Report

Trainer Skill Workshop "IT Tools"

5-8 June 2016

Konstancin-Jeziorna, Poland

Team

Karolina Suchecka - Polish NA

Laimonas Ragauskas – free lance trainer, Lithuania

Joanna Wronska – free lance trainer, Poland

Krzysztof Wiatr - free lance trainer

Background

The series of "Trainer Skill Workshops" (TSW) is part of the long term cooperation project "Trainer Competence Development" which aims at supporting quality development of international training courses for youth workers by supporting competence of trainers; the cooperation is planned to take place within the Programme Erasmus+: Youth in Action 2014-2020.

With this project the cooperating partners support the objectives of the Council Resolution on a renewed framework for European cooperation in the youth field (2010-2018), the Council resolution on youth work (November 2010) and the Council conclusions on the contribution of quality youth work to the development, well-being and social inclusion of young people (May 2013).

In particular the cooperation contributes to the implementation of the European Training Strategy in the field of Youth: Supporting the development of quality youth work in Europe through capacity building.

The Austrian, Dutch, Czech, Estonian, German, Irish, Polish, Slovenian and Spanish Erasmus+: Youth in Action National Agencies together with the SALTO Training and Cooperation RC and the SALTO South East Europe RC develop and carry out this long term NA strategic partnership project.

The objectives of the cooperation are

_ to support the further development of the <Competence Model for trainers in the youth field to work internationally> developed under the European Training Strategy of the European Commission (www.salto-youth.net/trainercompetences),

_ to offer training courses for newcomer and advanced trainers and a biennial platform for advanced trainers in the field of international training courses for youth, called <Bridges for Trainers> (www.salto-youth.net/TrainerCompetenceDevelopment),

_ to support development and dissemination of innovative tools and methods being exploitable in the competence development of trainers,

_ to support the Erasmus+: Youth in Action National Agencies in their effort to support trainers in their competence development,

_ to explore ways of better recognising trainer competences; in close cooperation with the further development of Youthpass, the recognition instrument and strategy of the Erasmus+: Youth in Action Programme (www.youthpass.eu).

Trainer Skills Workshops offered in this frame are training offers of 2.5 days, participants focus on certain skills relevant for their trainer competences to work internationally. The workshops are tailored for advance trainers who wish to improve their skills in certain areas, reflect on their experiences with trainer peers, etc. In the context of TSWs, *advanced* means that the trainer-learner has the capacity to reflect on their practice as a trainer. This also implies a capacity for [self] assessment.

Further information about previous editions can be found at www.salto-youth.net/trainer-skill-workshops.

Trainer Skill Workshop on IT Tools

The Trainer Skill Workshop on IT Tools took place from 5-8 June 2016 in Konstancin-Jeziorna, Poland.

The TSW supported trainers advanced in international youth work in the development of their knowledge and skills on using IT tools in the youth work field and to support the professional development of trainers by extending their critical understanding of using IT tools in training courses for youth workers.

The objectives of the TSW were to

- offer a space for peer learning amongst trainers experienced in international youth work

- learn about and test IT tools useful to support trainers in the implementation of training courses for youth workers, including preparation and follow up phases

- learn about and test IT tools useful for trainers in the field of youth work.

21 participants from 15 countries participated in this edition of the Trainer Skill Workshops and evaluated the workshop as successful activity. More detailed information can be found in Annex 4. The team evaluated the TSW positive as well, more detailed evaluation results about essential sessions of the programme can be found in Annex 3.

Annex 1: List of participants

Annex 2: Programme of the Trainer Skill Workshop

Annex 3: Essential programme elements in detail

Annex 4: Participants evaluation results

Annex 1: List of participants

	Country of Residence	First name	Last name
1	Albania	Blerina	Lule
2	Armenia	Arsen	Simonyan
3	Azerbaijan	Aynur	Salmanova
4	Belarus	Olga (Volha)	Artsiukh
5	Bosnia and Herzegovina	Anes	Husanovic
6	Georgia	Inga	Paichadze
7	Germany	Klaus	Waiditschka
8	Italy	Pasquale	Lanni
9	KOSOVO * UN RESOLUTION	Kristina	Zimaj
10	KOSOVO * UN RESOLUTION	Lirandë	Pira
11	Moldova	Olga	Morozan
12	Netherlands	Biju	JOHN
13	Poland	Anna	Huminiak
14	Poland	Joanna	Stompel
15	Poland	Urszula	Puchalska
16	Slovenia	Jerneja	Domajnko
17	Spain	Barbara	Manna
18	Spain	Monia	Dericks Wisniewska
19	Spain	Francisco	Sequeiro
20	Spain	Josep	Vilalta
21	Ukraine	Dmytro	Samarsky

Annex 2: Programme of the Trainer Skill Workshop

Trello was used to design and promote the programme; participants have access to the Trello board and can click on each programme element to learn more about the details of the sessions.

Arrival day, 5th June	Day 1, 6th June	Day 2, 7th June	Day 3, 8th June
You have arrived! Great! Claim your first open badge for your achievement.	9:30 - 11:00 Intro to the training	9:30 - 11:00 Communication and project management tools	09:30 - 11:00 Open Space
13:00 - 14:30 Lunch break	11:00 - 11:30 Tea/coffee break	11:00 - 11:30 Tea/coffee break	IT Tools and Outdoor Education
19:00 Dinner	11:30 - 13:00 Group linking with IT tools	9:30 - 11:00 Virtual and Co-working Boards	Setting a webpage (blog) and maintaining it
20:00 Welcome to Konstancin Coordinates: 21°07'18.68' 52°05'00.30'	14:30 - 15:30 Digital learning recognition	11:30 - 13:00 Communicating Visually - Infographics and Posters	How to use Google Hangouts and Appear In
Access to Wi- FI networks- check description	15:30 - 16:00 Tea/coffee break	11:30 - 13:00 Communicating Visually - Quick Video Editing tools	Usage of video games
Apps to install for tommorow	16:00 - 16:30 Co-working and sharing tools	13:00 - 14:30 Lunch break	Code of Conduct of privacy online
Add a card...	16:30 - 17:00 Messaging and chatting tools	14:30 - 16:00 Upgrade Your Training Programme with IT tools: Actionbound & Kahoot	Ideas for Training for Young people on use of IT and Social Media
	17:00 - 17:30 Social networks as tools	14:30 - 16:00 Upgrade Your Training Programme with IT tools: Geocaching	How to aggregate social feed from social media
	17:30 - 18:00 Summary and try out tools	16:00 - 16:30 Tea/coffee break	11:00 - 11:30 Tea/coffee break
	18:00 - 18:30 Reflection of the day	16:30 Learning online - Webinar Tools	11:30 - 13:00 Try out
	19:00 Dinner	18:00 Reflection of the day	13:30 - 14:30 Lunch break
	20:30 Any evening offers? Feel free to add here.	Add a card...	14:30 -16:00 Metareflection on tools & review of earned Badges
	Add a card...		16:00 - 16:30 Tea/coffee break
			16:30 - 18.00 Evaluation
			Add a card...

Annex 3: Essential programme elements in detail

Day 1

Actionbound - introduction to the online world
Reflection - what are our interactions with technologies?

Team evaluation comments:
Participants were very engaged during the activity. At the end they mentioned that due to time pressure they could not have discussions in depth and sometimes missed the focus on the process in the team, however people enjoyed multiple questions and missions and it brought interesting discussion around the use of technology in nowadays.

We started with Connected Learning video: https://vimeo.com/98763656, which captures the idea of connecting technology, passion driven learning and academic knowledge into connected and networked learning experience.

Reviewing Actionbound Experience:
- To review the media results: photos, videos
- To ask for insights from participants
- Participants will be able to describe their final learning outcomes to their Youthpass Certificate at www.youthpass.eu
- Daily learning moments will be supported by Open Badges, enabling to capture learning instantly and provide evidence by using Badge issuing platform. Register in advance at http://badgecraft.eu. Learn more what is a badge by watching video: https://youtu.be/HgLLq7ybDtc

Team evaluation comments:
Sharing results from Actionbound and discussing the role of technology and IT tools took most of the time of the session and there was only 15 minutes left for presenting Youthpass process and Open badges, but we talked more about it in several other moments during the workshop. Ideally it would be good to have this session lasting for 90 minutes instead of 60.

Co - working and sharing tools
1. On a table participants log to different programmes: Pirate pad, Riseup pad and Mindmeister. In groups their task is to explore a tool with only online talk
2. In whole group we compare and sum up results

Team evaluation comments:
We compared different co-working tools. Participants were interested in new way of using tools: Piratepad as fast way of co-working without login and as resource centre instead of Facebook. Mindmeister was presented as more advanced co-working tool, it was a bit short time to go into details. It was sorted out by letting participants to use this tool as a method of presenting learned apps and programmes during the whole workshop.

Messaging, Chatting tools
WhatsApp and WhatsApp web, Viber, Messenger, Snapchat, Vine (on the mind map)
- Who is using what?
- Quick presentation of each communicator (pros and cons)
- Good practice sharing numbers and id sharing
- Ideas for groups agreement

Team evaluation comments:
Among the known tools, there were few new introduced by participants.
https://web.whatsapp.com/ was a new tool for most of participants, the same as the use of Snapchat. We created WhatsApp group that served as a communication tool during the workshop (some of the participants were not willing to use WhatsApp at all)

Social networks as tools in training
- Which networks do you use?
- What are using them for?
- What works really well?
- What are your tips and hints?

Post, Share, Link, Re-post, Quote, Like, Love, Favour, Tag, Hashtag! Most of us are using one or another social network. We will review together how do we use it, how do we combine different channels and what each network is used for and in which stage of the training project.

Read 2 articles from a young person, how do they use social networks:
- On Facebook, Twitter, Instagram, etc.:
https://www.wired.com/2015/01/a-teenagers-view-on-social-media/#.33vxkhdpp
- On YouTube, Google, Reddit and other:
https://www.wired.com/2015/01/what-teens-really-think-about-youtube-google-reddit-and-other-social-media/#.c8is3n22t

Team evaluation comments:
Participants commented that there were a lot of things brought by peer learners that they already knew. However our choice was to provide space for participants to share their practice and explore resources and knowledge in the group. Possible improvement could be giving some links to articles helping to understand how to connect various social networks and have more strategic view to the use of social media. One of the conclusions from this session was that trainers mainly use Facebook to promote training opportunities or share results, while young people are active rather on other networks like Instagram or Snapchat.

Day 2

Project management and communication tools
Step 1: To ask participants what tools do they use and what are the pros and cons of those tools in the context of training.
Step 2: present shortly the tools for this session:
- **Slack** - Internal communication tool with hundreds of integrations with other tools. Helps to keep all messages and notification in one place. Has extra integrations for video conferences, to-do lists, etc. http://slack.com
- **Trello** - A tool for managing work flow based on boars, containing easily movable cards. Cards can get comment, people assigned, add attachments or due dates. http://trello.com
- **Teamwork** - A tool for managing projects and communication within a certain project. It allows defining tasks, milestones, deadlines, communicating in project teams, adding documents, creating GANTT charts and much more, http://www.teamwork.com

Step 3: Try out the tools by themselves
Step 4: Participants share first impressions about the tools explored, possible use cases in the training context and also share tips and hints from the experience of using those tools.

Team evaluation comments:
The fact that we decided to present even four tools within 70 minutes session meant that there will be no time to try out those tools practically. So on one hand participants got to know 4 tools, but on the other hand it would be great to have one more session for trying those and then at least 20 minutes reflection for talking about which tool would be used for which purposes.

Virtual and Co-working Boards
1. For intro a bit of dreaming of useful tools: Rocketbook Wave video
2. Individual writing on post-its any ideas we have on needs for tools in trainer's work.
2. Let's sort out the outcomes on post-its with Post-it Plus App
3. Watch: https://www.youtube.com/watch?v=zkcWVlGyT8M
http://www.post-it.com/3M/en_US/post-it/ideas/plus-app/
4. Try-outs and share on fb group.
5. Brainstorm other tools we know and use or want to use using ArtSet wireless connection with projector
6. Presentation of VideoScribe

Team evaluation comments:
The smaller group made participants felt safe and they started to ask for the wireless connection the facilitators were using during the sessions since the first day - they discovered AppleTv as a tool. The post-its digital organisation was the most interesting topic for the participants and as the tool presented was still only for IOS users we skipped to EverNote and discovered together if it this tool doesn't offer the same functionalities. It was a true peer learning try out and we watched unplanned tutorial: https://www.youtube.com/watch?v=04W9unsXK9Y

Communicating Visually - Infographics and Posters
Let's look at some posters: what do we like about them, and why?
Good advice from: https://designschool.canva.com/blog/the-ultimate-guide-to-font-pairing/
CANVA: https://www.canva.com/
Poster: https://www.youtube.com/watch?v=skTdEUALVyU
Visualizing data: Our group's infographic: how to build it with Piktochart.

Team evaluation comments:
We decided to make an intro about promotion, and then present one by one Canva and Piktochart to make a space for try out and participants' decision which of the tool they want to discover in details. The one to one tips by facilitators was a very productive approach while all the people were working on one specific thing. Each participant's created his/her own project, shared it on Trello and we managed to present them all on plenary before the lunch.

Quick Video Editing Tools
Exploring video making tools, which are accessible and has many "magic" tricks, allowing to build cool short videos really quickly. The time is always limited in a training context and that is why chose some of the tool, which are using ourselves!
- PowToon, www.powtoon.com
- Magisto app (on iOS and Android)
- Animoto.com

Team evaluation comments:
Participants really enjoyed finding out about those tools and they were glad to try it out. Even though creating PowToon video infographic takes more time than Magisto or Animoto video clip made from photos. Ideally it would be great to have more time, even next day during "trying out" session in order to finish producing those video clips. It would develop participants' skills and they would be more aware of opportunities provided by these tools.

Upgrade Your Training Programme with IT tools: Geocaching
1. Sharing so far experience with Geocaching
2. Good practice on Geocaching workshops
3. Geocaching official videos as tools during the trainings
4. The functionalities service provides and.
5. Creating the caches and registering
6. Good ideas round

Team evaluation comments:
It was a very energetic session. Hints and tips on hiding geocaches made participants want to explore more options with finding the cache that was uncovered since the first day. And they succeed this time ☺ As the group of participants was small and none of them had any real life Geocaching experience, the good idea round was exchanged with exciting activity of creating a cache and setting the coordinates. The hands on approach did not leave any space for making notes on Piratepad.

Upgrade Your Training Programme with IT tools: Actionbound & Kahoot
- To show shortly what are different types of bounds and how to build an Actionbound and practice the tool, more at http://actionbound.com
- Kahoot - a new tool for building quests, quizes, etc. https://getkahoot.com
- Sharing how do people perceive those tools, how could they actually use them in their training context.

Team evaluation comments:
Participants enjoyed the session and both tools presented. They had time to create short bounds and try out kahoot. Those who did not finish production, they finalised then next day. Actionbound and Kahoot were among most mentioned tools after this day. However we missed short reflection at the very end of the session as we gave priority for testing tools and actually developing skills.

The Webinar topic: Free IT tools vs. Paid IT tools in a Training context
16:30- 16:45 finding your place and internet connection
16:45-17:05 showing technical possibilities of anymeeting.com (in free version every user has to be connected by computer)
17:05- 17:20 presentation
17:20-17:35 discussion
17:35- 17:40 solutions
17:40-17:50 presentation ways of finding paid free aps and information about how to make good webinar
17-50- 18:00 going back to training room

Team evaluation comments
There were technical problems with finally chosen tool Gotowebinar.com. The tool was chosen according to free access for limited time. Better decision would be to use Zoom.us even though maximum session length in free version is 45 minutes. According to content, participants find the presentation about free vs. paid apps very interesting. They wanted to explore this issue later.

Day 3
Meta reflection on the online tools used
We start with showing the mindmap of all the tools and what they were used for in preparation and implementation of this Trainer Skills workshop. Then groups are asked to review the following questions related to the design of this workshop (as a real life example that they just had experienced).
Discussion in trios
- How online tools did help me to learn during the workshop?
- How was my interaction with technology?
- Which of those tools I would use in my practice?
- Which questions do I still have about use of some online tools for this workshop?

We will meet again in the plenary, were facilitators could respond to participants questions. Once the reflection in small groups was finished, participants addressed the following questions:
- Why did we decide to leave more free evenings and not to organise something e.g. intercultural evening?
- How did we decide what tools should be in the programme?
- It felt that we did not work too much with group building, but jumped to the content quite quickly. Was it planned like it?

Team evaluation comments:
Seemed like participants appreciated the time to review the programme. Participants did not bring many questions to discuss, but people actually reviewed the methodology and learning process throughout the workshop.

Annex 4: Participants evaluation results

How well did the Skills Workshop meet your expectations?

21 out of 21 people answered this question

Average: 5.29

1	2	3	4	5	6

Not at all   Extremely well

5	13 / 62%
6	7 / 33%
4	1 / 5%
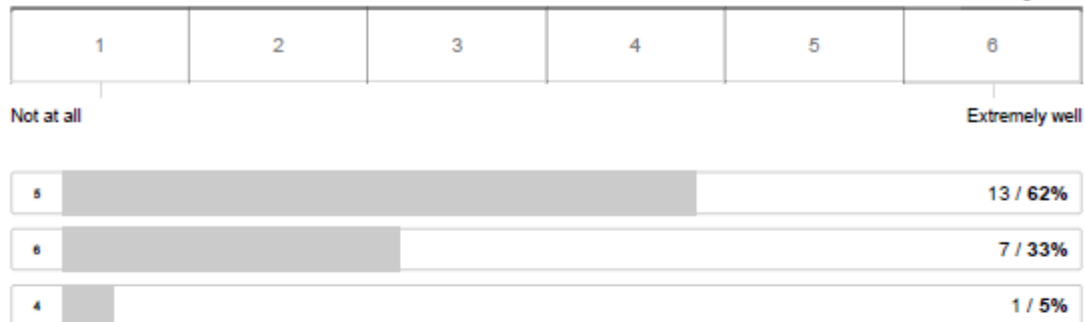
To offer a space for peer learning among trainers experienced in international youth work.

21 out of 21 people answered this question
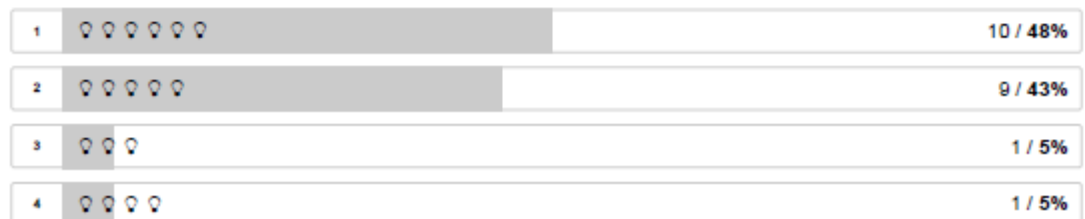
4.76 Average rating

1	11 / 52%
2	6 / 29%
3	3 / 14%
4	1 / 5%

Learn about and test IT tools useful for trainers in the field of Youth Work

21 out of 21 people answered this question

5.33 Average rating

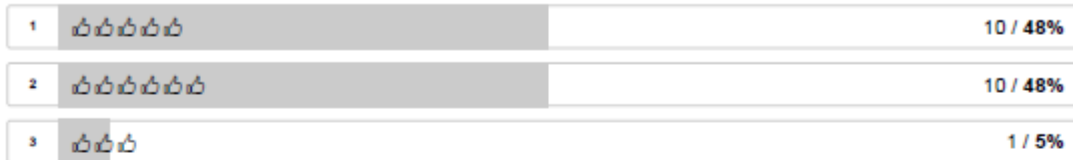| 1	10 / 48%
2	9 / 43%
3	1 / 5%
4	1 / 5%

To which extent the educational support of trainers was relevant to your learning needs? (1 - not relevant, 6 - very relevant)

21 out of 21 people answered this question

5.38 Average rating

1	👍👍👍👍	10 / 48%
2	👍👍👍👍👍	10 / 48%
3	👍👍👍	1 / 5%

Working rooms and spaces

21 out of 21 people answered this question

Average: 5.48

1	2	3	4	5	6

Not at all   Very much

6		12 / 57%
5		7 / 33%
4		2 / 10%

Available materials and equipment

21 out of 21 people answered this question

Average: 5.33

1	2	3	4	5	6

Not at all   Very much

6		10 / 48%
5		9 / 43%
4		2 / 10%
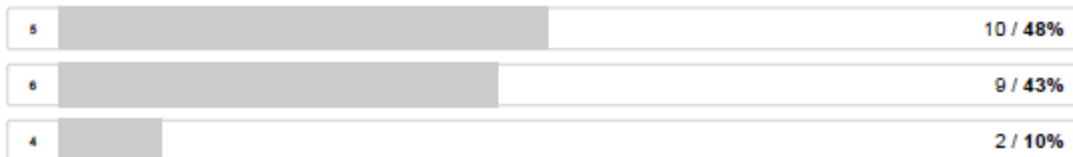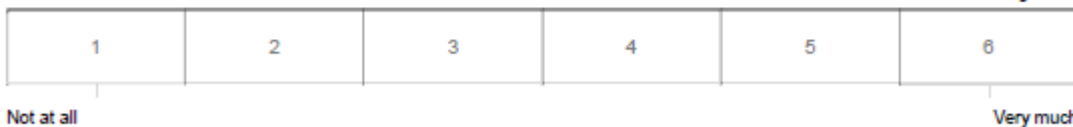
Food and Accomodation
21 out of 21 people answered this question

Average: 5.57

1	2	3	4	5	6

Not at all   Very much

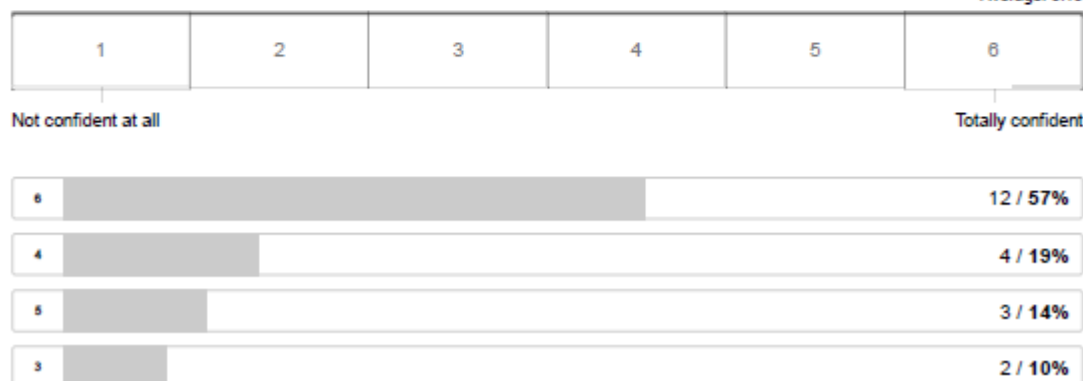| 6	14 / 67%
5	5 / 24%
4	2 / 10%
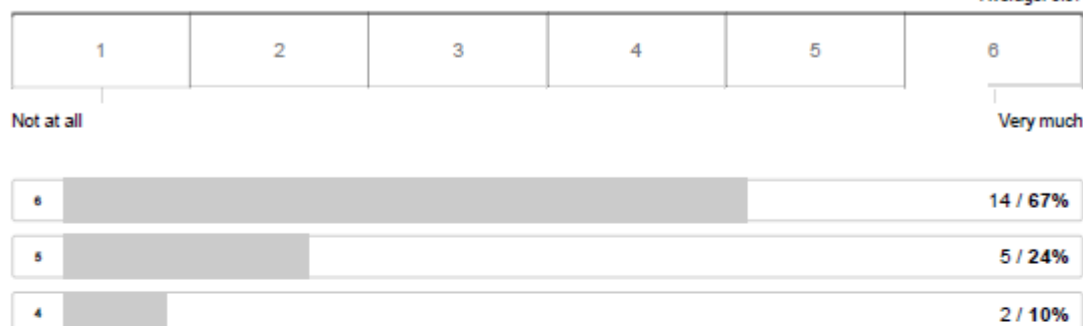
How confident are you to start using some of the new IT tools you have learned here?
21 out of 21 people answered this question

Average: 5.19

1	2	3	4	5	6

Not confident at all   Totally confident

6	12 / 57%
4	4 / 19%
5	3 / 14%
3	2 / 10%

What worked really well in this Skills Workshop? (Strong Sides)
- Sharing the experience among participants, group working, trying out and explore☺
- Practice
- The trainers - they were really good and supplementing each other. :)
- Trello, Mindmeister, Actionbound, geocaching
- Everything, the defining concepts of applications and how to use them in practice.
- Practising, Clear instructions, Helpful trainers
- There was great balance between introduction to the tools and space to practice them.

     Trainers approach was very supportive.

     Individual work - keeping the pace I prefer and not waiting for the rest of the group.

     Tools presented are practical and useful in youth work.

- The practical approach to the implementation of the tools
- I was introduced to new IT tools that I even didn't know they exist. Note: I am not saying that I understood all of the, I got introduced with them, and some I really understood
- The Do-It-Yourself part, which allowed us for hands-on learning. And the technology used was updated.
- We received time to practice and try out what we learned, support provided by the trainers, the amount of tools exceeded my expectations

- Great number of IT tools that we get to know. Practical use of these tools. Bringing playfulness to the training. Trainers' preparation and experience within using these tools.
- Cooperation between participants, availability of trainers, secluded location where training took place.
- The fact of having time to try the tools where presented
- Introduction of new different tools/apps for my work. Had chances also to share tools...
  - diversity of topics, spaces, learning approaches, with a possibility of switching between them and taking responsibility for my own learning process
  - possibility to try tools here and now, get a taste of many and discover, with a space for mistakes (from which I learn!)
  - Trello as a method of communication, planning, orientation - and most of all: documentation
  - good timing and balance between intensive working, reflecting and relaxing
  - good atmosphere, kind of easy going attitude from the trainers regardless
  - full agenda, and a feeling of well co-working, involved team that took a lot of effort to prepare it
  - space for discussions and discussions about the wider context of youth work and IT: during sessions, reflections, breaks
  - trainers being very present and with participants during the breaks,
  - discussions around the dining table etc.; added value
  - moments when sth. did not worked well :) I take them as super treasures and a space for learning and asking questions
- An extended overview on many tools and apps was exactly what I needed; I will use only few of them, but it's good to know, what there is on the market. Peer to peer exchange was nice and helpful; weather was fine and place well chosen.
- Competence of trainers.

  Selection of the participants and their commitment to the project.

  Selection of the tools.

  Working methods, time management and balance between different kinds of activities.

- The team: its professionality, availability at any time, motivating and inspiring, open to learn from participants and to their proposals/doubts and interested in our learning.
  The previous preparation: all the sessions of the programme are really well prepared in all the details (the welcome QRcode with the 1 badge.
  The format of the activity: 3 intensive days but with a link before starting (trello) and a link after (try it out for our work). So I have the feeling that is something going on not just happened in Poland.
  The learning by doing approach, having the possibility to test the IT tools and to share experience with other participants.

What would you suggest to improve for the similar Skills Workshop? (Weak Sides)

- Less tools and more practice. ..as some /many participants get mainly just overall information about many tools, not improving it skills in real
- Stress more on how each tool could be created with detailed tutorial (steps).
- Wi-Fi connection ;)
- The way to create a webinar
- Maybe some tutorial materials for how using the new app those are presenting. To provide good wifi connection. Because sometimes I felt stupid because everybody finished on time, but I was still working.
- Internet was the main issue, but at the same time it was a good learning point, since in most of the project this is becoming an issue, hence thinking about it in advance is good. But thanks for considering the possibility of having issue with it and bringing additional routers.
- Some more energizers, just to stretch the legs. Further I really appreciate the so good preparation of the program and the attitude of the trainers. You did a very good job; you were able to make everybody feel comfortable as well within the group as with all those new apps. Although the program was full of content, the atmosphere was relaxed and stimulating a learning process all the time. Thank you very much for this training!
- As for the group dynamics I would say more team building activities, however that is optional since the workshop is pretty intensive and full of tasks. Possibly, more scheduled activities in the evening as well. As for the delivery content, this was very appropriate.
- To give more time to the participants to think how they can use the tools, ask questions on what they could use in specific situations and projects
- More working in groups or pairs (especially the second day we spent mostly with our
- device).
- Improve Internet speed, availability and reliability. Better preparation of participants on what to expect and which appropriate gadgets to bring.
- Wifi connection - to have some more routers; to have more real trainers - majority of the participants were not trainers, youth workers yes, but not trainers. that would be great to have all (or biggest majority of participants as a trainers)
- You did a great job! May few energizers in between:) I believe that creation good social atmosphere is important for a good training!!! Thanks a lot:)
- More days with deeper exploration of every tool we learned.
  - Take it as an idea that came between us only today: Actionbound used as an opportunity to get people familiar with each other and their organisational background, also with interactions between groups - to use it more as a getting to know activity then getting to topic activity, as at that stage of group work more interaction between participants might rise curiosity about other people instead of competition
  - Seeing people constantly connected to their devices in a seminar room freaks me out but I have no idea how to make it otherwise; that is the question mark I have asking in my mind after the second seminar based on IT.
- even if it is not CMS, it would be nice to get to know a little bit more about the organisational background and the working fields of other trainers to support mutual cooperation
- One day more would have been nice.