

**UNITE FOR CHANGE**

**FACILITATOR'S**

**HAND BOOK**



**This handbook was developed as an outcome of a successful international networking project for youth workers. During the four-day programme, participants engaged in structured activities designed to foster collaboration, share good practices, and develop joint project ideas.**

**The positive feedback from participants encouraged us to share this resource with other facilitators, trainers, and organisations. Our aim is to make our approach, activities, and methodologies accessible to anyone interested in running similar programmes.**

**Inside, you will find a detailed, session-by-session guide covering preparation, materials, timing, facilitation tips, and step-by-step instructions that you can use as inspiration for your own activities.**

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# DAY 1 – Building Connections and Mapping Challenges

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## Session 1 – Programme Introduction & Getting to Know Each Other

**Goal:** Introduce the programme and participants, establish a safe and welcoming environment, and help youth workers learn about each other's backgrounds, experiences, and areas of expertise.

**Timing:** 1h 30min

### Facilitator Preparation:

- Print learning diaries (one per participant)
- Prepare Mentimeter (or alternative polling tool) asking the par:
  - Mood/energy check
  - Expectations/goals for the training
  - Suggestions or contributions participants can offer
  - Concerns or worries they might have
- Prepare "Facebook profile" templates on A3 paper
- Markers, sticky notes, blu-tack/tape for wall display
- Clear space on walls for poster display
- Arrange seating so participants can easily move around

### Running the Session:

1. **Opening energiser** (5–10min) – Choose an activity that requires some movement but is inclusive (no high physical demands). Examples: "Name & Action" circle, "Speed Meeting" pairs.
2. **Practical information** (5–10min) – Welcome everyone, introduce organisers, clarify house rules (e.g., timekeeping, respecting others' input).

3. **Programme overview** (5–10min) – Present the daily schedule, explaining not just *what* will happen but *why* each activity is important. Highlight activities that require concrete preparation or materials from participants.
4. **Learning diaries** (3–5min) – Distribute diaries, explain that they are for personal reflection, tracking learning outcomes, and noting contacts for networking.
5. **Mentimeter poll** (10min) – Project questions and collect responses in real time. Briefly comment on results to show participants their input is valued.
6. **Facebook profile activity** (40min total):
  - **Part 1 (5min)** – Give each person a blank profile sheet (but not their own — shuffle first).
  - **Part 2 (20min)** – Participants circulate to find the correct “owner” of their sheet by asking the given question. Once found, they ask that person the other questions and fill them in.
  - **Part 3 (10min)** – Owners add any missing information themselves and draw a small self-portrait.
  - **Part 4 (5min)** – Posters are put on the walls.
  - **Part 5 (optional 5min)** – Short gallery walk to read others’ profiles.
7. **Wrap-up** (5min) – Highlight how this information will be useful in later collaboration activities and that the posters can serve as a good starting ground also for personal talks during the breaks.

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## Session 2 – Introducing Organisations

**Goal:** Present the organisations present in the room, understand their work and priorities, and start identifying possible collaboration opportunities.

**Timing:** 1h 15min

### Facilitator Preparation:

- Projector and speakers ready for any digital presentations or reels
- Timing device visible to presenters
- Prepare discussion prompts (e.g., “What is your biggest success story?” “What challenge are you currently working on?”)
- Arrange chairs in semi-circle or classroom style for visibility

### Running the Session:

1. **Energiser** (5min) – Choose something light and quick to reset focus.
2. **Organisation presentations** (45min total) – Each participant has up to 3 minutes to introduce their NGO. They may use:
  - Short video reel (prepared in advance)
  - PowerPoint or images via projector
  - Oral presentation only
3. **Active listening task** (throughout) – Instruct others to take notes on:
  - Potential collaboration ideas
  - Questions they would like to ask
  - Suggestions or offers for partnership
4. **Networking round** (30min) – Participants mingle, using their notes to start conversations. Place printed discussion prompts around the room for those unsure how to start.

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## Session 3 – Problems and Solutions Workshop

**Goal:** Discuss shared challenges in youth work, exchange solutions and good practices, and identify challenges that could form the basis of joint projects.

**Timing:** 2h

### Facilitator Preparation:

- Pre-event: collect one key challenge from each participant; cluster into themes
- Prepare flipchart sheets for each theme with markers
- Prepare the schedule of the activity - number of rounds, timings and topics for each round

### Running the Session:

1. **Introduction** (5min) – Explain that the aim is to move from problems to potential solutions.
2. **Round 1** (40min):
  - First 20min = discuss and clarify the problem.
  - Next 20min = brainstorm possible solutions.
3. **Halfway announcement** (clear signal at 20min) to shift focus to solutions.
4. **Short break** (10min).
5. **Round 2** (40min) – Repeat with new themes.
6. **Presentations** (30min) – Each group shares:
  - Problem summary
  - Proposed solutions
  - Any ideas for future collaboration

### Debrief & Reflection:

- “Which challenges and inspiration that you shared could realistically be turned into an idea for a joint project?”

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## Session 4 – Daily Reflection & Planning Ahead

**Goal:** Reflect on learning, clarify participant expectations, and prepare for the next day's activities.

**Timing:** 45min

### Facilitator Preparation:

- Prepare "3F" prompts on flipchart or slides (Feelings, Findings, Feedback)
- Note key points to announce about tomorrow's sessions

### Running the Session:

1. **3F group reflection** (15min) – Small groups discuss:
  - How they felt today
  - What they learned/found out
  - Feedback for improvement
2. **Ambassador reports** (10min) – Each group's ambassador shares 2–3 key points with the facilitator (alternatively after the session).
3. **Programme preview** (15min) – Explain next day's activities and what preparation is needed (e.g., Living Library topics, preparing project ideas to share on day 3).
4. **Q&A** (5min) – Clarify any uncertainties.

### Debrief & Reflection:

- Remind participants: "Your input shapes the next day's flow."

### Facilitator Tips & Variations:

- Use this session to catch early signs of disengagement and adapt.
  - Keep a visible "feedback wall" where participants can post ideas anonymously.
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# DAY 2 – Needs and Inspiration

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## Session 1 – 30 Tasks in 1 Hour

**Goal:** Energise the group at the start of the day, observe team dynamics, and encourage participants to generate new discussion topics related to youth work and international cooperation.

**Timing:** 1h 30min (60min activity + 30min evaluation/debrief)

### Facilitator Preparation:

Prepare a list of 30 diverse tasks related to youth work, international projects, and cooperation.

### Running the Session:

1. **Introduction** (5min) – Explain that the group must complete all 30 tasks together within one hour.
2. **Activity** (60min) – Allow participants to self-organise. Observe their working styles, leadership patterns, and communication methods.
3. **Evaluation** (15min) – Review which tasks were completed, how they approached challenges, and what strategies worked best.
4. **Debrief** (15min) – Discuss:
  - How did the group organise itself? What roles emerged naturally?
  - Did the exercise help you realize your working style and what competences / working styles you expect or need from your partners?

### Facilitator Tips & Variations:

- Include tasks that require collaboration between people who don't normally work together.
- Write tasks in different languages of the group, so participants have to translate - makes everybody engaged from the beginning.

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## Session 2 – Mapping Needs of Young People and Youth Workers

**Goal:** Identify and compare the needs of young people and youth workers, finding shared priorities that could form the basis for collaboration.

**Timing:** 1h

### Facilitator Preparation:

Prepare a flipchart with outlines of a human figure to be used to explain the exercise.

### Running the Session:

1. **Introduction** (5min) – Explain that participants will visualise needs, challenges, and characteristics of both groups.
2. **Group work** (30min):
  - **Head** – thoughts, opinions.
  - **Heart** – values, worries, feelings.
  - **Background** – social/personal context.
  - **Hands and feet** – needs, resources, actions.
3. **Gallery walk** (15min) – Groups move around, reading and comparing each other's work.
4. **Highlight similarities** (10min) – Discuss patterns and overlaps that could inspire future projects.
5. **Poster display** (5 min) - Hang the pictures on walls, so participants can always come back to them when needed.

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## Session 3 – Living Library

**Goal:** Facilitate peer-to-peer learning through sharing real-life experiences and good practice from participants' organisations.

**Timing:** 2h (two 40min rounds with a short transition)

### Facilitator Preparation:

- Collect topics and “book titles” from participants in advance. Discuss with participants whether they are ready to take up the role of books and support them with preparation.
- Prepare a schedule showing which “books” are available in each round.
- Set up separate spaces/tables for each “book.”

### Running the Session:

1. **Introduction** (5min) – Explain the Living Library concept: participants act as “books” others can “read” by having a conversation with them.
2. **Round 1** (40min) – Readers choose a book, spend 15–20min in discussion, then can switch to another book in the same round.
3. **Transition** (5min) – Quick break to allow movement.
4. **Round 2** (40min) – Repeat with a different set of books.

### Debrief & Reflection:

- Ask: “What was the most valuable insight you gained?”

### Facilitator Tips & Variations:

- If some participants are nervous, allow them to co-host a book with someone else.
  - Limit the number of readers per book to ensure everyone can engage.
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## Session 4 – Reflection & Next Steps

**Goal:** Assess progress towards personal and group goals, and prepare for collaborative work in the coming days.

**Timing:** 45min

### Facilitator Preparation:

- Prepare reflection prompts and pieces of paper for anonymous answers.
- Have flipcharts ready to record feedback on the next day's programme.

### Running the Session:

1. **Individual reflection** (10min) – Participants write:
  - Goals already achieved.
  - Goals still remaining.
  - What they want to do, learn, or achieve in the next two days.
2. **Sharing** (15min) – Volunteers read their notes aloud; others can add comments.
3. **Programme peer review** (15min) – Present the draft programme for the next day; ask for suggestions and adjustments.
4. **Wrap-up** (5min) – Confirm any changes and explain how feedback will be implemented.

### Facilitator Tips & Variations:

- Use coloured sticky notes to differentiate between “achieved” and “still to achieve” goals.
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# DAY 3 – Structuring Partnerships and Developing Projects

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## Session 1 – Let's Give It More Structure!

**Goal:** Help participants clearly present their organisation's focus, target group, and partnership potential, and facilitate matching for future collaboration.

**Timing:** 1h 15min

### Facilitator Preparation:

- Prepare A3 poster templates with clear sections:
  - Main focus & thematic topics
  - Target group(s)
  - Types of projects implemented and sought
  - Partnership roles (coordinate, host, support, other)

### Running the Session:

1. **Introduction** (5min) – Explain that the posters will help clarify potential collaboration matches.
2. **Poster creation** (20min) – Participants complete the four sections. Encourage concise, clear writing.
3. **Attach drawings** (5min) – Add the “young person” drawing from Day 2 to personalise the poster.
4. **Partner-switching activity** (30min):
  - Participants sit in pairs with their posters. On the gong signal (every ~3min), they move to a new partner.
  - Discuss possible collaboration.
5. **Wrap-up** (5min) – Remind participants that matches will help in project grouping later today.

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## Session 2 – Project Pitches

**Goal:** Generate a pool of potential collaborative projects and identify initial interest.

**Timing:** 1h

### Facilitator Preparation:

- Prepare pitch sign-up sheets (project name, description, partners interested)
- Encourage participants before the session to think of ideas (new or existing)

### Running the Session:

1. **Introduction** (5min) – Explain the rules for networking (number of projects per partner, types of projects, etc.), if there are any.
2. **Pitching round** (40min):
  - Each participant has up to 2min to present their idea.
  - Facilitator writes each idea on a visible sheet.
  - After each pitch, ask for a show of hands from those interested in joining. Record names on the sheet.
3. **Review** (15min) – Quickly read through all collected ideas and the number of interested partners.

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## Sessions 3 & 4 – Project Development

**Goal:** Form working groups around selected ideas and develop them into concrete, realistic collaboration plans.

**Timing:** 2h

### Facilitator Preparation:

- Prepare a short presentation on collaborative project design tools (e.g., problem tree analysis, logical framework, etc.)
- Provide templates for project planning:
  - Title and objectives

- Target groups and needs addressed
- Partner roles
- Activities and timeline
- Funding options

### **Running the Session:**

1. **Tool introduction** (10min) – Present a few methods to structure discussions.
2. **Group formation** (5min) – Participants join the project group(s) they are most interested in.
3. **Work phase 1** (35min) – Groups develop their idea in detail.
4. **Midway presentations** (20min):
  - Groups present topic, partners, and needed partners.
  - Open floor for others to join.
5. **Work phase 2** (40min) – Integrate feedback, finalise key points, and prepare a short description.
6. **Wrap-up** (10min) – Collect all group outputs for tomorrow's project finalisation.

### **Facilitator Tips & Variations:**

- Encourage groups to be realistic about timelines and partner availability.
  - If a project has too few members, suggest merging with a similar idea. If a project has too many members, it can be split into two projects.
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# DAY 4 – Finalising and Sustaining Collaboration

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## Sessions 1 & 2 – Project Finalisation

**Goal:** Ensure all projects are clearly documented and that everyone can contribute to the ideas they are interested in.

**Timing:** 2h

### Facilitator Preparation:

- Prepare a morning schedule allowing participants to attend all relevant project discussions
- Create a shared Padlet (or similar) with clear sections: goals, partners & roles, future plans

### Running the Session:

1. **Schedule briefing** (5min) – Explain that time is arranged so each person can contribute to all projects they care about.
2. **Work phase** (1h 40min) – Groups finalise:
  - Project goals (clear and measurable)
  - Partner list with defined roles
  - Future plans (next steps, responsibilities, deadlines)
  - Upload to Padlet with any supporting documents.
3. **Brief presentations** (15min) – Each group summarises main points and next steps.

### Facilitator Tips & Variations:

- Have a co-facilitator circulate to support groups needing extra help.

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## Session 3 – Individual Closure Tasks

**Goal:** Complete all individual contributions and reflections necessary for closure and follow-up.

**Timing:** 45min

### Facilitator Preparation:

- Prepare checklists for participants with all tasks
- Ensure Padlet is open and accessible

### Tasks:

- Fill evaluation form
- Fill dissemination plan form
- Upload materials/resources you introduced during the training
- Write a short personal reflection on whether personal goals were fulfilled
- + any other tasks relevant for the project follow-up phase and/or reporting

### Facilitator Tips:

- Play calm background music to create a focused atmosphere.

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## Session 4 – Sustainability & Closing

**Goal:** Develop strategies for maintaining collaboration after the event and close the programme with reflection and recognition.

**Timing:** 1h 15min

### Facilitator Preparation:

- Prepare guiding questions on flipchart
- Prepare Youthpass certificates and closing materials

### Running the Session:

1. **Buzz group discussions** (20min) on:
  - How to stay in touch effectively
  - How to connect efficiently on social media
  - How to inform others about plans and find partners
2. **Plenary sharing** (20min) – Collect ideas and turn them into concrete agreements (e.g., "We will have a group call every 2 months").
3. **Final group reflection** (15min) – What were the biggest learnings and takeaways?
4. **Youthpass ceremony** (15min) – Distribute certificates, take group photo.
5. **Practical information** (5min) – Reimbursements, departures, follow-up steps.

### Facilitator Tips & Variations:

- Capture sustainability agreements in writing and share with everyone immediately after the event. As the facilitator, make sure that things are moving in the right direction.
- Make the Youthpass ceremony personal — mention a highlight for each participant if possible or let each participant speak for a moment (e.g. share their happy moment from the project).

# CONTACT THE HOSTING ORGANIZATION:

**Asociace TOM ČR, TOM Dumánci**

**<https://dumanci.cz/en/>**

**lukas.dumsky@centrum.cz**

# OR THE FACILITATOR:

**Mája Svobodová**

**maja.svobodova@email.cz**

**[SALTO trainer profile](#)**