



**YOUTHWORK**  
4.0



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# **YOUTH WORK 4.0**

## **Digital Mastery**

# **TRAINING TOOLKIT**

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# ICONS MAP



Objective



Duration



Learning objectives



The target group of the activity/Group Characteristics



Equipment/Resources needed/ Working space requirements



Explanation of the activity and how to be done



Further tips for trainer/ additional interactions between trainer and participant during the activity

# WELCOME MESSAGE

## Welcome to the Youth Work 4.0 Toolkit!

We are thrilled to have you join us on this journey to transform the way we work with young people. This toolkit is designed to equip you with the digital skills and knowledge needed to integrate cutting-edge AI and automation technologies into your daily practices, ultimately enhancing the impact of your work in the youth sector.

Whether you're a youth worker, organization representative, or trainer, this toolkit offers valuable resources that will help streamline your operations, save time, and engage young people in new, innovative ways. Throughout this toolkit, you'll find practical tools, interactive exercises, and detailed guides that will empower you to lead the digital transformation in your organization.

We believe that through collaboration and the use of digital tools, we can create a more efficient, resilient, and inclusive youth work environment. We hope this toolkit helps you not only improve your professional skills but also empowers you to make a lasting difference in the lives of the young people you work with. Let's get started, and together, let's embrace the future of youth work!



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# MODULE 1

## PROMPT MASTERY: GETTING THE MOST FROM AI

# PROMPT MASTERY

## GETTING THE MOST FROM AI

### Objective

To equip youth workers and youth organization representatives with the essential knowledge and practical skills in prompt engineering to effectively harness AI tools in their daily work, enabling them to create more efficient workflows, produce higher quality content, and maintain critical oversight of AI-generated outputs, ultimately enhancing their digital competencies and improving service delivery to young people.

### Overall Timing

55 minutes (plan the webinar for 1,5 hours to accommodate delays)

### Knowledge:

- Define the fundamental concepts and principles of prompt engineering
- Explain how effective prompts can enhance AI outputs for youth work tasks
- Identify the ethical considerations and limitations when using AI tools

### Skills:

- Craft well-structured prompts that yield relevant and useful AI-generated content
- Apply different prompt techniques to solve various youth work challenges
- Critically evaluate and refine AI outputs for accuracy and appropriateness

### Attitudes:

- Develop confidence in integrating AI tools into youth work workflows
- Embrace a critical thinking approach when interacting with AI technologies
- Cultivate curiosity about the potential of AI to enhance rather than replace human capabilities in youth work

# PROMPT MASTERY

## GETTING THE MOST FROM AI

### INTRODUCTION



#### Goals:

- Establish a welcoming environment
- Set clear expectations
- Highlight the relevance of prompt engineering to participants' daily youth work tasks



#### Duration

10 minutes



#### Resources needed

- Presentation
- List of participants to check attendance
- Screenshot to prove attendance



#### Explanation and assignment of activities:

##### Welcome participants (2 minutes)

- Greet participants by name as they join
- Brief personal introduction of the facilitator(s)
- Quick orientation to the webinar platform features

##### Explain today's goals (3 minutes)

- Present the overall objective: "Equipping youth workers with prompt engineering skills to harness AI tools effectively"
- Preview the key skills participants will develop during the session
- Connect to real-world benefits for their youth work practice

# PROMPT MASTERY

## GETTING THE MOST FROM AI

### INTRODUCTION



#### **Explanation and assignment of activities:**

##### **Introduce today's programme (2 minutes)**

- Outline the 4-block structure (Introduction, Theory, Practice, Reflection)
- Mention timing and when breaks will occur
- Emphasise the interactive nature of the session

##### **Mention Erasmus+ funding (1 minute)**

- Acknowledge the project's funding source

##### **Take screenshot for attendance (1 minute)**

- Explain the purpose of the screenshot
- Ensure all participants have cameras on if possible
- Capture the screenshot

##### **Brief engagement activity (1 minute)**

- Quick poll: "On a scale of 1-5, how confident do you feel interacting with AI tools?"
- This establishes a baseline and immediately engages participants



#### **Technical contingencies:**

Have backup plans ready for common technical issues (connection problems, audio issues). Consider having a co-facilitator who can troubleshoot technical problems while you continue presenting.

# PROMPT MASTERY

## GETTING THE MOST FROM AI

### THEORETICAL PART



#### Goals

#### Knowledge:

- Define fundamental prompt engineering principles (specificity, context, format, role and iteration)
- Explain different prompt patterns and their applications in youth work
- Identify common pitfalls when working with AI tools (ask participants to share as well)

#### Skills:

- Distinguish between effective and ineffective prompts
- Recognise the components of well-structured prompts
- Apply critical thinking to evaluate AI-generated content

#### Attitudes:

- Develop an analytical approach to crafting prompts
- Appreciate the balance between AI assistance and human oversight
- Cultivate awareness of ethical considerations when using AI in youth work



#### Duration

20 minutes



#### Resources needed

- Presentation
- Prompts ready to be copied and pasted

# PROMPT MASTERY

## GETTING THE MOST FROM AI

### THEORETICAL PART



#### **Explanation and assignment of activities:**

##### **1. Hook with Real-World Example (2 min)**

Show a dramatic contrast between a poor prompt and an excellent prompt (e.g., creating a workshop description), displaying both prompts and outputs side-by-side.

##### **2. Core Principles of Prompt Engineering (5 min)**

- Specificity: Be clear about exactly what you want AI to do
- Context: Provide relevant background information
- Format: Specify the desired output format
- Role-based prompting: Assign AI a specific role or expertise
- Iteration: Refine prompts based on results

##### **3. Visual Prompt Examples (5 min)**

Use visual slides showing prompt templates with youth work examples:

- Template 1: AI Assistant (Develop, refine ideas, create concepts)
- Template 2: Content creation (social media post)
- Template 3: Research and information synthesis (search for info in document, e.g. project explanation in 5 bullet points)

##### **4. Common Pitfalls & Critical Thinking (5 min)**

- Vague instructions lead to generic outputs
- AI hallucinations and fact-checking necessity
- Ethical considerations specific to youth work
- Over-reliance vs. strategic use



**Check understanding:** Include quick comprehension checks throughout rather than saving questions for the end

**Time management:** Rehearse this section carefully as theoretical content tends to expand. Use a timer.

# PROMPT MASTERY

## GETTING THE MOST FROM AI

### PRACTICAL PART



#### Goals

##### Knowledge:

- Understand how to apply prompt engineering principles to real youth work scenarios
- Recognise the iterative nature of prompt refinement
- Identify strategies for evaluating AI outputs critically

##### Skills:

- Create effective prompts for common youth work tasks
- Improve suboptimal prompts using learned techniques
- Evaluate and correct AI-generated content

##### Attitudes:

- Build confidence in practical prompt engineering skills
- Develop critical thinking when reviewing AI outputs
- Embrace experimentation as part of the learning process



#### Duration

20 minutes



#### Resources needed

- Presentation



#### Explanation and assignment of activities:

##### Introduce the practical format (1 min)

- Explain the challenge-based approach
- Confirm participants have access to an AI tool
- Set expectations for sharing results in chat

# PROMPT MASTERY

## GETTING THE MOST FROM AI

### PRACTICAL PART



#### Explanation and assignment of activities:

##### Scenario Challenge (6 min)

- Present youth work scenario: "Create a social media post promoting a youth leadership workshop"
- Display timer (1 min) for participants to craft a prompt and get a response
- Invite the sharing of results in chat
- Highlight 2-3 effective approaches
- Display an expert example and explain key elements

##### Prompt Makeover Challenge (6 min)

- Display a poor prompt example: "Write me an opening speech for summer camp"
- Set the timer (1 min) for participants to improve and test
- Collect improved versions in chat
- Discuss key improvements made
- Show transformation principles applied

##### AI Output Evaluation Exercise (6 min)

- Share a flawed AI-generated workshop description on topic of mental health
- Set the timer (1 min) for participants to identify issues
- Collect observations in chat
- Guide the discussion on critical evaluation
- Demonstrate a follow-up prompt to correct issues

##### Wrap-up practical insights (1 min)

- Summarise key techniques demonstrated
- Acknowledge creative approaches shared
- Bridge to reflection section

# PROMPT MASTERY

## GETTING THE MOST FROM AI

### PRACTICAL PART



#### Explanation and assignment of activities:

##### Extra challenges

- Back-up challenges in case the workshop goes too fast
- Craft a prompt that creates a lesson targeting one specific conspiracy theory.
- Create a prompt that generates strategies for addressing common workshop behaviour issues of participants



##### Further tips for trainer

- Use a visible timer to keep activities moving
- Have example solutions ready in case participants struggle
- Emphasise process over perfection - learning comes from experimentation
- Save particularly effective prompts shared by participants for the resource collection

# PROMPT MASTERY

## GETTING THE MOST FROM AI

### REFLECTION PART



#### Goals

- Consolidate key prompt engineering concepts and techniques
- Connect new skills to participants' daily youth work contexts
- Build confidence for continued practice and application



#### Duration

5 minutes



#### Resources needed

- Presentation
- Feedback form
- Reflection questions



#### Explanation and assignment of activities:

##### Quick self-assessment (1 min)

- Poll: "How confident do you feel using prompt engineering techniques now?" (1-5 scale)
- Compare with pre-webinar confidence levels

##### Guided reflection questions (2 min)

- "What specific youth work task could you improve with these techniques?"
- Collect brief responses in chat

##### Resource sharing (1 min)

- Present quick-reference prompt engineering guide
- Announce where materials will be available (e-mail after the webinar)

##### Next steps & closure (1 min)

- Preview connection to upcoming modules
- Invitation to Alficionados WhatsApp channel
- Thank participants and provide contact for follow-up questions



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# MODULE 2

## THE MAGIC OF AUTOMATION

# AUTOMATION

## THE MAGIC OF AUTOMATION

### **Objective**

To equip youth workers with practical automation skills that streamline repetitive tasks in their organizations, enhancing their digital efficiency and reclaiming valuable time for impactful youth engagement.

### **Overall Timing**

60 minutes (plan the webinar for 1,5 hours to accommodate delays)

### **Knowledge:**

- Define fundamental automation concepts and their relevance to youth work
- Identify tasks in youth organisations suitable for automation

### **Skills:**

- Configure basic automation workflows for common administrative tasks
- Implement email and communication automation systems

### **Attitudes:**

- Embrace a problem-solving mindset when approaching repetitive tasks
- Develop confidence in selecting and implementing appropriate automation tools
- Cultivate curiosity about emerging automation technologies
- Adopt critical thinking when evaluating which processes to automate

# AUTOMATION

## THE MAGIC OF AUTOMATION

### INTRODUCTION



#### Goals:

- Establish a welcoming environment
- Set clear expectations
- Highlight the relevance of automation to participants' daily youth work tasks



#### Duration

10 minutes



#### Resources needed

- Presentation
- List of participants to check attendance
- Screenshot to prove attendance



#### Explanation and assignment of activities:

##### Welcome participants (2 minutes)

- Greet participants by name as they join
- Brief personal introduction of the facilitator(s)
- Quick orientation to the webinar platform features

##### Explain today's goals (3 minutes)

- Present the overall objective: ""
- Preview the key skills participants will develop during the session
- Connect to real-world benefits for their youth work practice

# AUTOMATION

## THE MAGIC OF AUTOMATION

### INTRODUCTION



#### **Explanation and assignment of activities:**

##### **Introduce today's programme (2 minutes)**

- Outline the 4-block structure (Introduction, Theory, Practice, Reflection)
- Mention timing and when breaks will occur
- Emphasise the interactive nature of the session

##### **Mention Erasmus+ funding (1 minute)**

- Acknowledge the project's funding source

##### **Take screenshot for attendance (1 minute)**

- Explain the purpose of the screenshot
- Ensure all participants have cameras on if possible
- Capture the screenshot

##### **Brief engagement activity (1 minute)**

- Quick task “Write down boring repetitive tasks from your work” this can be done also when waiting for participants to join



#### **Technical contingencies:**

Have backup plans ready for common technical issues (connection problems, audio issues). Consider having a co-facilitator who can troubleshoot technical problems while you continue presenting.

# AUTOMATION

## THE MAGIC OF AUTOMATION

### THEORETICAL PART



#### Goals:

- Define fundamental automation concepts
- Explain their relevance to youth work



#### Duration

20 minutes



#### Resources needed

- Presentation
- Example automation workflow in Make
- Examples of common youth work automation use cases (in presentation)



#### Explanation and assignment of activities:

##### Introduction to Automation Concepts (2 min)

- Define automation: "Creating systems that perform tasks with minimal human intervention"

##### Automation showcase (6 minutes)

- Guide participants to complete a simple Google form
- Demonstrate how they receive an instant personalized response by email
- Highlight the "magic" happening behind the scenes

# AUTOMATION

## THE MAGIC OF AUTOMATION

### THEORETICAL PART



#### **Explanation and assignment of activities:**

##### **Automation explanation (6 minutes)**

- Walk through the Make workflow powering the showcase
- Explain key concepts: triggers, actions, no-code programming
- Distinguish automation (rule-based, predictable) from AI (prompt-based, creative)

##### **Automation examples (6 minutes)**

- Email follow-ups to events like registration
- Certification
- Cloud organisation
- Spreadsheet management



#### **Further tips for trainer**

Keep explanations simple while maintaining professional terminology

# AUTOMATION

## THE MAGIC OF AUTOMATION

### PRACTICAL PART



#### Goals:

- Configure basic automation workflows for common administrative tasks



#### Duration

20 minutes



#### Resources needed

- Presentation
- Make.com account on side of participants
- Step-by-step workflow instructions



#### Explanation and assignment of activities:

##### Introduction to Practical Exercise (2 min)

- Explain the hands-on challenge: creating an event registration automation
- Participants will follow along to create their first automation

##### Guided Workflow Creation (12 min)

- Step-by-step creation of a Google Form to e-mail workflow:
  - a. Setting up a Google Form for event registration
  - b. Creating a new Scenario in Make.com
  - c. Configuring the Google Form trigger
  - d. Setting up the e-mail action

# AUTOMATION

## THE MAGIC OF AUTOMATION

### PRACTICAL PART



#### **Explanation and assignment of activities:**

- Testing the workflow (if small amount of participants, they can share the link in chat a everyone can try, if big amount of participants, then everyone tests their own)

#### **Decision Framework Explanation (5 min)**

- Present the automation decision framework:
  - Is the task repetitive? (at least once per month)
  - Does the task require creative mind? (If yes, do not automate)
  - Is the task logical? (can you write it down as a sequence of steps)
  - Is there an app for that? (built-in solutions may be simpler than custom automation)
  - Does the task requite human intervention? (If it is critical tasks, make sure there is a human check in the process)



#### **Further tips for trainer**

Pause after each major step to ensure everyone is following

# AUTOMATION

## THE MAGIC OF AUTOMATION

### REFLECTION PART



#### Goals:

- Reflect upon learning and reinforce automation concepts



#### Duration

10 minutes



#### Resources needed

- Presentation
- Feedback form
- Reflection questions



#### Explanation and assignment of activities:

##### Guided Reflection (3 min)

- Prompt participants to identify:
  - One repetitive task they plan to automate
  - One insight about automation they found valuable
  - One challenge they anticipate in implementing automation

##### Feedback Collection (3 min)

- Direct participants to complete the feedback form (same as in the beginning)

##### Future steps (5 min)

- Invitation to Autoficionados WhatsApp channel if they want to discover more



#### Further tips for trainer

- Encourage brief verbal sharing from 2-3 participants
- Emphasize practical next steps participants can take
- Connect reflection to initial brainstorming of repetitive tasks



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# MODULE 3

## CREATING ENGAGING VIDEOS FOR YOUTH WORK USING AI

# VIDEO PRODUCTION

## CREATING ENGAGING VIDEOS FOR YOUTH WORK USING AI

### **Objective**

To equip youth workers with practical skills to create impactful videos using video editing tools, including AI tools available in Capcut. The focus will be on leveraging Capcut free features to produce, edit, and enhance video content for youth engagement.

### **Overall Timing**

60 minutes (plan the webinar for 1,5 hours to accommodate delays)

### **Knowledge:**

- Being able to grasp all the functionalities present in Capcut for video editing
- Explain how AI tools in Capcut simplify video production.
- Use basic features of Capcut, including AI Video Maker, Text to Speech, Auto Cutout and Long to Short Video features.

### **Skills:**

- Create, edit, and enhance video content using free AI features on Capcut.

### **Attitude:**

- Develop confidence in using AI-powered video tools.
- Foster a creative approach to video content creation in youth work.

# VIDEO PRODUCTION

## CREATING ENGAGING VIDEOS FOR YOUTH WORK USING AI

### INTRODUCTION



#### Goals:

- Welcome participants and introduce the concept of AI-powered video creation.
- Set expectations for using free features of Capcut



#### Duration

10 minutes



#### Resources needed

- Presentation slides
- Attendance list
- Screenshot tool for attendance proof



#### Explanation and assignment of activities:

##### Welcome participants

- Briefly introduce Capcut and understand how much is the general awareness of all its functionalities.

##### Explain today's goal

- Emphasize how video editing tools like Capcut can make video creation more accessible.

##### Mention Erasmus+ funding:

- Acknowledge the support for the training.

##### Attendance:

- Check and document attendance with screenshots.



##### Further tips for trainer

Highlight the importance of video content in youth engagement.

# VIDEO PRODUCTION

## CREATING ENGAGING VIDEOS FOR YOUTH WORK USING AI

### THEOROTICAL PART



#### Goals:

- To be able to apply the capabilities of Capcut's features.
- To identify the advantages and limitations of free features.



#### Duration

15 minutes



#### Resources needed

- Presentation slides
- Example videos demonstrating features



#### Explanation and assignment of activities:

##### Presentation:

- Introduction to Capcut: Overview of the platform and registration.
- AI Features: Focus on text-to-video, subtitle generation, and automatic editing.
- Limitations of Free Features: Mention limitations.

##### Demo:

- Show how to create a quick video using the Text-to-Video feature.

##### Discussion:

- Question: How can this features be useful in youth work?



#### Further tips for trainer

- Use simple, practical examples relevant to youth workers.
- Encourage questions to clarify doubts about the tool.

# VIDEO PRODUCTION

## CREATING ENGAGING VIDEOS FOR YOUTH WORK USING AI

### PRACTICAL PART



#### Goals:

- Practice creating a video using features on Capcut.
- Apply editing techniques to enhance video quality.



#### Duration

20 minutes



#### Resources needed

- Laptops/Smartphones with internet access
- Download Capcut or use browser version
- Pre-recorded clips or stock footage
- Simple script templates



#### Explanation and assignment of activities:

##### Group Formation:

- Divide participants into small teams - rooms in a digital environment. They'll be given different challenges to use the different capabilities of the AI.

##### Creating a Video:

##### Challenges:

- 1: Using Capcut, make an introductory video for your youth project using the AI Video Maker feature.
- 2: Create a 1-2 minute educational video about a youth activity or campaign, using pre-recorded footage and Capcut's Long Video to Short feature.
- 3: Create a small video using the Auto Caption feature
- 4: Create a small video from a bigger footage using the Auto Cutout feature.

# VIDEO PRODUCTION

## CREATING ENGAGING VIDEOS FOR YOUTH WORK USING AI

### PRACTICAL PART



#### Explanation and assignment of activities:

#### Process:

- **1: Write a short script (50-100 words) introducing your project or idea.**
  - Use the AI Video Maker feature to generate the video.
  - Add the tone of voice and footage or AI creation for each paragraph of the text.
  - You can optionally add music for the video and style of subtitles.
  - Export the video
- **2: Upload a short clip (recorded during the session or pre-existing on youtube) using the Long Video to Short feature.**
  - Add AI-generated subtitles and background music.
  - Export the video.
- **3: Write a short script (50-100 words) introducing your project or idea.**
  - Using your cellphone, record this script with audio.
  - Transfer the audio to Capcut.
  - Using the Auto Caption feature, create captions from the audio.
  - Select dynamic subtitles and media footage to fit your text.
  - Export the video.

# VIDEO PRODUCTION

## CREATING ENGAGING VIDEOS FOR YOUTH WORK USING AI

### PRACTICAL PART



#### Explanation and assignment of activities:

##### Process:

- **4: Pick a raw footage from a previous project that you had using the Auto Cutout feature.**
  - Add some subtitles using Auto Captions in the subtitles tab
  - Export the video

##### Presentation:

- You ask to all the participants if there is any group that would like to showcase their video.
- Share experiences: What was easy? What was challenging?



##### Further tips for trainer

- Encourage creativity and experimentation.
- Tell the participants that Capcut can even be used for free to generate thumbnails for the videos, as well as image generation. Further features will include video generation and also AI avatar creation.

# VIDEO PRODUCTION

## CREATING ENGAGING VIDEOS FOR YOUTH WORK USING AI

### REFLECTION PART



#### Goals:

- Reflect on the creative process and learning outcomes.
- Discuss the potential for using AI videos in youth work.



#### Duration

5 minutes



#### Resources needed

- Presentation
- Feedback form
- Reflection questions



#### Explanation and assignment of activities:

##### Group Reflection: Discuss:

- What was the most surprising feature in Capcut?
- How can AI video tools improve youth engagement?

##### Feedback Form:

- Rate the ease of using AI features in Veed.io.
- Suggest other video tools that might be useful.



##### Further tips for trainer

- Share that with Capcut you can also generate images, as well as create images like Canva, for Thumbnails or other. Features like video generation and Avatar creation are going to be included soon.
- Emphasize the importance of continuous experimentation with digital tools.
- Provide links to Capcut tutorials and community resources.

# CONCLUSION OF THE TOOLKIT

By completing this module on AI Prompt Engineering, you are now equipped with the knowledge and skills to effectively integrate AI tools into your youth work practice. You've learned how to craft well-structured prompts that generate valuable content, while also understanding the ethical considerations and limitations of AI tools.

More importantly, you've gained the confidence to use AI in a way that enhances—not replaces—human capabilities in youth work. Through critical thinking and reflection, you can ensure that AI outputs are not only accurate but also aligned with the values and goals of your organization.

This module empowers you to streamline your workflows, improve your efficiency, and provide better services to young people. As you continue your journey in digital mastery, we encourage you to explore how AI and other digital tools can further innovate and strengthen your work, helping you to engage with young people in dynamic and impactful ways.

Thank you for completing this module. We look forward to seeing how you apply your new skills and knowledge to create positive change in your youth work practice!