



YOUTHWORK
4.0



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YOUTH WORK 4.0

Digital Mastery

IMPLEMENTATION SET

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INTRODUCTION

The Youth Work 4.0: Digital Mastery Implementation Set is a practical operational resource developed as part of the Erasmus+ KA210 project Youth Work 4.0: Digital Mastery (Project No. 2024-2-SK02-KA210-YOU-000258586).

It is designed to support trainers, facilitators, and youth organisations in delivering the Youth Work 4.0 training programme with consistency, quality, and efficiency — whether replicating the original series or adapting it for new contexts and audiences.

The Implementation Set consist of templates, examples, checklists, forms and surveys, all ready to be adapted for your needs.



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AUTOMATION FLOW EXPLANATION

OVERVIEW OF THE AUTOMATION SETUP

The Youth Work 4.0 automation consists of three main elements working together:

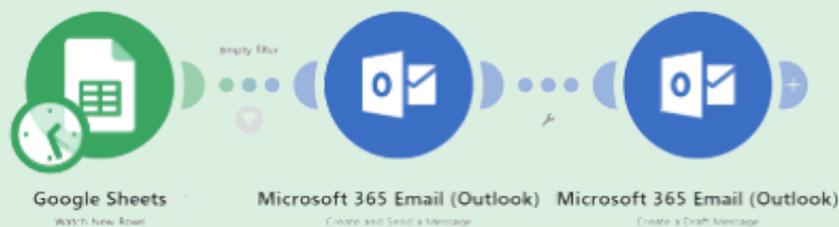
1. Google Sheet – “Youth Work 4.0 Registration (odpovede)”

- Central database where all participant data from the registration form is collected.
- It also stores information about participation status, event details, and resource links (presentation, certificates, etc.).

2. Make.com Scenario 1 – “Post Registration Automation”

- Triggered automatically when a new registration appears in the Google Sheet.
- Sends a confirmation email to the participant with all event details.

Creates a reminder email draft to be sent before the session (Manually)



OVERVIEW OF THE AUTOMATION SETUP

3. Make.com Scenario 2 – “Post Participation Email”

- Triggered when column I (“Participated?”) in the sheet is marked YES.
- Automatically generates a personalized certificate (Google Docs template).
- Sends a thank-you email to the participant with:
 - The presentation link
 - The certificate link
- Updates the sheet to record that the post-participation email was sent.



How They Work Together

3. Form → Sheet → Automation

3. Participants register through the online form → their responses go into the Google Sheet.
3. The **Post Registration** scenario immediately sends the confirmation email.

3. After the Event → Update Sheet → Follow-up

3. Once the trainer confirms attendance by entering “YES” in column I,
3. the **Post Participation** scenario runs automatically.
3. This completes the participant’s communication cycle (thank-you message + resources).

OVERVIEW OF THE AUTOMATION SETUP

Trainer's Input (Data Tab)

Before any session, the trainer or organizer must fill in the following fields in the Data tab of the sheet.

These ensure that each email and certificate includes the correct details:

Column	Description
Event	Title or topic of the training session
DATE	Date of the session
TIME	Time of the session (Plus time zone)
TRAINER	Name of the trainer or facilitator
LINK	Meeting or webinar link
ORGANISER EMAIL	Email address used as the reply-to contact
Prep needed	Any special preparation or materials participants should have in bullet point
Presentation	Link to the presentation slides (shared after the session)

[Link to the spreadsheet](#)

ORGANISATION

FLOW FOR EACH ONLINE TRAINING

Before Online Training

- Registration form (automation-ready).
- Online campaign
- Registration confirmation e-mail template
- Reminder e-mail one hour before the event

During

- Connect 15 minutes in advance and run the checklist
- Open list of participants to check attendance
- Prepare poll / pre-assessment survey if needed
- Presentation sharing
- Recording (announce to audience)
- Screenshot
- Post-assessment survey

After

- Thank you e-mail with certificate and presentation, invitation to community if possible
- Reflect and think about ways to improve

BEFORE TRAINING CHECKLIST

Platform Setup

- Host account access is functional (Zoom, MS Teams, etc.)
- Correct meeting link shared through e-mail
- Waiting room enabled (if used)
- Breakout rooms prepared (if applicable)
- Polling/quiz tools tested and ready

Roles Setup

- Trainer/Co-Facilitator Coordination
- Roles clearly assigned (lead, tech support, chat moderation)
- Backup plans for technical issues agreed
- Emergency contact details shared among team

Technical Setup

- Camera
- Microphone
- Sound
- Echo is not happening

Self Setup

- Hair / Beard
- Face
- Clothes
- Background
- Light in the room
- Cup of water

Presentation

- Run through slides, make sure it is ready
- Share presentation

Attendance Tracking

- Participant list ready
- Recording set up
- Explanation text prepared (why screenshots are needed)

REGISTRATION CONFIRMATION E-MAIL TEMPLATE

Subject: Upcoming Online Training – [Training Name] | [Date & Time]

Dear [Participant Name],

Thank you for registering for the **YOUTH WORK 4.0** online training series! We're excited to have you join us for the upcoming session:

[Training Name]

Date: [Insert Date]

Time: [Insert Time] (CET)

Join via this link: [Insert Webinar Link]

This session is part of our Erasmus+-funded YOUTH WORK 4.0: Digital Mastery initiative. Together, we'll explore new ways to empower your practice with [AI / Automation / Video content].

What to Prepare:

- A stable internet connection and webcam
- Your curiosity and ideas
- Computer or tablet to practise
- TOOL (adjust based on need)

We'll be using interactive methods, so come ready to participate, share, and experiment! At the end of the session, you'll also receive a quick guide and access to follow-up materials.

If you have any questions before the session, feel free to reply to this email.

Looking forward to seeing you there!

Warm regards,

REMINDER

E-MAIL TEMPLATE

Subject: Reminder: [Training Name] Starts in 1 Hour – Join Us Soon!

Dear [Participant Name],
Just a quick reminder that the YOUTH WORK 4.0 online training session **starts in one hour**.

[Training Name]

Date: [Insert Date]

Time: [Insert Time] (CET)

Join via this link: [Insert Webinar Link]

POST PARTICIPATION E-MAIL TEMPLATE

Subject: [Training Name] Resources & Next Steps

Dear [Participant Name],

Thank you for participating in the **YOUTH WORK 4.0** online training – "**[Training Name]**" held on **[Insert Date]**. We truly enjoyed having you with us and hope the session gave you valuable tools and inspiration to boost your digital youth work practice.

Training Materials:

- **Presentation Slides:** [Insert Link]
- **Certificate of Participation:** [Insert Link]

Join Our Community (Optional):

To keep the learning going, we invite you to join our **WhatsApp community**, where youth workers from across Europe share ideas, tools, and tips:

[Insert WhatsApp Group Link]

Thank you again for your time, energy, and curiosity. We hope to see you again in future modules!

Warm regards,

PRE-TRAINING SURVEY

Please indicate your role/affiliation: (select all that apply)

- Youth centre representative
- Public institution responsible for education
- NGO working with youth
- Youth worker / trainer / mentor
- Trainer / facilitator
- Other: _____

Your Country: _____

Self-Assessment of Digital Skills

Linear scale: 1 = Very low | 5 = Very high

My overall level of digital skills related to youth work.

1 — 2 — 3 — 4 — 5

My confidence in using digital tools in my daily professional work.

1 — 2 — 3 — 4 — 5

My knowledge of AI tools (e.g. ChatGPT, text-generation AI).

1 — 2 — 3 — 4 — 5

My ability to use automation tools to optimise work processes.

1 — 2 — 3 — 4 — 5

My skills in using digital collaboration tools (online teamwork, shared platforms).

1 — 2 — 3 — 4 — 5

My ability to use digital and AI tools in a critical and ethical way.

1 — 2 — 3 — 4 — 5

Expectations and Learning Needs

What are your main expectations from the YOUTH WORK 4.0 webinar series?

Which digital topics or tools are you most interested in learning more about?

POST-TRAINING SURVEY

Please indicate your role/affiliation: (select all that apply)

- Youth centre representative
- Public institution responsible for education
- NGO working with youth
- Youth worker / trainer / mentor
- Trainer / facilitator
- Other: _____

Your Country: _____

Self-Assessment of Digital Skills

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1 — 2 — 3 — 4 — 5

My skills in using digital collaboration tools (online teamwork, shared platforms).

1 — 2 — 3 — 4 — 5

My ability to use digital and AI tools in a critical and ethical way.

1 — 2 — 3 — 4 — 5

Webinar Content & Methodology

Linear scale: 1 = Strongly disagree | 5 = Strongly agree

The webinar topics were relevant to my professional needs.

1 — 2 — 3 — 4 — 5

The webinars addressed real challenges in youth work.

1 — 2 — 3 — 4 — 5

The balance between theory and practice was appropriate.

1 — 2 — 3 — 4 — 5

The webinars were engaging and interactive.

1 — 2 — 3 — 4 — 5

The trainers were well prepared and knowledgeable.

1 — 2 — 3 — 4 — 5

POST-TRAINING SURVEY

Impact and Application

Linear scale: 1 = Strongly disagree | 5 = Strongly agree

The webinars helped me improve my digital skills.

1 — 2 — 3 — 4 — 5

I feel more confident using digital and AI tools after the training.

1 — 2 — 3 — 4 — 5

I can apply what I learned in my daily youth work practice.

1 — 2 — 3 — 4 — 5

Overall, I am satisfied with the YOUTH WORK 4.0 webinar series.

1 — 2 — 3 — 4 — 5

What could be improved or adapted in future editions?

EVALUATION & REFLECTION SURVEY

MODULE 1 — Prompt Mastery: Getting the Most from AI

How useful was this webinar for your youth work practice? 1 = Not useful at all | 5 = Very useful 1 — 2 — 3 — 4 — 5

How clear and engaging was the trainer's explanation? 1 = Not at all | 5 = Very clear and engaging 1 — 2 — 3 — 4 — 5

Did the interactive activities help you understand prompt engineering better? Yes Partly No

How has your daily work changed after applying AI prompts? Has your confidence in using AI changed after the webinar?

What would you suggest to improve future AI-related trainings?

MODULE 2 — The Magic of Automation

How relevant were the automation examples to your work? 1 = Not relevant | 5 = Very relevant 1 — 2 — 3 — 4 — 5

How easy was it to follow and complete the presented exercises? 1 = Not easy at all | 5 = Very easy 1 — 2 — 3 — 4 — 5

Did the session give you actionable skills for your work or organisation? Yes Partly No

What repetitive task do you plan to automate first? Which tool or method from this webinar do you see yourself using?

What additional topics or tools would you like to see in future automation webinars?

EVALUATION & REFLECTION SURVEY

MODULE 3 — Creating Engaging Videos for Youth Work

How useful was this session for improving your video creation skills? 1 = Not useful at all | 5 = Very useful 1 — 2 — 3 — 4 — 5

How easy was it to use CapCut's free features during the training? 1 = Not easy at all | 5 = Very easy 1 — 2 — 3 — 4 — 5

Was the balance between demonstration and hands-on practice appropriate?

Yes Partly No

What type of video do you feel confident to create after this session? Do you feel AI video tools can improve youth engagement in your work?

What could be improved in future video editing webinars?

OVERALL REFLECTION

How do you plan to integrate these new skills into your daily youth work practice?

Do you have suggestions for new topics for future training sessions?

PRESENTATION TEMPLATE

[LINK TO PRESENTATION](#)



Make a copy for your purpose as needed

CERTIFICATE TEMPLATE

LINK TO CERTIFICATE



Make a copy for your purpose as needed

RECOMMENDED DIGITAL TOOLS HOSTING WEBINARS

Zoom | zoom.us

Video conferencing platform. Used for hosting and recording webinars. Free plan supports up to 100 participants for sessions up to 40 minutes.

Microsoft Teams | teams.microsoft.com

Video conferencing and collaboration platform. Suitable for organisations using Microsoft 365. Supports breakout rooms, chat, and file sharing.

Google Forms | forms.google.com

Online form and survey builder. Used for registration, pre/post assessments, and feedback collection. Fully free with a Google account.

Google Sheets | sheets.google.com

Cloud-based spreadsheet tool. Used for participant management, attendance tracking, and data storage. Integrates with Google Forms and automation tools.

Mentimeter | mentimeter.com

Real-time interactive polling and presentation tool. Used for live audience engagement, word clouds, and confidence checks during sessions. Free plan available.

Slido | slido.com

Audience interaction tool for live Q&A and polls. Integrates with Zoom and PowerPoint. Free plan available for basic use.

RECOMMENDED DIGITAL TOOLS

AI & PROMPT ENGINEERING

ChatGPT | chatgpt.com

General-purpose AI text generation tool by OpenAI. Core tool for prompt engineering exercises. Free tier available; GPT-4 available on free plan with usage limits.

Microsoft Copilot | copilot.microsoft.com

AI assistant integrated into Microsoft 365 and accessible via browser. Suitable for participants using Outlook, Word, or Teams. Free to use.

Google Gemini | gemini.google.com

Google's AI assistant. Alternative to ChatGPT for text generation and task support. Free to use with a Google account.

Claude | claude.ai

AI assistant by Anthropic. Particularly strong for longer text tasks, document analysis, and structured writing. Free tier available.

Perplexity AI | perplexity.ai

AI-powered search and research tool. Useful for verifying AI outputs and exploring topics critically. Free to use.

RECOMMENDED DIGITAL TOOLS AUTOMATION

Make.com | make.com

Visual workflow automation platform. Primary tool used in the Youth Work 4.0 automation setup. Connects apps and automates multi-step processes without coding. Free plan available.

Zapier | zapier.com

Automation platform connecting 6,000+ apps. Beginner-friendly alternative to Make.com for simpler automation tasks. Free plan supports basic workflows.

Google Forms + Google Sheets | forms.google.com / sheets.google.com

Combined as an automation-ready data pipeline. Captures participant data and feeds it into automated workflows. Fully free.

Microsoft Power Automate | powerautomate.microsoft.com

Automation tool within the Microsoft 365 ecosystem. Suitable for organisations already using Outlook, Teams, or SharePoint. Free with Microsoft account.

Notion | notion.so

All-in-one workspace for notes, task management, and team coordination. Can be partially automated via integrations. Free plan available for individuals and small teams.

RECOMMENDED DIGITAL TOOLS

VIDEO CREATION

Canva | canva.com

Graphic design and video editing platform. Used for creating social media visuals, presentations, and short video content. Robust free plan; Education plan available at no cost for eligible organisations.

CapCut | capcut.com

Mobile and desktop video editing tool. User-friendly interface suitable for beginners. Includes AI-powered features such as auto-captions and background removal. Free to use.

DaVinci Resolve | blackmagicdesign.com/products/davinciresolve

Professional-grade video editing software. Suitable for participants seeking more advanced editing capabilities. Free version fully functional.

Descript | descript.com

AI-powered audio and video editing tool. Enables editing video by editing its transcript. Particularly useful for webinar recordings and tutorial content. Free plan available.

ElevenLabs | elevenlabs.io

AI voice generation tool. Used for producing voiceovers for video content. Free tier available with monthly usage limits.

Loom | loom.com

Screen and video recording tool. Ideal for creating instructional or tutorial videos quickly. Free plan available.

RECOMMENDED DIGITAL TOOLS

ENGAGEMENT & GAMIFICATION

Kahoot! | kahoot.com

Game-based learning platform. Used for knowledge checks and interactive quizzes during sessions. Free plan available.

Quizizz | quizizz.com

Gamified quiz and formative assessment tool. Supports self-paced and live modes. Free plan available.

Quizlet | quizlet.com

Flashcard and study tool. Useful for vocabulary and concept reinforcement. Free plan available.

Mentimeter | mentimeter.com

Real-time interactive polling and presentation tool. Used for live audience engagement, word clouds, and confidence checks during sessions. Free plan available.