

YOU.COM GUIDELINES AND YNFLMs

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Foreword

In the context of this document, the term «Training» indicates all activities aiming at sharing knowledge. The YOU.COM consortium stresses the concept of non-formal training and capacity building through cross-transferring / sharing of knowledge within the groups of volunteers, with the contribution and under the supervision of trainers / facilitators / technical experts.

This document is the result of a common discussion among YOU.COM partners; its objective is to define a methodology for the effective organisation of «training» sessions with groups of young volunteers, regardless of the technical topic and content of the «training».

The guidelines can be used by all organisations active in the fields of EVS, youth and volunteering.

PLANNING !!

A good planning of all aspects –organisational, technical, logistical- of training is the key for a successful and fruitful experience.

Effective Planning is carried out before the beginning of the actual training, and includes on—going evaluation (e.g. through regular meetings of the training team) and a closing session.

The coordinator and the Training Team

ONE PERSON should be appointed as general coordinator of the Training; in very small organisations this person will probably also play the role of facilitator/trainer (and secretary, driver, cook, accountant, etc etc); in bigger organisations this could be a stand alone role and the person may never meet the participants.

The Training team is composed of

- ONE Coordinator
- Trainers / facilitators
- Technical experts, with the responsibility of preparing the technical content: may or may not be also a trainer
- Logistic / administrative staff

NOTE: As above: in very small organisations all those roles can overlap !!

PLANNING

1. Identify and analyse all aspects of Training, if necessary with the contribution of team members, and during more meetings/sessions
2. Draft a written document describing each aspect – the Training Plan-
3. Meet the Training Team and make sure everybody understands all aspects of the Training Plan

The Training Plan represents the reference document of the entire programme.

Elements of the **Training Plan** (non exhaustive list: add issues according to your specific situation); each point can represent one paragraph of the Training Plan.

General:

- Objectives of the training and framework (e.g. is it part of a larger project? Is it publicly/privately funded?.....)
- Participants: their features (age, background, national/cultural issues,)
- Size of groups: small group -5 to 10 participants-; big group -10 to 25-; very big – 25+
- Recruitment and registration: application forms, schedule for selection etc

Content: (with the contribution of the trainers and technical experts)

- Outline of overall Content
- Programme: overall duration (in hours/days); how many sessions in total?
Length? Frequency?
- Outline of sessions/modules: objectives, content, length
- Exams/workshops: does your programme include exams, project work, workshops, presentations etc
- Training material: which kind of material do you need to prepare / buy?
- Feedbacks from students and trainers: do you need feedback forms etc?

Other:

- Logistics and specific logistical requirements: rooms, equipment, refreshments/meals, transportation, accommodation, other
- Special needs: check if participants have special needs (food, logistics, scholarships, etc)
- Bureaucracy: do you need signatures, attendance lists, minimum nb of hrs attended, etc? Insurance?
- Administrative issues and financial management

Attachments:

- Overall programme
- Schedule
- List and contacts of trainers / experts
- List of locations and equipment
- Templates for applications forms, training material, attendance lists, feedback forms, certificates/diploma etc