenever possible, greet each young person by name to establish an immediate and personal connection.

## 1.2. Clear presentation of the Training Course

- **Clear agenda and objectives:** Start the event by briefly explaining the agenda for the day and the objectives of the day so that participants know what to expect.
- **Importance and benefits:** Highlights the importance of the course and how it can benefit participants at both a personal and community level.

## 1.3. Presentation and icebreaker dynamics

- **Interactive activity:** Organise a dynamic introduction or a fun ice-breaker that allows participants to get to know each other better and feel more comfortable.
- **Initial interaction:** Encourage initial interaction to break down barriers and create a collaborative environment from the start.

## 1.4. Attractive space and materials

- **Attractive environment:** Make sure the space is well organised and attractively decorated to capture the attention of young people.
- **Materials prepared:** Have all necessary materials ready (brochures, programmes, welcome kits) so that participants feel that everything is well planned.

## 1.5. Setting standards and expectations

- **Ground rules:** Explain the basic rules of the Training Course (respect, participation, use of mobile phones, etc.) to ensure an orderly and respectful development.
- **Participation expectations:** Encourage young people to actively participate, share their ideas and make the most of the opportunity to be present.

## 1.6. Toolkit Resources

On the [ToolKit](#) you will find activities, games and dynamics to welcome participants. In addition to having material available, we invite you to enrich the material base by uploading your own activities.

By following these keys, you can create an effective and motivating welcome that prepares participants for a productive and enriching experience.

## 2. Presentation of the project

In order to make the project known in an effective and simple way, we have created a [platform](#) that will serve as a central tool for communicating and working together on the project.

After the introduction of the participants, it is important that the IE (Incubators Educators) spend about 30 minutes introducing the Peer Civic project, allowing the young people to get to know it in depth.

Here is a structure of ideas that may be useful for your presentation:

1. Presentation of the platform and main objectives:
  - Show the PeerCivic platform and explain its functions.
  - Describe the main objectives of the project.
2. Brief explanation of the structure of the European Parliament:
  - Provide an overview of how the European Parliament is structured.
3. Visualisation of the objectives of the European Youth Strategy:
  - Highlight the key objectives of the European Youth Strategy.
4. Communication of opportunities to take proposals to Brussels:
  - Explain how young people can take their proposals and needs to Brussels.
5. Purpose of the youth encounters:
  - Emphasise that these meetings are designed to gather needs and proposals from young people.

### 2.1 Toolkit Resources

On the [ToolKit](#), you will find presentations on European institutions and examples of presentations from other countries that you can take as a reference. In addition, we invite you to enrich the material base by uploading your own presentations.

## 3. Activities to stimulate the group

Once the project has been presented and the young people are familiar with it, it is time to "warm up" and encourage their active participation. Based on the 11 objectives of the European Youth Strategy, IE can conduct various activities to generate discussion and stimulate participants. These activities include:

### 1. Thematic Debates:

- Organise debates on topics related to the objectives of the Youth Strategy. This allows young people to express their views and listen to different perspectives.

### 2. Positioning of Values:

- Conduct exercises where participants physically position themselves on a scale of agreement or disagreement with various statements. This facilitates discussion about values and beliefs.

### 3. Intensity barometers:

- Use intensity barometers to measure the strength of participants' opinions and feelings on certain issues. This can help identify areas of strong interest or concern.

The aim of these activities is to generate a dynamic and participatory environment, where young people feel comfortable expressing their thoughts and personal interests. This not only stimulates discussion, but also allows them to move on to the next phase with more engaged participants and a better understanding of their perspectives.

### 3.1 Toolkit Resources

On the [ToolKit](#), you will find activities that you can use as a reference. In addition, we invite you to enrich the material base by uploading your own dynamics.

## 4. Collection of European proposals

The collection of European proposals is one of the main objectives of these Training Courses. It is crucial because one of the purposes of the project is to identify young people's needs and proposals to present them to the European Commission in Brussels.

To achieve this, you can organise various activities, such as:

### 1. Brainstorming:

- Facilitate brainstorming sessions where participants can freely share their thoughts and suggestions.

## 2. Stakeholders:

- Form interest groups based on specific issues. This allows for more in-depth and focused discussion on particular areas of concern.

## 3. Workstations:

- Set up workstations where young people can rotate and contribute their ideas on different topics or issues.

It is essential that, after these activities, you compile in writing both the needs and the proposals of the young people. This documentation will be essential for drafting the final proposals to be presented in Europe.

By following this approach, you ensure that young people's voices are heard and that their ideas are reflected in the proposals we will take to Brussels.

## 4.1. Toolkit Resources

On the [ToolKit](#), you will find a variety of activities designed to help you gather information effectively. These activities are designed to facilitate the collection of young people's needs and proposals.

In addition, we invite you to enrich the materials base by uploading your own proposals and activities. In this way, we can all benefit from a wider and more diverse set of resources to strengthen our work.

## 5. How to support the project

After collecting the groups' needs and proposals, the next step is to get them more involved in the project and potentially become candidates to present their ideas in Europe.

To this end, we will communicate to participants how they can be an active part of the project and the various ways in which they can contribute:

### 1. Thank you for your participation:

- Remind participants that by taking part in this event, they are already contributing to the project. Thank them for their participation and valuable input.

### 2. Contribution of further proposals:

- Invite young people to continue to contribute their needs and proposals. Any additional ideas are welcome and valuable to the project.

### 3. Participation in local events:

- Encourage participants to get involved in more local events. Their presence and active participation are crucial to the success of the project.

#### 4. Leading new activities:

- Encourage young people to take the initiative and lead new activities. This not only enriches the project, but also develops their leadership skills.

#### 5. Collaboration with the Toolkit:

- Encourage participants to upload materials to the PeerCivic platform to collaborate with the toolkit. This can include icebreaker activities, exercises, games and assessments.

#### 6. Application to travel to Brussels:

- Explain what the journey consists of and connect it to the requirements of the next point.

### IMPORTANT NOTE

**Remember that the use of the platform is a crucial part of the project, so it is essential to register each participant.** During the Training Course, dedicate 5 minutes for participants to start creating their own profile on the platform. This will not only help them to familiarise themselves with the platform, but will also allow them to resolve any questions they may have at the time.

## 6. How to Become a Candidate

The project offers two places for each participating country, allowing a total of 11 young people, aged between 18 and 25, accompanied by two project leaders, to travel to Brussels to present their proposals to the European Commission and learn more about European structures. To be eligible for this trip, the following requirements must be met:

1. Age: Be between 18 and 25 years old.
2. National Representation:
  - Represent one of the project countries: Romania, Spain, Italy, Bulgaria, Greece or Ireland.
3. Registration on the Peer Civic Platform:
  - Be registered on the Peer Civic platform.
4. Materials Contribution:
  - Have uploaded at least one material related to the following categories:
    - Icebreaking

- Dynamics
- Presentation

#### 5. Dynamisation of Local Activities:

- Have led a local activity with young people and have registered it on the platform, including the report and the necessary documentation to justify the event (photos, brief memory, signature sheets).

#### 6. Collection and Presentation of Problems and Solutions:

- Upload to the platform the problems collected from young people and the potential solutions that you want to convey to the European Commission.

#### 7. Presentation of candidature:

- Upload your candidacy to the platform so that the rest of the registrants in your country can vote for it.

With these criteria, we can ensure that the chosen participants are people who have actively contributed to the Peer Civic project, both by leading activities and by sharing their best practices in the toolkit. This guarantees a committed and valuable representation in Brussels.

## 7. Evaluation

Last but not least is to conduct an evaluation of the Training Course. This is essential to get feedback, improve your skills as IE and collect data needed to report on the level of satisfaction and success of each local event.

You can use various dynamics available in the toolkit, such as:

#### 1. Digital Assessments:

- Use digital tools to gather feedback quickly and efficiently.

#### 2. Qualitative Evaluations:

- Conduct interviews or group discussions to obtain detailed and qualitative information about the participants' experience.

#### 3. Evaluation Games:

- Implement games that allow young people to express their opinions and suggestions in a playful and participatory way.

#### 4. Positioning:

- Use positioning techniques for participants to indicate their level of satisfaction and their impressions of different aspects of the event.

Evaluation not only provides us with valuable insights for improvement, but also allows us to measure the impact and success of our activities. This is essential to ensure the quality and effectiveness of local Peer Civic events.

## 7.1 Toolkit Resources

On the [ToolKit](#), you will find activities for the evaluations that you can use as a reference. In addition, we invite you to enrich the material base by uploading your own exercises.