

TRAINING OF EURO-MED MULTIPLIERS SALTO"TEMM



December 2003, Egypt

Multiplier Training Course

December 2003, Egypt

- Place; president hotel,
22Taha Hussein Street,Zamalek-Cairo
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- Period of time;
from 1-12-2003 to 8-12-2003

A word to be dedicated by the national coordinator:

Dear all friends and colleagues

In the mean of the twinning process between Egypt & salto euro-med resource center & the portugess national agency.

As it was located in Cairo from 1-8/dec/2003

The training course was having 22 participants 7 intensive working day & trainers from Egypt, France, and Portugal.

It was biased on the cooperation between the national coordinator office Egypt & the national agencies in France and Portugal.

So as to prepare multipliers to be as a support hand to the national coordinator.

That was because of the numbers of projects submitted by the Egyptian organizations who are involved in the euro-med youth program were raised up but as a national coordinator it was the matter of quality not only the quantity

So we started to select the active participants who act positively in euro-med program.

That to:

- 1- Increase the number of projects submitted by the Egyptian NGO's
- 2- Getting more deeply through the quality then the quantity.
- 3- To enlarge the number of active participants in the euro-med youth program
- 4- To activate the efficient skilled participants
- 5- To encourage new initiatives to be involved in the euro-med youth program.

So it was an initiative to enhance the quality of the euro-med program.

Gehad Amer

INTRODUCTION

The main aim of this Report is to be used as a tool for new euromed multipliers,youth workers,youth leaders and volunteers as to Increase their knowledge in the Euro-Med Youth Program, while at the same time

Develop and refine skills in becoming a successful Euro-Med Multiplier, working Very closely as a support hand to the National Coordinator.

This Training Course was developed by SALTO as a strategy to be used according to the needs of the National Coordinators and to increase networking among them. The National Coordinator increases her own skills, thus allowing the participants the Opportunity to enhance theirs as well. The role of the National Coordinator is to motivate the candidates, increasing their ability to becoming a Euro-Med trainer,

Therefore, guaranteeing the accurate understanding of the spirit of the Euro-Med Youth Program.

Twenty two participants were selected in cooperation with the National Coordinator of EGYPT and the Coordinator of the SALTO-Euro-Med Resource Center.

With regards to the gender balance 11 males and 11 females

These participants were required to have good knowledge of the Euro-Med Youth Program, both theoretically and practically, as well as commitment and motivation to carry on the Euro-Med spirit and to be ready to transfer the knowledge they will have to other new Euro med beginners.

Throughout the one-week Course in CAIRO,EGYPT the participants acquired skills for Using and adapting different methodologies and tools in becoming qualified to deliver Information and training sessions about the Euro-Med Youth Program.

The concept behind this Training Course is to prepare a future pool of Euro-Med trainers on three

Levels: local, national and international, acting on behalf of their National Coordinator.

The twenty two worked together in team work. It was explained that the Participants would be taking on a role, acting according to the situation assigned to their group. They each had to play a part making the session as real as possible.

They researched and collected relevant information using tools made available by the Trainers.

They had to manage their time wisely, divide their tasks evenly and work Harmoniously as a team in order to achieve successful performances and

Presentations.

Each one-hour session was accompanied by a one-hour de-briefing, where the work of the Group was evaluated by the Observers, the Audience and finally the Trainers.

The impact of this whole process on each and every participant was that he/she learned by doing. These people can now use themselves as a “tool” to reach their audience Through this practical experience, each individual gained useful technical information, while at the same time, his/her personal life was enriched through the contact and close cooperation with other personalities under intense circumstances

Given the time pressures of the one-week course.

Multiplier's Trainers profiles:



1. Bernard Abrignani / Trainer Salto Resource Center
2. Altino Barradas / Trainer Portugess NA.
3. Gehad Amer / National Coordinator.Egypt
4. Ahmed Fouad / Junior Trainer

- Aims and Objectives of the training course are:

1. To raise the efficiency of the experienced Euro Med participants so as to guaranties that the differences in experiences between the participants who had been chosen not that right.
2. To keep the group dynamic
3. To be sure of extra benefit for the participants.
4. To give a good background on the preparation of the participants.

Multiplier's participants profiles:

No.	Name	E-mail	Telephone	Organiz
1	Mohamed Abou E.khear	mizo_kamal@hotmail.com	20101729808	JEEPC
2	Hany Labib Mokbel	hany.labib@vodafone.com	20101222300	JEEPC
3	Karim Abd E.Moniem Arafa	karafal@hotmail.com	20101001593	ROTARACTE
4	Mohamed Rifaie	arch_RIFAIE@HOTMAIL.COM	20106285313	ROTARACTE
5	Khaled Hammad	khaled24hammad17@yahoo.com	2-0105620546	SDA
6	Haythem Kamel	haythem_k@yahoo.com	20123592395	SDA-Scout Federation
7	Haithem Ibrahim	hithemi@yahoo.com	20101725555	JEEPC
8	Mostafa Sherif	mostafaselgindy@yahoo.com	20101566355	Orouba Youth Center
9	Hassan Ali	hassanomda@yahoo.com	2710050-2272678	Orouba Youth Center
10	Mohamed Adel	mohamed.adel-moustafa@vodafone.com	20101003003	JEEPC
11	Sameh Said	smsmshadi@yahoo.com smsm@alfaris.cc	20127231750	Orouba Youth Center
12	Irini Karam Bakhoom	ereiny16@YAHOO.CO.UK	20106214566	Jesuits'&Brothers'
13	Nadia El Gohary	nadiaelgohary@yahoo.com	21015133341	Orouba Youth Center
14	Nahla Abd El.Latif	selbadawy7@yahoo.com	20101845101	club de francophone
15	Lamiaa Bahaa Eldin	lamiaa_bahaa@hotmail.com	2023028739	Egyptian volunteering
16	Sara El kouedy	follifolli@hotmail.com	105869381	Orouba Youth Center
17	Mena Shaher	mena_shaher@yahoo.com	20124476771	Orouba Youth Center
18	Yasmina Haider	yasmina_heidar@yahoo.com	20106677511	El-Wafaa Assocaiton
19	Reham Nabil	riri_hirondelle@hotmail.com	20105721421	PTDA,pioneer fortraini association,cairo,egypt
20	Mai Adel	mango81_eg@masrawy.com	101031341	resala organization

21	Nora Mohamed Salem	nora_mid@hotmail.com	20101782675	Orouba Youth Center
22	Shaimaa Hussien	-	20101171783	Futur youth Club
23	Amgad Makram	acouty22@hotmail.com	20105070320	
24	Hazem Hifnawy	mozo_82@hotmail.com	106227808	
25	Ahmed Fouad	fouadeuromed@yahoo.com	20123660556	
26	Altino Barradas	gregorbsamsa@hotmail.com	3.51968E+11	Portuguese Youth Inst
27	Bernaed Abrignani	salto@injep.fr <salto@injep.fr>	33139172755	Head of SALTO EURO
28	Gehad Amer	gehadgalal@hotmail.com	202.3453787	Nationalcoordinator

Multiplier training course daily program:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Arrival of participants	9:30-11:00 Energizers Tools:- - Presentation of participant's tools 11:00-11:30 Coffee Break 11:30-13:00 - Comparing with ours	9h00 Energisers - preparing the situations	9h00 Energizers Finishing group work preparation	9h00 Energisers -9:30-11:30 Presentation of 1 st group 11:00-11:30 Coffee Break 11:30-13:00 Time to pray.	8:30 Energisers 9:00-11:00 Presentation of 5 th group 11:00-11:30 Coffee Break 11:30-13:30 Presentation of 6 th group	8h30 Energisers 9:00-11:00 Evaluation 'How was it?' 11:00-11:30 Coffee Break 11:30-13:30 Preparing individual Evaluation Grid
14:00-15:00 Lunch	13:00-15:00 Lunch	13:00-15:00 Lunch 14:45-15:00 F2F	13:00-15:00 Lunch	13:00-15:00 Lunch 15:00-15:15 F2F	13:30-15:30 Lunch 15:15-15:30 F2F	13:30-15:00 Lunch
15:00-20:00 Opening: - - presentation of the trainers; participants -	15:00-17:00 - Exercises 17:00-17:30 -Coffee Break 17:30-19:30	-Continue preparation on the situation 19:45-20:00 F2F	-free time to be organized	15:15-17:15 Presentation of 2 nd group 17:15-17:45 Coffee Break 17:45-	15:30-17:30 Presentation of 7 th group 17:30-18:00 Coffee Break 18:00-20:00	15:00-17:00 -follow up 17:00-17:30 Coffee Break 17:30-19:30 -evaluation of the TC

Aims&obj ectives	- Explana tion			19:45 Present ation of 3 rd group 19:45- 20:00 F2F	Presentatio n of 8 th group 19:45- 20:00 F2F	
20h00 Dinner	20h00 Dinner	20h00 Dinner	20h00Di nner Outside	20h00 Dinner 21h00- 23h00 Present ation of 4 th group	20h00 Dinner	20h00 Farewell Party

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Some of the tools presented by the participants on the tools presentation

Morning Session

1-Sara el kouedy:

The "WH" puzzles

The game is based on the interaction between the player and speaker. Many presentations didn't fulfill its aims as the audience was bored or didn't get the whole picture. So as to overcome this, it's more useful to play a game & let the participants or the players be the ones who get the knowledge themselves.

The "WH" puzzles is based on the "WH" question forms like what, why, who, how Ext.

So get any poster that represents the aim you want to fulfill or symbol you want to show.

Get a no. of questions & their answer according to the no. of the puzzle pieces.

Rearrange their order, and then stick on their back the question & their answer on the mixed / random pieces of the puzzle & ask him to read it first then stick it on another empty chart having the same puzzle but with no picture.

By the end of the game you have the puzzler completed, the game finish & the knowledge had been given by an interesting way.



2-Hany Labib:

A- Tips for team facilitator:

- creating the environment
- Ice breaker ideas
- Involvement tips
- Conflict management tips
- Tips for ending session

B- Basis of presentations:

- The voice
- The body
- Active listening
- Nervous
- Questions



- Preparing the presentation
- Habits
- Tips & techniques.

c- Seven good habits:

- Time management
 - Influential communication skills
 - Assertiveness skills
 - Optimum performance under pressure
 - Leadership & motivation
-

3-Mohamed Adel:

- 1- Leadership style games.
 - 2- How good a leader are you??
 - 3- Games & exercise.
 - 4- Leadership stick – up exercise.
 - 5- The new team leader games.
 - 6- Motivation in practice exercise.
 - 7- Influence style games.
 - 8- Creative problem solving games.
 - 9- Presentation exercise.
 - 10- Communication games.
-



4-Mohamed refa'ay:

Ice breaking games:

Definition:

It's a way to overcome the differences between the participants, or to break the fences between them.

To be more interactive and to improve the cooperation between them.

Example

Name net work:-

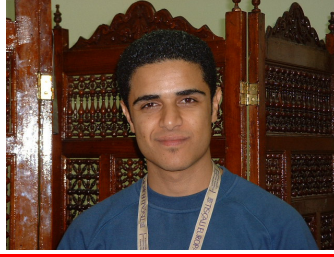
We just need one paper and every participant write the name of the one who sits beside him & the paper will go through all the participants, after that, each one will write in front of his name

His phone number & his e-mail and we make photo copy for each one....

Aims of the game:

- 1- Knowing the name of each other
 - 2- That game is a continuing game that can make the memories in front of us.
-

5-Hassan Aly:



There is a news paper in which there is an article about the euro-med then the play starts which a flash back narrated by the journalist who wrote the article.

Build up your personality

To be a multiplier you are supposed to show your ideas clearly and in an interesting way.

A role play is one of the most Innovative and interesting ways to deliver some ideas.

Jack Austin a journalist from a widely distributed news papers who likes to know the exact reasons behind the increasing number of young people who join the euro-med programs.

So he decides to go and participates in an event with these young people, it was like an informative session about euro- med programs

The jay starts with an ice breaking game to get to know each other.

Then starts the session it self dealing in brief with three actions of the euro-med.

Action (1) youth exchange – Action (2) European voluntary service - Action (5) Support measures.

Then after that there was an energizing game and finally an evaluation for the day.

Jack lives with a smile on his face as he is now sure there are young people who are supposed to do some thing.



6-Nora Mohamed Salem:

Ice breaking game: **Hidden words**

This game is about block of letters and you have to find it. The main aim of the 3 actions in wards and the new volunteer should search for it.

The aim frame this game is to fix the idea and make it easy to remain so this will be his first step to understanding... The euro-med youth program.

7-Yasmina Haider:

Brain storming

It is a simple process but very essential and effective to organize and realize any projectThrough out the early stages of a project, your team will begin to ask many why, when & how...

Aims:

- 1-Promoting creative thinking
- 2-Generating new ideas and solutions that speak off will never happen under normal situations
- 3- Building ideas on others.

Conditions:

- 1-More productive in longer groups (not less than 5 people)
- 2-environment should be relaxing & not distracting.

Process:

(5-10 min) (20 – 25 min)

Define the problem → warm up → flow of ideas → give scores →
build a consensus
(1-5min) (select best 5 ideas)

8-Karim Arafa & kaled Hammad:

Leadership:

Leadership must have a vision because that vision will be the direction that leads the organization.

This vision must be supervised. Why?

Because the leader must be sure that this vision is happening. You need to direct and set principles for your vision.

Also a leader must inspire his team to accomplish product from them, to do so, you must first to believe in your team and be passionate. And if you don't communicate a lot with your team, how can you expect your team to be excited, your communication skills will help to motivate them.

Motivation means a combination of desire and energy directed to achieve goals.

Consulting: talking with a person in a way that helps that person to solve problem you must involve your self team with you from the beginning, by consulting them.

Problem solving steps:

- 1- Identifying the problem well so you can.
- 2- Gather information
- 3- Analyze the information
- 4- Make a decision

5- Put a plan:

Make it to do list to help you to follow up in the:

6- Execution of the plan.

9-Lamiaa Bahaa:-

How to be a good presenter.

I used the google site to search for good materials in how to deliver a good presentation

The output that I have in full with good information about how to be a good presenter. In part which is the main part of the issue.

I distributed to many friends so that every one can get knowledge about such issue.

10-Irini karam bakhom :-

Management decision making

The steps of the decision making process:

- 1- problems identification
- 2- developing alternatives
- 3- evaluating alternatives
- 4- choosing alternative
- 5- implementing the decision
- 6- control and evaluation

The steps of making decision under risk condition:

Conditions of risk occur when the planner or decision maker has enough information to allow the use of probability in evaluating the alternatives.

We can estimate probability in one of two ways:

- 1- Objective probability reflects historical evidence.
- 2- Planners don't have historical evidence but may have sufficient information to enable them to arrive at a subjective probability.

Some management seems to do better than others when estimating probabilities, perhaps to experience, intelligence, or intuitions.

When the planner has access to probability information, the criterion for decision making is maximizing the expected value of the decision.

11-Riham Nabil Abou El-Eion:

Leadership

What is leadership?

Leadership is capacity to change someone's way of thinking, attitudes and principles

It means the leader takes responsibility for create new future for his group.

The leader is a person who has some goals in his mind; he is getting things done by working through people so he has used the process of leadership to reach certain goals.

The leader of soccer team has the goal "to win" or to help his team to win so he has used the process of leadership to reach this goal; leader is the one that the others look to get the job done.

Attention!

Don't think your job as a group leader will be just an honor, it's more than that.

It means that the other expect you to take the responsibility of getting the job done.

Water Ballon:-

Aim: promoting group working "how to think & act as a group"

Group: 12 volunteer.

Material needed ballon filed with water string to hang it up watch

Description in 5 min the group has to think how to prevent the balloon from falling on the floor (only using theirs heads and hands)

Tool type :simulating game

Tool topic: group working



Those tools and the other tools were all collected to be put in the :

Treasure's Room:

-The treasure's room contains books which are needed for the participants to help them in their preparations of situations.

Treasure's room contents;

1. Organizational management T-kit
2. social inclusion
3. voyage
4. Agora
5. Coyote
6. Our European Youth Center
7. Avoir 20 ans dans 20 ans en Mediterranee
8. Salto-Youth
9. To strengthen the dialogue between the two shores of the Mediterranean
10. un nouvel élan pour la jeunesse europeenne
11. La boite outils du formateur 100 fiches de pedagogie
12. 46 fiches de formation des reunions
13. Youth policy and services in france
14. L'ANIMATION
15. LE GUIDE DES TECHNIQUES D'ANIMATION
16. Leadership
17. La direction ou le leadership
18. Managing pressure
19. Introduction du management
20. Management du ereer la decision
21. How to write a presentation why?
22. Guide for teamwork
23. How to create a great first impression
24. Communication skills-making oral presentations
25. When is HR. department necessary?

Source Chick List:

Source name	Participants name	Date&time
Ice breaking games	Hassan Aly	2/12/2003 18:00
Training	Haithem Ibrahim	2/12/2003 19:30
European citizenship	Hassan	2/12/2003 19:30
Compass	Riham	2/12/2003 19:30
Youth rights	Yasmina	2/12/2003 19:30
Compass	Mostafa	2/12/2003 19:30
Euro med youth program	May Adel	2/12/2003 19:30
Inter culture learning antiracism	Mena	2/12/2003 19:30
Jeux de communication	Hany Labib	2/12/2003 19:30
User guide	Khaled	2/12/2003 19:30
Salto-Youth Injep	Sameh	2/12/2003 19:35
Introduction to leadership	M.refaie	2/12/2003 21:00
Basics of presentations	Karim	2/12/2003 19:30
Social inclusion	Yasmina	3/12/2003 21:30
Coyote	Yasmina	3/12/2003 21:30
Environment discovery	Nadia	3/12/2003 22:00
Youth&Globalizatio	Riham	3/12/2003 20:00
Un nouvel e lan pour la	Riham	3/12/2003 20:00

-Face to Face meetings:

Is a meeting aims to provide a chance for the participants to set personally with one of the trainers to discuss any thing he wants to talk about.

Training Data	Bernard	Gehad	Altino	Fouad
Wednesday 3/12 19:45- 20:00	Karim	Riham	Yasmina	irini
Friday 5/12 14:45- 15:00	Hany Labib	Haith Ibrahim	Shaimma M. Adel	Hassan
Friday 5/12 19:45- 20:00	Shaimaa	M. Adel	Hassan	karim
Saturday 6/12 15:00- 15:15	M. Adel	Hassan	Haitham Kamal	M. Adel
Saturday 6/12 19:45- 20:00	Haitham Kamal	Mena	Mostafa	sara

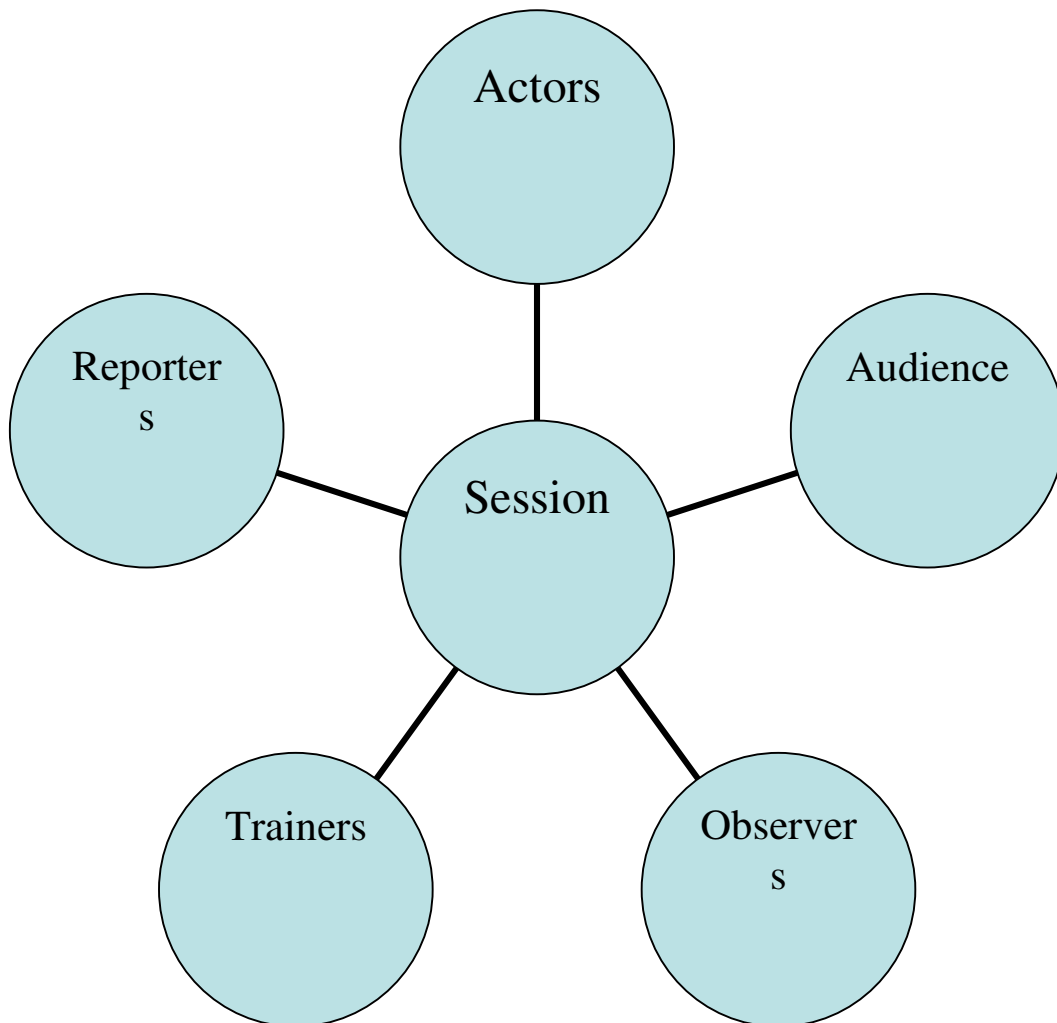
THE RULES OF THE GAME

The twenty two participants attended this Euro-Med Multipliers Training Course in Cairo, Egypt

in order to learn through practical experience how to become successful Euro-Med Multipliers, and even in becoming future Euro-Med Trainers. At the start of the week-long training course, the participants were explained the rules of the game. There would be Sessions, Actors, an Audience, and Observers and Reporters.

The Trainers also had a role. For each of the eight Situations, one of the Trainers took the role of Chairperson, facilitating the procedures of the different elements of the Session,

i.e., keeping track of time, assisting in the De-briefing process and closing The meeting.



The participants were divided into eight groups, and assigned one situation per group.

The second and the fifth group were counted only 2 pax per group, which was considered the most challenging.

In addition, participants were assigned to be parts of observing and reporting teams during the other situations of their colleagues. Each session would have two to three Reporters, noting their comments about the group presentation as a whole. The Reporters' information Has been compiled and is presented in this Report.

-Golden roles of the game:

1. Time management is our key to success.
2. Please switch off your mobiles.
3. Eat well + sleep well + rest enough = extreme achievement
4. Always keep your smile

And now we will present you the preparation and the reports sheets done by each group

Session # 1 – Preparation Sheet

Title	Euro med youth program & Minorities in lower Egypt
Aim	Informative Session presenting euro med youth program focusing on minority as one of the thematically priorities of the euro med program
Target Group	Decision makers & state holders of different urban cities
Description	<ul style="list-style-type: none">• A Welcome note will be distributed on the attendant of the session• Presentation on youth program :<ul style="list-style-type: none">✓ Topics :Introduction to the program , its objectives , priorities & its three actions 1,2 & 5✓ Aim : introduction to euro med program✓ Details: Irini will present the definition of youth program , Mohamed will present objectives & the theoretical priorities of the euro med program , Mena will present how to participate & the philosophy of euro med , Mohamed will introduce the

three actions

- ✓ Mena will introduce action 1 , Irini will present action 1 in the form of dialogue answering Mohamed's questions on action 1
- ✓ Mohamed will introduce action 2 , Mena will present action 2 in the form of dialogue answering Irini's questions on action 2
- ✓ Irini will introduce action 5 , Mohamed will present action 5 in the form of dialogue answering Mena's questions on action 5
- Highlighting on minorities in Egypt:" approximately 3 percent of Egyptians belong to minority groups. minorities include small communities of Armenians and Greeks, principally in the cities of Cairo and Alexandria; groups of Berber origin in the oases of the Western Desert; and Greeks, living in cities in Lower Egypt .

The Arabic speaking Bedouins (nomads) in the Western and Eastern Deserts and the Sinai Peninsula constitute the principal cultural minority. Several hundred Europeans, mostly Italians and French, also lived in Egypt."

- Simulating exercise: "the onion game" on the theme.
 - ✓ AIM :focusing on the important role of communication to find a common ground between minority & majority to help them to emerge in the community
 - ✓ GROUP: from 10 to 40
 - ✓ MATERIAL NEEDED: 3 pieces of papers stick to the mouth of 3 participants, written on each one of them an e.g. for minorities in EGYPT
 - 1st paper Armenians , Greeks , Berber , Bedouin , Nubians
 - 2nd paper less educated people
 - 3rd paper women
 - ✓ DESCRIPTION: 2 circles are made from the participants equal in number, one circle inside the other, where participant face each other. The game will start in which each couple of

	<p>participant is going to talk with each other to find anything common between them e.g. a song , a poem , a tradition</p> <p>Except the three with papers on their mouth they are not allowed to talk</p> <p>all the participants will the shift with the on his right till they all pass upon</p> <p>the whole participant circle</p> <p>after this game all the participant are going to be asked who couldn't</p> <p>communicate & understand each other</p> <p>✓ CONCLUSION: all the participant will understand each other & find something common between them except the three with papers on their mouth which simulate the barriers & the differences between the minority & the majority these barriers which the euro med program acts upon</p>
Material needed	Computer & data show , stick papers on the mouth
Further sources	T-KIT for intercultural learning , user 's guide , internet surfing , <i>U.S. Library of Congress</i>
Tool types	Presentation ,power point , simulating exercise
Tool topics	Prepare location , form welcome note , presentation on youth program , youth actions & it's philosophy focusing on minorities , simulating exercise on the theme
Submitted By	Mohamed Adel , Irini , Mena Shaher

The contents and reports for session #1

- Title: Euro med youth program & minorities in lower Egypt
- Date: 5th December 2003.
- Time: begin at 9:30.
- Actors: Mohamed Adel,Mena& Iriny ----group #1
- The room was arranged and prepared in a good way, there were a specific places for the observers, team, reporters and audience.
- The session begins on time at 9:30.
- A welcome note is distributed on the attendant of the session.
- The presentation sheet was available to everybody.

- They controlled some natural rules by attaching notes on the wall saying “please switch off your mobiles”, “no smoking”.
- Euro med program presentation:
Tool: power point presentation, computer, data show.
Adel- introduction about Euro med youth program
Irin- began the presentation
-the three trainers were standing beside each others but in the same time letting view of the screen to the audience.
-Responsibilities were divided between them;
- Adel: objectives of the program
- Mena: thematic priorities
- Adel: statistics about the project
- they use a dialogue method;
 - Irin& Mena: present action 1
 - Adel&Mena: present action 2
 - Adel&Irin :present action 5
- Irin explained how to obtained the application to contact the national coordinator

Exercises; “the onion game”:

Irin : defining minorities

Mena : requested 8 participants ,then

- putting paper on one person stating the minorities.
- dividing into two couples where they are face to each other
- each couple can communicate with each other except the person holding the minority’s label
- facilitator is asking players if they found some thing common.
- All players were commenting that they can not communicate with the person holding the label of minorities as he isn’t allowed to talk or even communicate.
- Irin asked the rest of audience what did they understand & their comments.
- Adel asked players their comments & how was the communication with the person holding the minorities.
- Adel comment on the game
- a final conclusion of this game is said by mena
- Irin: on the ending, if anyone want to say a question from audience
- Mena: answered the questions.
- Irin: ending-leaving contact list of trainers
- they finished at 10:05.

DE-BRIEFING FOR SESSION #1

The Observers and Audience:

Observation of the 1st group:-

The good items:-

- 1-The body language was good specified from Mohamed & ireni
- 2- They gave a nice atmosphere.
- 3- The session was not boring.
- 4-the room was very well prepared
- 5-the sense of creative appeared is the game that played to reveal 6-the suffer of the minority
- 6- The tools used:
The data show with the power point

The negative items:-

- 1- The vision was not clear during the session when ireni was moving a lot in front of the data show.
- 2- They failed in the mistake of writing the same things that they read from the data show.
- 3- They gave a task to the coordinator which is not covered.
- 4- They used only 9 of the audience and they didn't explain to the others the meaning of the play that is why some people felt bored.
- 5- They didn't introduce them selves or even the place they are in which caused some mysterious to the audience.
- 6- They didn't manage well the time; they ended the session in 1\2 hour.
- 7- They focused on the information of the euro-med not on the methodology "how to transfer the idea to the audience.

Observation team:

Lamiaa
Nahla
Sameh

TEAM COMMENTS:

-Ahmad fouad:

Comment on time management & the team finishing earlier.

No definition for minorities.

Using Question Answer Menthol Was Good

The Exercise Did Not Give Chance To All Audience To Participate

- Bernard

Needed To Have A Added Value For The Session Not Only Technicalities
But Philosophy OF the Euro-Med Program

Needed Determining – Where Are We – Meaning What Is The Reason Of This
Session And Why Did We Come

Who Are You – Defining Ourselves, Our role, our aim From This Session

What Is the Subject –That Need To Make Minorities Participate

The Audience Then Selves Didn't Play Their Role and Act as Stakeholders
Decision Makers

Using the Dialogue Method Was Good

The Way the Training were Studying Coursed Distraction as They Were
Standing All beside Cache other

Choosing the Exercise Didn't Give the Chaucer to All Audience to
Participate, Imagine If the Audience Were So

Also It Was Not So Appropriate To Use This Exercise with Stakeholders

While The Presentation It Is Not Good Read What Is Writer on the Screen
Either To Comment or Say Something Not Writer

-Gehad:

Stress on body language and the details about minorities' importance of
using it as it reflects level of confidence. Also the more the presenter use it
the more effective he will be.

She liked the dialogue used but recommended to be smoother and have more
interaction.

She liked that trainers moved among audience that this will create
interaction and catch their interest.

Time management as they suppose to get benefit from it.

Altino:

The presentation was so dynamic and selective.

Time management as previous mentioned

Not covering too much detail about minorities as a subject that needed to be
covered.

Tips of the session:

4 types of information sessions:

1- ↓ information goes from trainer to trainee

2- ↑ information goes from audience to trainer.

3- Working / projects: for ex: creating committee that will be responsible for
certain project.

4- Negotiation: discussion and different needs

+ Who is controlling and on which direction the speech is going and through which method (working / negotiation)



Session #2 - - preparation sheet

title	Euro- med program to the students of the faculty of economics and political sciences
Aim	Brief presentation of the euro-med Concentrating on action one Finding a connection between euro-med and their studies
Description	1- We will begin by introducing our selves & breaking the tension at the beginning 2- Starts by brief explanation of the euro-med and Barcelona process. 3- Then we will give the title of the actions that in the programs which are action 1

	<p>& action 2 & action 5</p> <p>4- Then a brain storming will take place by showing them a short movie (three min max) , then we will start asking & an interaction between us & the students will take the place</p> <p>5- Then we will explain the idea behind the movie and the start explaining action one more by saying its aims in the beginning & start explaining it.</p> <p>6- That will be the time where there is a second interaction between us and the students and professors & the conversation will be asked</p> <p>7- At this phase the role of people and the audience</p> <p>8- Finally we will present the conclusion that we reached about the relation between the euro-med and the students studies.</p>
Material needed	Computer – data show – charts to present on them
Further sources	User guide – internet sourcing " The Barcelona process " the Europe Mediterranean partnership " 2001 overview
Tools type	Presentation (movie), picture slide show for previous youth exchange , brain storming

Reports & content of session # 2:

Title: Euro- med program to the students of the faculty of economics and political sciences

Date:5-12-2003

Time:15:15 – 17:15

-The techniques: The way they stand near the board & facing the audience is good idea.

-The sound is not very clear but they explain very good.

-Sara at the first wasn't very self confident in the way of talking but rifay wasn't progress in confidence much but this are normal for any beginner.

-Refaiy don't make a lot of eye contact.

-Sara`s answers on the questions of audience was Reasonable & understandable.

-They didn't make good effort in breaking the tension at the beging.

The draw of the circle (earth) was scientific.

-They present the euromed action 1,2&5.

-Start with explaining action 1.

The conclusion: The way they wrote the funding rules was clear & they made it easy to understand.

The division of chart into economical & political point of views its clarifying way to explain.

-The art talent was clear in general, the presentation isn't concrete it really interesting & not like formal education.

The way they stand near the board & not in front of it was right.

-The TOOLS:

-The charts is creative idea & not difficult to manage with it (it takes little time).

-User guide, Barcelona process & euro partnership 2001 were good choices to explain action 1 but they can such info from new source.

-They show a movie then they ask the audience what they understand from it & then they explained what they used this movie.

-The first movie is new & exciting (cartoon) its effect attracts Ur concentrating more than regular movies.

-They used many pics about action 1.

-The drawing in conclusion page giving the right meaning (different cultures).

-The second movie was fulfilling with the activities that make any person convinced to participate in the Euro med.

-The Egyptian music was suitable because the movie take place in EGYPT.

-The papers on the chairs that refers to every character its clarifying idea to what is the role of the audience.

-What happened?

-The audience asked some questions & the team answered.

-Then they make discussion about Euro med program for ex: how can we participate in different action.

The interaction really exists pretty well.

-Theme action1 was right that they mentioned it, but new thing that they talked about cartoon sketches +talks.

-There was no a lot of infos in action 1 movie theme infos took by asking the trainers or vice versa.

-BERNARD: nothing about young people with less opportunity.

-Did they reach the aims? Something is missing.

DE-BRIEFING FOR SESSION #2:

Observation & audience Of Session #2

- Very Nice Presentation & New Voice “Should Be More Louder”
- Self-Confidence “Refa’ai” Should Be More Confident
- You Didn’t Give Us The Lenoir Of E
- EU-Youth Prog From The Economic Point Of View

Session # 2: tips

A story about a farmer who went to the market to buy a horse by 6000 and after he bought it and while leaving the market a person liked his horse and offered to buy it by 7000. The farmer agreed and he went back to the market to buy another horse but it was at the end of the day and there were a limited number of choices so he choose another one and bought it by 8000. And while on his way back a very rich man met him and liked the horse and offered him to buy his horse by 10000. The farmer accepted and he returned back to his home without a horse.

The question:

How much money did he won?

What did he lose?

Bernard divided the group into small ones to answer these questions.

We found different answers from the group.

Bernard showed through this story: the influence of discussion on decision.

As through the discussion of different groups decision was different, so every trainer must be aware of this point while opening a discussion with his trainee.

A tip on organizing a meeting:

Situation
 Observation – observe team members
 Sentiment – (feelings) during and after meeting
 Reflection – how the people are going to apply what they agreed on it.
 Analyze



Group3 –Training course– Preparation Sheet

Title	Training course To get knowledge about EVS
Aim	The general aim is to involve youth workers who wish to develop their understanding, skills and confidence in working with diversity and difference To get knowledge about EVS in the framework of the euro med youth program,
Target Group	Volunteer girls in Muslims center (Muslim brotherhood)
Description	-Welcome Presentation on EVS : defining EVS , • briefing it's aims & objectives Who is the partner in EVS ? • What is the responsibility of the hosting •

	<p>and the sending organizations and the volunteer</p> <p>What the volunteer have to do •</p> <p>2nd a Practical training "make the right match " participants are divided in to 3 groups and they get the following papers</p> <ul style="list-style-type: none"> – Young people questions describe themselves in personal motivation letter. -information provided by their sending organization on their personality and skills, -also description of the hosting organization which is currently looking for volunteers. <p>And the participations are asked to rate each volunteer on a scale of 0-10 0 is very poor and 10 is excellent.</p> <p>And then we will make a discussion about he reasons why did rate of makes and the ground reasons for this.</p> <p>3rd Dialogue (small play)</p> <p>it is all about the Youth leader in a Muslim youth center with a Muslim girl and a Muslim boy and the youth leader is convincing them about the EVS.</p> <p>The characters of the play is :</p> <ul style="list-style-type: none"> - the youth leader - the girl - the boy <p>The story try to reach the meaning of the effective participation of girls in EVS also previewing the EVS advantages. And recall tolerance and dialogue with the other.</p>
Material needed	Papers, data show for presentation, pens, fly sheets,
Further sources	Salto website, personal tools, euro med user guide,
Tool types	PowerPoint presentation, acting, Game.

Tool topics	
Submitted By	Khaled , sameh shady, mai

Report & content of session# 3:

Small introduction about the situation.

Data show presentation on action two (EVS)

Day 1 : hopes and fears :Imp events

Day 2 : youth programme about the euro-med action 2,5

Documentary movie EVS in action 2

Why does we need EVS Detailed explanation for the daily schedule for the programme

Khaled explained the partner in EVS sending – volunteer –hosting

And the role of sending org . (khaled and Sameh)

Mai talked about her experience with the EVS work (training experience)

Exercise :the distribute 3 profiles about hosting ,sending , volunteer and they divided then into 3 groups , to arrange the role of hosting sending and volunteers

There were many flyers on the wall concerning the EVS work

After 15 mints they begin to know the answer of each group

The first group gives the volunteer 3/10

The sec, group gives the volunteer 8/10

And they accepted the volunteer as a participant

The third group gives the third volunteer 7/10

They formed a play presenting the fears of the girls of the muslim organization

One of the audience appreciate the act

The conflict between the evs work and sending the girls in forign countries and traveling of Muslim girl alone

DE-BRIEFING FOR SESSION #3

Observation &audience of Session #3

The Homework Was Good Especially In The Good

Information Charles Addressing The Target

There Is No Use The E.V.S Schedule

The Audience Mostly Where Out Of Point

Some Weak Point In The Presentation & Communication Skills

They Give What Want To Do In This Canter

Voice Not Clear

Always Reading From Paper

There Is Eye Contact , The Body Language Was Very Weak

Information Charles Was Very Clear On the Well

Training Program Very Clear

The Role Play Was Very Good

Good Team Work among Trainers

Role Play Made the Participant to Affect All Results To Be Clear To All Audience

Should Say A brief About The 3 Cases Murder To Have Interest Of 3 Groups

A Good Tool To Introduce The E.V.S Again

A Good Tool To Stimulate The Target Group Believes & Values And Their Back Ground

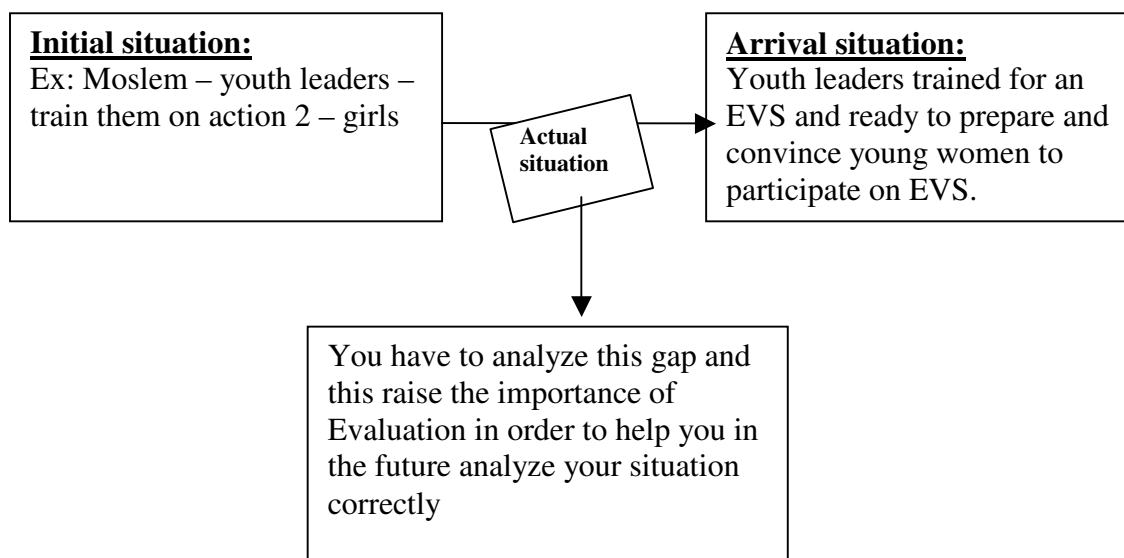
A Dangerous Point That The Facilitator Must Awns A Power Of Convincing

Time Then Against : Finishing Early 15 Min

Session # 3- tips :

If you are in any situation you are dealing with:

You have 2 situations:





Session # 4 – Preparation Sheet:

Title	Info. and Training Session
Aim	<p>Provide information about the Euro-Med Programme</p> <p>how to prepare the village to develop Euro-Med projects.</p> <p>Provide a training session on Environment.</p>
Target Group	The people of a small village in Upper Egypt, who are interested in developing projects in the framework of the Euro-Med programme.
Description	<p>Since the session will take place in Upper Egypt, we decided to use a famous figure to represent youth in the village, in order to break the ice and to facilitate dialogue. We chose Bakkar, who is a famous cartoon figure in Egypt, because he is a very popular positive figure and liked by most people. We Chose to use flipcharts mainly because we wanted to tailor the presentation to fit the cartoon figure we are using and to make it more informal.</p> <ol style="list-style-type: none"> 1. First we will introduce ourselves and explain the purpose of the visit through introducing the story of Bakkar, who decided to send the Ministry of Youth a letter to express his wish to travel to see different parts of the world and learn to

	<p>help his villagers be committed to environmental issues. (Kareem)</p> <ol style="list-style-type: none"> Next we will explain the purpose of the session (IDLE). (Nadia) The values and objectives of the youth programme will be explained on a flip chart. A brief description will be given about the three actions mainly through giving an concrete example about a definite project in the environmental field. Through playing a game we will be try to provide an intercultural dimension to the session. The audience will try to guess the countries whose pictures will be presented to them in a power point slideshow. We will attempt next to provide an interactive exercise focusing around the environmental issue. We will draw a line on the floor, ask all the audience to stand on this line. Some statements will be read to the audience and they will be asked to move to either of the sides divided by the line, to the right if they agree with the statements and to the left if they don't agree . They can change places if they are convinced with the arguments of the other group. Afterwards the audience will be given to chance to ask questions that were not answered in the presentation. The last part will be the evaluation which will be accomplished through a flipchart. The audience will be asked to write in what statement what they liked, they didn't like and what's next?
Material Needed	9 flip charts – data show- Stick-on's (3 different colours)- a tool to represent a line on the floor.
Further	User's guide

Sources	Final report of “Seminar to Design a Training Module in Techniques of Local Environment Discovery” Euro-Med Training Box (How to develop a training course for beginners).
Tool Types	9 flip charts , Picture slide show of different Euro-Med countries, “Yes and No Game”
Tool Topics	1- Introductory Flip charts with Bakkar. 2- One flip chart for the objectives of this training session. 3- One flip chart for the philosophy of the programme. 4- 4 flip charts to explain the three actions. 5- 1 flip chart for the expectations. 6- 1 flip chart for the evaluations. 7- General statements printed on an A4 paper. 8- One power point slideshow showing photos from 12 different Euro-Med countries.
Submitted by	Lamiaa Bahaa, Kareem Arafa, Nadia El Gohary

Session 4 Report

9:12pm

They began to explain the main situation about being

Then they introduced their selves as Volunteers and Euromed multipliers
Karim read a letter send from BAKKAR which is a famous Egyptian cartoon character requesting some things.

Introduce the aim of their session

1. Information
2. Discussion
3. Learning
4. Evaluation

Befor the they started to clarify the philosophy of the program.

1. Facilitate joint actions
2. Accept your self and others
3. Acquire knowledge about others
4. Comprehend.
5. Exchange

Action 1

Theme: Together for better environment

Duration: 10 days (min6-max21)

Participants: 32 (min15-max60)

Partners: 8 (min 4, 2EU+2MED)

Funding rules: 70% travel cost

100% accommodation

100% Visa and insurance

Preparation cost 480 euro

Action 2

What is EVS?

Bakkar is a volunteer in an Evs for 8 monthsHe will participate in a campaign to protect forests in Germany

When bakkar returned he invited a friend of him from spain to join an EVS action. He is a volunteer in

Obligations

Action 5

Supportive measures

It's a package of possibilities to assist the development of actions 1 and 2

They are 8 different types of action 5 and they gave a brief description

A Game

Showing slides of different places allover the world and the first one of the audiences who says the correct answer receives an immediate gift in the form of candies and chocolate

Then expectations of the audiences about:

1. What you want to learn?
2. What you want to avoid?
3. What you want to contribute?

Then letting all the audiences to answer in a sticky paper and they stick them to a flip chart then they read them all.

Some of the fears of the audiences were the cultural shock.

They started the environmental session by letting the audiences to stand in a row on a line on the floor and they ask them questions and if they agree they should move to one side but if not they move to the opposite side.

Give space to questions

- Environment related to Euro Med

- Role of women in society relation to Euro med
- One of the audiences stated an idea for an action

Evaluation and follow up:

- What I liked?
- What I didn't like?
- What is next?

DE-BRIEFING FOR SESSION #4

Observers & Audience

1. REFAII (reporter (1))

- Perfect presentation
- Good body language
- Games draw attention
- Team work and cooperation
- Fast.....

2. SHAIMAA (reporter (2))

- Smart using behavior
- Convert the session to continuous story
- Creative members of the team
- Different ways of presentations

3. MAI (reporter (3))

The same as the others

4. Audiences

Main points

- Clear and visible way to expose the questions
- Making expectations in the beginning to meet them during the presentation

5. Actors

a. Nadia:

- We used benefit from previous presentations
- We missed the program agenda as it is a TC
- Did achieve all aims of our session

b. Karim:

- Apologize about mobile
- Yes our presentation was fast

6. Team

a. FOUAD:

- i. Bakkar is a successful tool as he is very famous in Egypt
- ii. The game was good as the audiences were motivated
- iii. Good knowledge about upper Egypt
- iv. Very fast reactions
- v. No free space for analysis
- vi. Time management was good

b. ALTINO:

- i. Cooperation between team was good
- ii. Solidarity, Honesty and freedom

c. GEHAD:

- i. enjoyable
- ii. team harmony and self confidence
- iii. way of answering the questions
- iv. new tools
- v. movement
- vi. good methodology
- vii. fast

d. BERNARD:

- i. good preparation
- ii. good control
- iii. red rope
- iv. very creative
- v. too much tools but well used
- vi. good salto tools
- vii. solidarity of the team
- viii. good method of evaluation
- ix. and visible
- x. where is the training
- xi. adaptation on working in Friday
- xii. audience stolen 15 min by being late
- xiii. don't talk about action 5
- xiv. use easy photos
- xv. expectations in the beginning immediately after presenting the programmed
- xvi. evaluation should be more dynamic
- xvii. monotonic speech
- xviii.

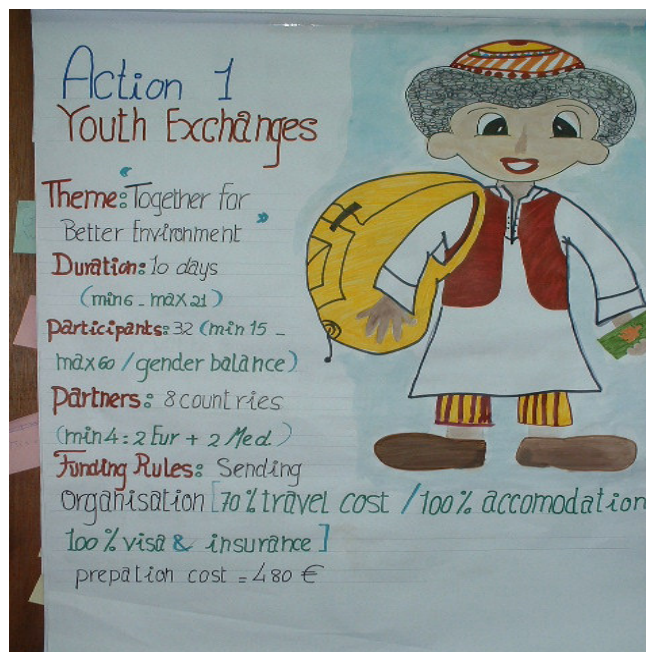
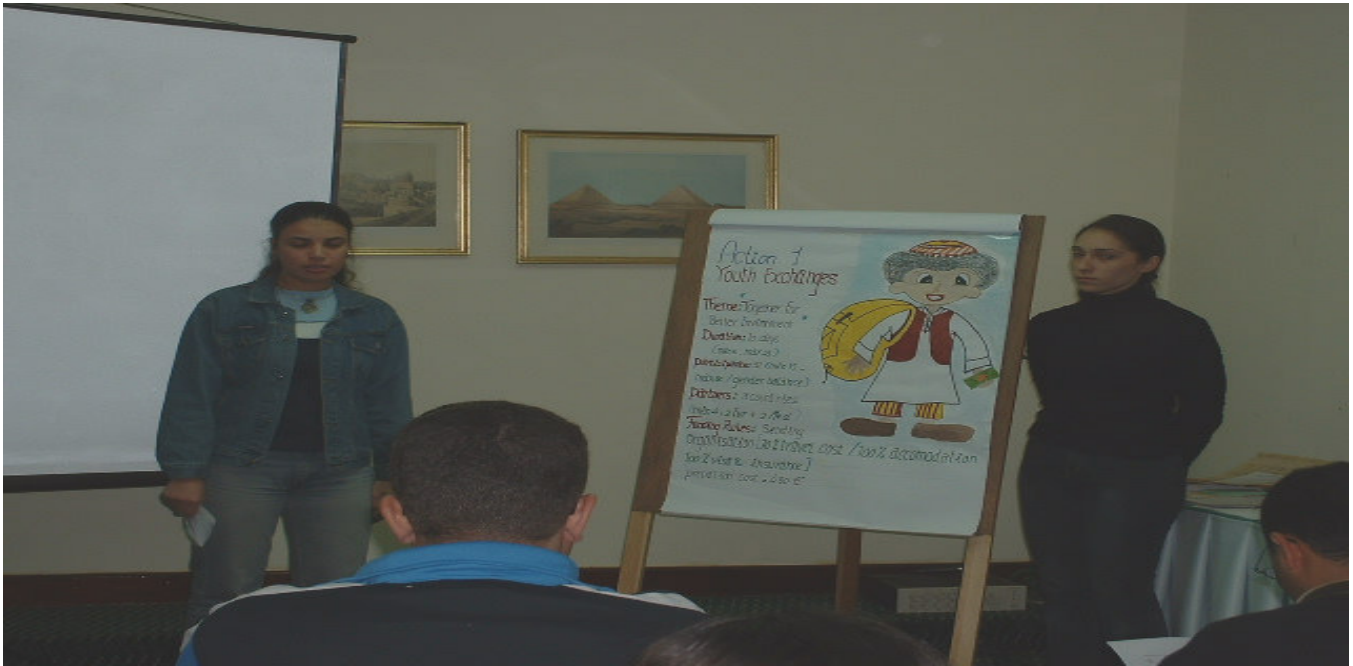
Session # 4- tip:

To plan a training : 3 tempo (like in music)

1st : reflection and experience about the topic itself

2nd : information to the audience

3rd: use of concepts



Session # 5 – Preparation Sheet

Title	Info. Session
Aim	<p>Provide information about the Euro-Med Programme</p> <p>how to develop Euro-Med youth programme in a city which doesn't deal with foreigners.</p> <p>Local authorities don't trust us much .</p>
Target Group	Local Authorities of the city
Description	<ol style="list-style-type: none"> 1. Calling the local Authority office and asking for an appointment with her and we are going to present our organization and the aims of The Euro-Med youth programs and assuring that by giving her a book talking about the European Union & Egypt in Partnership 2. We are going to ask her about her fears of hosting this project in her city and we reach to good solutions . 3. we will tell her that our project is concerning about women in Egypt and how it is one of the most important thematic themes of the Euro-Med youth programme . 4. After she convinced about the programme she will take us to one of the big NGO's of the city we will meet there some youth and we will make a brief informative session telling them about the main aims of the Euro-Med programme and after that we are going to bring the three boxes which are going to spread some cutting papers which wrote inside it an aim of the programme randomly and participant should put them back again in the suitable box 5. and after that I am going to make an open dissociation about the problem that face the woman in EGYPT and I will let the people who agree with me

	e.g come close to me and asking them why ? etc
Material Needed	2 flip charts – data show- 3 boxes(3 different colors- cutting papers) – Book
Further Sources	User's guide .
Tool Types	2 flip charts , and advertisement stressing on the place of women in Egypt and 3 books
Tool Topics	9- Introductory Flip chart writing on it our session and what are the problems that we will face . 10- One colored paper representing the fears and others for the hopes . 11- Power point slideshow showing photos And the aims of Euro-Med and a map of the Mediterranean region . 12- An advertisement (Egyptian Girl)
Submitted by	Nora M. Salem and Mohamed Abou El Khair

Report Group 5

First hour presentation

They started 9 am by introducing themselves, the names and that they are working with the national co-coordinator of the euro-med youth program under the umbrella of the ministry of youth.

They act a small play (in which they are trying to convince the local government by their project).

They chosed Nadia as a representative of the local government by what they say , but step by step she started to be convinced .They explained for her the aims and objectives of the euro-med youth program . She had some fears they asked her to write and in return they gave her the hopes . She asked about the project, they describe her the project supported by video show . When they start to speak about the programme's actions she sent them to a responsible person who is directly dealing with youth NGOs There they start to explain the three actions using power point presentation.

After that there was an exercise , they have three boxes as symbols of the three actions . they spread papers to the audience including some topics , descriptions of the actions , the audience had to choose the suitable action for each paper according to what is written in .

Then they asked the audience a question for their suggested solutions . they started to comment upon the solutions.

Finally they asked what is the 1st step to start a Euro-Med youth program should be for a new association in the program ?

The answer is of course action 5 in order to make new contacts, know partners , new ideas...etc.

Second hour debriefing:-

Altino was the head he passed the floor to the

Observers of Situation "5":

Sara El Kouedy
Hassan

The observation:

1. They started on time.
2. They had overcome the mistakes that happened before in the previous situations by clearing their situation.
3. The voice was good and clear.
4. They didn't mention the time of the meeting with the Mayor.
5. Their role play was creative and adapted the situation well.
6. The introduction of the EURO-MED was brief, short and to the point.
7. Self confidence was obvious from the early beginning.
8. They should have prepared the chart of hopes and fear before so as not to move so much as it can be distracting sometimes .
9. The Mayor character was wisely chosen and it was done perfectly.
10. The presentation by the data show was great and organized, also it flew in order.
11. The idea of the short movie (add) was so creative and also was well adapted with the situation.
12. They used the tool well.
13. While presenting the actions on the data show they were standing in front of us, so the screen wasn't that clear to us the observers.
14. In the presentation sheet they should have written in the aims that they wanted to inc. the role of women in the society.
15. At the beginning the audience weren't interacting that much, but by the end they started to interact.
16. They used such an innovative way in using the sketch and the phone call thing was interesting as well.
17. Although the power point presentation is usually boring, but they used it effectively and in an interesting way.
18. The game wasn't that clear for all of the participants.
19. The body language was ok.

20. They overcame the time barrier and arrived at El Menia in just 2 min.

21. They finished by 9:38.

Then to **the audience:-**

They said

- *The speakers should stress more on a contact making seminar.
- * Deciding which action is suitable to the situation and then stress upon it
- * Time management : they have 15 m more to continue but they stopped .
- * The movie was great sending certain message . There was a good effort in getting it.
- * They should stress upon the local government fears and their hopes .
- * There is a kind of confusion in the way of the presentation.
- * If I am an NGO I will need more informative data.
- * Dialogue with the government is very good .
- * Lack of harmony in the presentation. they did not say or refer that they will start to speak about ... , its aims are, and then the conclusion . this is to let the audience be aware of what happened.
- * Great efforts have been done in the preparation stage especially in getting the video.
- * Why choosing Minya city?

The speakers comments

- We chosed Minya as we have background about it.
- Our task is to convince the local government .

The Team:

Ahmed Fouad

- The local authorities did not trust you, so you should convince them with you first.
- What are the interests of the project?
- The group dynamic, creation, tools, discussion were very good , mainly covered most of the points
- Attitude confusion: to move from one tool to the other without explaining that.
- The game of the box is not simplified, you should put into consideration that those people did not know about the euro-med youth program in order to choose the suitable action.
- Control of the audience..

Content:

- Arrangement should be a little bit different
- The subject is in general not specified.,No time management.

Gehad

- Interrupting each other during talking.
- Hesitating in moving in front of people.
- You must be self confidence and have a great trust in order to convince the local government.
- Body language is hesitating.
- You should let the local government feel safe by saying that you are working under a governmental umbrella.
- Floating from one point to the other without concentration.
- You must use the whole time to convince the local government.
- The idea of boxes was good also the move.

Bernard

- The source is missing (making like koshary)
- Introduction you present your situation, I was lost.
- You are in front of stick holders, you should convince them
- A lack of control to the situation.
- You should convince the stick holder by your aim so you should specify it. if you convince them , they will ask you what you need from us to support you, but we did not hear this question which means that they are not convinced.
- There is a kind of creation.
- Tool box is very good
- The report had to be written well.
- Great work of preparation.
- Speaking about yourself always I I I

Altino

- Expressing everything in rush.
- No-self confidence.
- Generally the presentation is not displayed in a good way.
- Lack of organizing.
-

Tips

Time Management

You have 3 choices in case you have more time.

- 1- To develop the point
- 2- To have something in the pocket.
- 3- To conclude

Session # 6 – Preparation Sheet

Title	Give me 5
Aim	Organize an arrival training session for and prepare them to attend a Contact Making Seminar
Target Group	EVS volunteers – 5 European volunteers from different nationalities.
Description	<p style="text-align: center;"><u>Arrival training session</u></p> <p>+ Welcome new volunteers: trainers will welcome the new volunteers in the country and the organization, He will introduce the trainers and their role for the next 5 days and also the next coming hour.(Hany) Mentioning the project that the volunteers will participate in it. (Haithem) And giving a welcome package to the volunteers that contains useful info for them (Country info like weather, currency, transportation, maps, areas of entertainment, etc..) and training schedule, brochure about the organization and other one about the project that the volunteers are involved in.(Nahla) (5 min) Objective: Determine the situation and who we are and who the target group is.</p> <p>+ Ice breaking games: its main aim is to welcome them and let them know each other and their cultural backgrounds, also in the same time try to build a kind of team work among them that will help them in achieving their role during the project.</p> <ul style="list-style-type: none"> • catch my name – making a circle including volunteers and trainers, let each one introduce himself and country, then each person suppose to throw a thing (could be a paper/marker) to another one in circle while mentioning his name, then the rhythm of the game is speed up by putting many thing to be thrown but in the same time keeping the same order that they did before and then reverse the order to make all them know each others' names. (time : 10 min) • Not a knot: each volunteer will tie his leg with his colleague so as all of them their legs will be tied, and then the facilitator will ask to do one task while they are

ted. (time : 10 min)

+ Training schedule presentation:

Facilitator will go through the training schedule explaining the aims and objectives of the training and clarifying facilities offered for the volunteers.

Through the presentation the trainer will stress on certain points like the theme of each day, stressing on the Contact making seminar that the organization will attend and stressing on the preparation session and its importance for them to be prepared for it. (Nahla) (10 min)

Objective: understand the theme of the training
Stress on the contact making seminar that the volunteers will participate in it.

+ Exercise to brief the Euromed youth program (the 3 actions, intercultural dimension, thematic prioritized)

Facilitator will make a charts for the 3 actions and the thematic priorities and aims of the program, only headings will be written while all the under the headlines will be written on a sticky notes.

Then facilitator will re-stick the stick notes wrongly asking the participants to reorganize them correctly.

After that facilitator will ask the volunteers to read each one of them a chart of them and comment about the points stressing on the contact making seminar objectives and the role of the volunteers.. (Hany)

Objective of this exercise: introduce the program in an interesting way

Make the volunteers participate and help each others in case some of them are not fully aware of the program.

Clarifying what is contact making seminar and its objectives.
(15 min)

+ Country Orientation presentation:

One of the trainers will present an introduction about the country in a funny way imitating another nationality point of view on his first visit to the country putting some comic situations and insert the country information during telling the story. (10 min)

Objective: make the volunteer feel the experience and the common stereotypes that they might face.

Fun and remove stress but in the same time give an introduction for orientation.

Material needed	Charts, handouts, sticky notes. markers, computer and data show, welcome package
Further sources	SALTO-youth web site, user guide, SIS.gov.eg web site, Masrwy.com website
Tool types	Icebreaking game, presentation, exercise, Imitation, flip charts.
Tool topics	To create a welcoming and intimate environment, brief about Euromed program, orientation, training schedule.
Submitted By	Hany Labib – Haithem Kamel – Nahla Nomeir

Report for Group 6

The actors:

- They have started on 11:30 on time.
- The actors have introduced the arrival training, a brief introduction on the training and then each actor introduced himself.
- The actors have introduced the mentor for the volunteers.
- They have introduced also the organization and the main activities, then Nahla has discussed the welcome package contents (country info, maps, training schedule, brochure about the org & program, etc)
- After words, Hany has given a quick road map for this training session, which where: welcome, ice breaking, training schedule and country orientation.
- Ice Breaking: the actor have introduce two games as follows:
 - First game: was a game with all the volunteers for introducing their names, countries and something each one do like.
 - Second game: is round a rope on each two participants' leg and they all move together while the actor is counting to ten and the aim is to move together without falling down, indicating the team spirit and team work within the group.
- Nahla has introduced in details the training schedule, which were as follows:
 - First day: welcome day (arrival/fears & expectation)
 - Second day: orientation (history visit/culture of each country)
 - Third day: time to work (visit to org / meet heads/ work)
 - Forth day: field trips (visit to rural area/culture night)
 - Fifth day evaluation & feedback (preparation for attending the Contact Making Seminar)
- One volunteer asked about the preparation for the hotel of each country, another one asked about his fears of food, another one asked about the place of working.

- The actors did an exercise on the euro med program and fixed a list on the wall with an empty spaces to stick on it many sticky notes reflecting the items below the following parts:
 - Aims & Thematic Priorities
 - Action 1 Youth Exchange
 - Action 2 EVS
 - Action 5 Support Measures
- The actors played a dialogue with the volunteers about all the above subjects.
- The volunteers were asking on some topics such as minorities, women activities, etc.
- Haythem has presented a country presentation in an Italian ascent covering his experience as a tourist in Egypt.
- The group has finished at 12: 25 pm earlier by 5 min.

Observers Comments:

First observer: Nadia (1st observer)

Positive

- There was a good introduction.
- Team was confident
- Titles for every day
- Haytham performance for the presentation
- Training methods for the country presentation was perfect

Negative

- Actors did the introduction of the org before the training schedule.
- Too much time has been exerted in explaining the euro med actions.
- Actors didn't let the chance to hear from them the expectation, aims and fears
- No timing in the schedule

Karim (2nd observer)

Positive

- Actors having Self confident
- Good way of organizing the group
- Good body language specially Haytham
- Country presentation was good

Negative

- The actors were acting with the volunteers and didn't give attention to the audience.

- Long time spent for explaining the actions

Khaled (3rd observer)

Positive

- Time management is good for the group
- Presentation was perfect
- Ice braking was good
- Orientation of the country was good as foreign experience

Negative

- Can't control the mobiles
- The game took 20 min thought the actor said it will take just 10 min
- Actors haven't control the questions

The Audience

- Presentation, introduction and back ground of Egypt were perfect.
- The moves of Haytham during the country presentation were quickly which lead to disturb the attention of the audience
- Volunteers were expecting more questions on their accommodations.
- Egyptian presentation was so good
- Some comments were that the presentation of Haytham on Egypt was reflecting some bad image of Egypt, such as tapes, etc..
- The mentor hasn't participated with the activities
- The audience has felt some boring during the presentation.
- The training schedule was good

Actors reply

- They talked about the role of the mentor and that it shouldn't participate from now in the orientations and that his role will begin from the beginning of the program.
- They mentioned that the fears and expectation will be mentioned in another coming session later.
- The contact making seminar was mentioned twice and will be held through out the program later.

Trainers' feedback

- Improvement from the first group till now
- Presentation was good dynamic and good situation.
- Choosing the audience participation is the decision of the actors.
- Program presentation was too long
- It is better to increase contact making seminar

- Good knowledge of the program
- Actors were calm
- More clearing on the schedule training
- On the arrival day, the ice breaking was good; prepare the spirit of the team with it.

Gehad

- The actors were concentrating more on the volunteers and didn't participate the audience with them which is not good.
- The eye contacts were on the volunteers and not the audience which should be also on them.
- Body language and acting were great
- It is good that the actors discussed that in the program there will be held a session for the language facilitator.
- Presentation was good and frankly.

Barnard

Positive points

- The actors has worked a lot
- Good tools used
- Good team work
- Good time management
- Good presentation structure
- The visiting of Egypt was so good

Negative points

- Big part of the presentation was passive and not representing the audience.
- The exercise of the circle was so far, not dynamic and the voice were so far.
- No summarizing at the end.
- Actors should be caution while dealing with some topics like the presentation of Egypt in Italian way.
- Some topics were missing such as sending the group to have the contact making seminar session.

Ahmed Fouad

- Good socialization part
- The actors didn't identify who are you and what the roles of the mentor are.
- The actors haven't shared with the audience some practice or exercises.
- The actors should make the hopes and fears at the beginning.

- The country presentation was good covering the negative points that the volunteer could find here.
- Summarizing
- There were different tones from the actors

The Tips for Session 6:

In order to move from Initial situation to final situation you must have "Education system", which consists of:

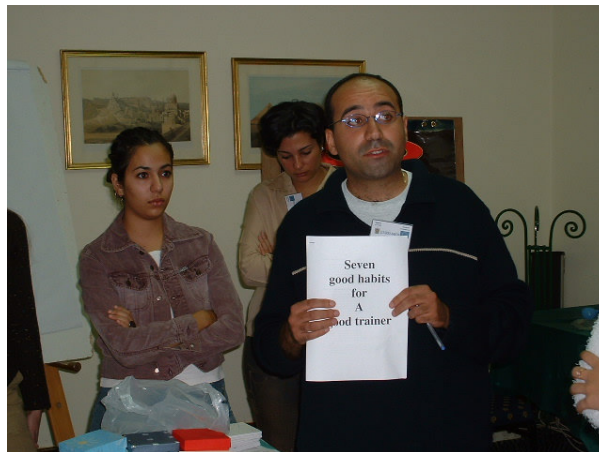
- 1- Education techniques: case study, simulation, role play, exercise.
- 2- Education support: markers, screen, data show, charts, etc..
- 3- Contents to be spread: ex: to prepare people to act as multipliers.
- 4- Educational attitude : 3 main attitude

T	T	t
↓	↔	↑
t	t	T

and the third one must take more space

- 5- educational environment: ex: follow up.

Atip : a train is to make trainees conscious of their own progression.



Session # 7 – preparation sheet

Title	Informative session on the euro- med activities
Aim	Provide information about the euro- med program in relation of a human rights and participate in their exhibition
Target group	The youth workers, youth leaders and board members of a human rights organization who don't have any idea about euro-med youth program before.
description	<p>This session will be held for explaining the euro-med program to young people who are members in an organization concerned with the human rights .they don't have any idea about the project , and the Egyptian national coordinator wants us to explain our program to them , convince them and motivating them for participants.</p> <p>So the methodology used will be :-</p> <ol style="list-style-type: none"> 1- Explaining the situation clearly before starting in order not to let any one to be lost from the theme during the session. This will be through verbal announcement to audience. 2- Irene (chairman of the organization) will introduce us to the organization. 3- Our group will explain the reasons of being there. 4- We will start the euro-med introduction through power point presentation discussing the aims, priorities, main themes and additional values of the program. 5- The "w" chart (as a tool) will be used to explain the concept of the human rights to the audiences (which are already

expertise in the field of human rights , but as an introductory situation to the link between the euro-med and the human rights) which is the rights of every person to be respected and understood , also the youth will practice be them selves this situation and understand the concept.

- 6- Then the tree tool will be used to illustrate the structure of the main themes of the euro-med program in relation to the human rights.
- 7- Explanation of the three actions 1,2 and 5 through power point presentation with giving an example related to the human rights issue in each action.
- 8- A video clip will be played after illustration of action 1 through the data show showing previous action 1 in order to motivate the audiences and making them more interested in the project. The theme of this project was "music as an international language".
- 9- Then a questionnaire in the form of yes or no will be given to the audiences to see their reflection. Then this questionnaire will be analyzed immediately in front of them.
- 10- Inviting the audiences to the exhibition to use the tools available in it.
- 11- Concluding the whole informative session in one flip chart in order to remind the audiences with session and to fix it in their mind.
- 12- The end of the session with an audio track of a famous Egyptian actress

	which is concerned with the human rights
Material needed	Charts, handouts, markers, computer and data show.
Future sources	SALTO – youth web sites , user guide ,WHW site, AOHR site and EHOR site
Tools type	Ice breaking game, power point presentation, exercise and mind game
Tools topics	To create a welcoming and intimate environment, presentation about the euro-med activities , preparation of human rights exhibition and a tree for priorities of the euro-med
Submitted by	Yasmin Heider - Reham Nabil - Mostafa Sherif

Group 7 Reporting

Reports:

Sara

Karim Arafa

Khaled Hammad

Starting time: 3:30 pm

End time: 4:30 pm

Before starting the group distributed package among the participants

Hany : chairman of human rights introduce : Yasmina, Riham, Moustafa

Yasmina introduced Euro-Med program

Power point presentation started

They previewed the aims as follow

1- integration

2- simulate the democrization

3- mutual understanding and cohesion

Suddenly haythem (audience) interrupted asking “what the relation between human rights and the Euro-Med?” and added that he is a member on organization that concerns about human rights.

Then one of the actors (yasmina) replied saying that there is a strong relation between the Euro-Med and the human rights, and got a model of a tree, she

started commenting on the themes of the Euro-Med [ex. Equal opportunity, human rights, etc....] and added that the Euro-Med promotes it

Another actor (Mustafa) continued introducing the Euro-Med program briefly stressing on the priorities.

A question come from the audiences asking about how can a person participate?, and the reply to the question was by participating in any of the 3 actions (1, 2, 3).

Riham asked for 3 volunteers to play a game , which was: they were trying to read a paper on the ground written on it “W” and every one of them saw it with a different point of view, one saw it W and other saw it 3 and the last saw it M.

Then she asked them who is right? And how do you define right from wrong because every one has a different point of view.

Riham started explaining Action (1) which is the YOUTH exchange by explaining what is a youth exchange.

She gave an example of a youth exchange in Italy discussing the human rights.

Then they went to one of the charts that showed human rights is one of the Euro-Med aims and how is the Euro-Med can be a tool for human rights.

They showed a movie about the real experience of participants in one of the youth exchanges and discussed “why a youth exchange?”.

After the movie, the presentation proceeded talking about Action (2) [EVS]. They gave an example explaining the theme more and connected it with the issue of the human rights.

“how Action (2) can be related to human rights?”

they gave an example of a real EVS project and the aims is:

- 1- develop intercultural learning
- 2- global education.

They made an opened discussion by showing a word “think” on the data show and started interacting with the audiences.

One of the participants – hany – said that we have a problem about collecting data concerning human rights red top (routine) and that we have another problem about that there is no awareness among youth.

Then they started giving examples about the conventions that took place explaining the human rights.

They tried after words discussing the Islamic chart and the rights, because they didn't mention it when reading the conversation.

After words they started talking about the woman and her place in society. The answers about this question varied between yes and no, and that she has a right, but she doesn't use it. And one of the aims of the program is to promote this idea and discuss it.

Then a mathematic mind game took place to refresh the participants. The participants were asked to solve the questionnaire that was in the package that was distributed earlier (Annex 1 the questionnaire).

Discussion took place after collecting the questionnaire commenting on it and the questions.

They ended the presentation by inviting to take a tour in the gallery that contains several expressive photos that shows different situations.

Debriefing of session # 7

Audiences

- 1- They thanked the team for his great effort.
- 2- The idea of the tree model was good.
- 3- They were self confident.
- 4- The use of the tools was great, but related to a dream as the decision makers will not be affected by this.
- 5- Nice harmony in the work.
- 6- The chart wasn't that clear as the colors were pale.
- 7- The presentation skills were good.
- 8- They didn't like it when haythem suddenly asked a question.
- 9- They seemed exhausted.
- 10- While presenting their presentation there were moving a lot in front of the screen.
- 11- Same one commented on "which part was planned and which wasn't".
- 12- There was a good link between the human rights and euro-med.
- 13- The mathematical game was nice and it was a good solution for the silence.
- 14- The rhythm of the presentation was slow.

- 15- The eye contact and body language was used very good.
- 16- The flip chart was far.

Actors

Yasmina: (1st actor)

- She commented on the surprising question when he asked it suddenly that the situation was meant to be as a real seen that can take place, how can we face it?.
- The mathematical game was planned in case people got board.
- Also she remarked that the tree tool is imaginative.

Riham: (2nd actor)

- She commented on the issue at the ice breaking and said that they didn't use it as the issue was about human rights.

Mostafa: (3rd actor)

- He said that the sequence was prepared.
- The video was taken from a seminar.
- The target group for them were the decision maters
- The time that was consumed on the “think” game was to give them a bigger scale or area of discussion.
- The mathematical game once more was to attract the attention of the audiences.
- He commented on the phrase and said “people are sleeping” .

OBSERVATION ON GROUP (7)

TECNIQUEAL OBSERVATIONS:

- VOICE: Reham was hesitating at the beginning of the presentation, and then she overcame it.
- Yasmina was monotonous.
- Mustafa's voice was clear and strong.
- Body language was good.
- Tools: pictures was so meaningful,powerful,and strengthen the idea of the presentation .
- Video clip was very creative.
- Power point was focusing on the theme.
- Movement and actions inside the location, they used all the free space but Yasmina was giving her back to the audiences preventing them from seeing the projector.
- The preparation of the location was good.
- The role distribution inside the team was well organized.

- There was sense of group working and solidarity inside the team.

Contents:

Aim: the three aims of the presentation was fulfilled, but the link between there human rights and the Euro-med program should be enhanced more. But action 2 was well explained.

The way of presentation was appropriate to the target group which was youth workers and leader but the questionnaire was inappropriate to the board members of the human rights organization, it gives the sense of challenging with the board members.

Time management:

They started late 5 min and they finished earlier 10 min.

Consequence of presentation:

The flew of the ideas was interrupted, and the consequence of the topics were disorganized

Comments on the think slide: the actors didn't lead the audiences questions, and they didn't control the questions of the audiences.

The tree tool was very nice and creative and explains its aim.

W chart: was used appropriate to the situation but it needs more explanation.

They didn't make the ice breaking game which was written in the preparation sheet.

The mind game needs more explanation.

They used too many tools

They lost their self confidence at some points

There was some negative comments by the actors .

Submitted by the 3 reporters

1-Mena Shaher.

2-Mohammad Adel.

3-Irini

The team comments:

Altino:

- the word “exhibition” is a complicated word and has various meanings, so it wasn’t appropriate to say it.
- he liked the photos as it’s attractive and interesting.
- They explained briefly the value of the Euro-Med program but they spent 30 minutes.
- Self confident wasn’t that strong in certain situations.
- Generally he liked the presentation.

Ahmed Fouad:

- he liked the pictures, but why didn't they comment on them.
- There were no contrast in colors between the background and the letters so it was hard to read.
- They should have concentrating on finding the link between the human rights and the Euro-Med other than mentioning the rights.
- If there was a comparison between the human rights and the euro-med it would have been good.
- The debriefing was so fast.
- The supposed audiences already know about the human rights, so what they needed more info about Euro-Med.

Bernard:

- never present action 3,4 in a euro-med presentation.
- Never turn your back to the public.
- Take care when using PowerPoint.
- Too much text in the presentation.
- Better click sentence by sentence while presenting.
- There was no official opening to the exhibition.
- They should have used the exhibition then the explanation.
- The introduction was good.
- The rhythm was good too.
- They reacted well when the machine had some problems.
- They were slow.

Gehad:

- she thanked them for their great effort and solidarity.
- Blamed them for not focusing on the exact point
- The amount of the info was huge
- The tools appeared all of a sudden, not one after one.
- Moustafas way in the presentation attracts the attention, but suddenly he hang them.
- Yasminas way in presenting was as if she saying a story.
- Facial Expressions is very important.
- They missed managing the distance between each other.
- They worked hard.
- She advised them to concentrate more to present the effort they have done.
-

Tips of Session 7:

Tips to support the 3 actions:

- F aire ensemble to (do together)
- A ccept : yourself and others
- C omprednre (comprhend) : understanding others.
- E xchange : sharing and communication

Action 2:

3 partners :

Volunteer – Hosting – Sending organization

Action 5

- 5 actions
- 3 Aims :information – networking – training
- 8 types
- 2 applications

Needs: Maslow hierarchy

- 1- phsiological (education and job) – to eat , drink, and sleep. Basic needs that any youth excahnge have to offer in a ggood quality.
- 2- Safety⊕risk assessment).
- 3- Social : speak about something, discussion, know each other.
- 4- Self esteem : self respect
- 5- Self realization : self actualization.

Objectives :

- S pecific
- M measurable
- A chievable
- R ealistic
- T imed

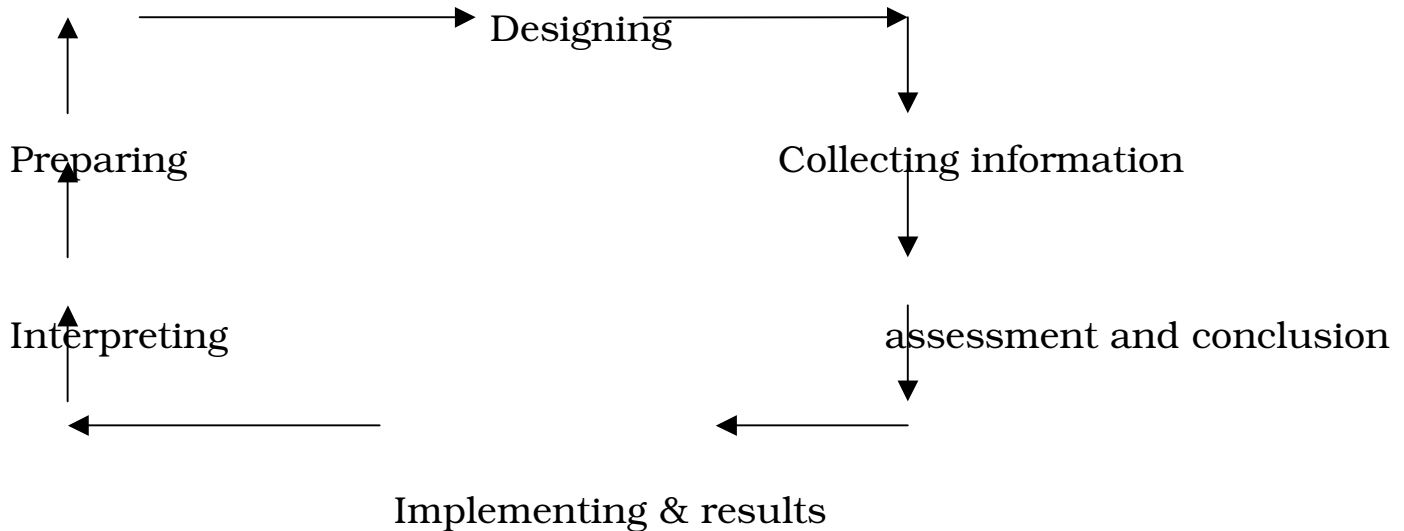
Strategy:

What are the different part of your project

Which one you are going to do.

What is your role in each activity.

Evaluation:



Preparation Sheet of session # 8:

Title: action5 seminar "active citizenship and democracy"

Aim: to improve participants' knowledge about active citizenship and democracy through the Euro-med program.

Target group: young people who are willing to acquire skills.

Description: to be an active citizen it is a must, not just for you but for the sake of the society as a whole.

The seminar concentrates on identifying the concept of active citizenship and to spot lights on democracy, what does it mean and its role in the active citizenship of young people along with the Euro med program.

-Firstly we start with a song while we represent ourselves to the audiences.

-then the power point presentation starts with explanation about the Euro-med program.

-a role play about negative citizenship in Arabic

"the young girl enters while singing then the bad brother wake from his sleep to fight with her for her voice ,the third brother enters and asks his bad brother if he is going to the elections but the bad one makes fun upon him .

-a free floor for discussing the role play with interaction with the audiences.

-the power point is being resumed about citizenship.

-the the second role play starts about active citizenship starts with two friends meet and one asks the other about going to the elections then a friend of them "a lady" comes and it seems they haven't seen her for along time so, she tells them she was in Spain in a Euro-med program and then tells them she is going to elect ,one guy is astonished but she explained that she has watched many things of value there in the other countries she travels to with the euro-med program, among which is the active participation of people there ,then they all go together.

--a free floor for discussing the role play with interaction with the audiences.

-the third role play about autocracy : one goes to candidate but he is taken to prison

the other candidate enters and threaten people to vote for him. The elections boxes are not transparent and there is many people who observe them while voting.

-a free floor for discussing the role play with interaction with the audiences. Then the power point is being resumed about democracy and elections.

-a simulating game about democracy and free elections : in which there is two candidates " male, female" in a free election ,people go to elect in a line and go there in a restricted place with transparent election box.

Materials needed: computer-flip charts-markers-data show- boxes .

Further sources: compass -internet-Tkits-user guide.

Tool topics: youth program in brief-role plays on elections and citizenship.

Submitted by:

1-Hassan Aly

2-Hytham Ebrahim

3-Shaimaa Hussien

Report on Session #8

Date : Saturday 6th, 2003

Time : 6:06 – 7:00 presentation

7:00 – 8:00 debriefing

Actors : Hassan Aly, Haythem Ibrahim, Shaimaa Bahaa

Observers: Yasmine – Riham – Moustafa

Reporters: Mohamed Rifaie – Lamiaa Bahaa – Nadia El Gohary

Hassan started by introducing the team, welcoming the audience, and explained the situation , which is a seminar held in Alex about Active citizenship.

Shaimaa explained that this was the second day of the seminar, and that on the first day the actors introduced the three actions of the Euro-Med programme.

Haythem began to present the programme of the seminar next and read out the whole schedule. Then he started the power point presentation. The theme of the presentation "Participation of young people & Democracy".

The first part of the presentation explained the objectives and priorities of the Euro-Med programme; next he introduced the term "citizenship" and asked the audience about the meaning of this term.

He was interrupted by one of the audience, who asked him about the relationship between citizenship and the Euro-Med programme?

Hassan then explained that the question will be answered later by the end of the presentation.

The team then explained that they will present a sketch about the reluctance of some citizens to vote (specifically women).

Discussions followed about the sketch and the reached conclusions were summarized on a flipchart as follows:

- Participation is the right of everyone.
- Citizens must know the role of participation.
- The importance of awareness in this issue.
- Women are restricted by their husbands, they have the right but they don't use it.
- People believe that voting is for "engaged" people only.

Hassan then asked the audience about the meaning of "citizenship" and explained that it means "to do your duties and to expect to get your rights".

The next question was "why active citizenship?" followed by a discussion and then another sketch.

The sketch was about the effect of Euro-Med (represented by a girl that returned from an EVS and wants to go with his friends to vote) on supporting active citizenship.

The play was then followed by a discussion with the public.

The next question was about the meaning of democracy. Another sketch was then presented, where the audience had only to vote for one candidate. The audience was asked to vote with yes or no only. Their votes were gathered and thrown away and those who voted know were threatened. The results of the voting were 99%.

Discussions with the audience followed and the conclusions were summarized on a flipchart as follows:-

- The dangers of Autocracy
- No transparency
- Preventing people from voting
- The role of police

A film followed demonstrating a young victim of violence.

The actors then played the same but suggested 2 candidates instead of one and the voting box was transparent.

The last part of the presentation was about the 3 actions and how to use them in promoting active citizenship.

Observers

- Using contrast was a good technique to illustrate the situation and point out the difference between a girl that participated in the programme and one that hasn't but the group had to state the how the Euro-Med programme succeeded in influencing this girl. (Yasmine)
- The beating on the table was irritating but it fitted the situation. (Yasmine)
- The sketch demonstrating the contrast between real democracy and dictatorship was very effective. (Yasmine)
 - The change in the presentation tools between power point presentation and sketch was very effective. (Mostafa)
- The actors possess very good acting skills that they used effectively. (Mostafa)

Audience

- The sketches was excellent.(Kareem)
- The colors used in the power point presentation were good but the actors should have concentrated more on the Euro-Med programme. (Khaled)
- The presentation was creative and it was well prepared. The actors presentation skills were excellent but there lacked creativity in presenting the Euro-Med programme. (Hany)
- The actors were able to make use of the tips giving by Mr. Bernard in the previous presentation and succeeded in raising the mood of the audience. (Menna).
- The reading speed was too fast. (May)
- The actors used creative techniques, used power point efficiently, succeeded in creating interaction with the audience. The intercultural dimension and the thematic priorities were missing. The actors should have reacted to the audience's question in a more controlled manner, they shouldn't have interrupted the audience when they were asking, and should have used a formal tone while communicating with the audience. The video was also not effectively utilized. (Mohamed Adel)
- The connection between the seminar topic and the Euro-Med programme was missing. (Nahla)

Actors

- The actors didn't focus on the actions because it's the second day of the presentation and this was explained in the first day according to the schedule. (Shaimaa)
- The speed of reading was fast because they were running out of time. (Shaimaa)
- The tone of the actors was informal because they were addressing youth (Hassan)

Ahmed Fouad

- The dynamics were very good, it was refreshing, they had methodology and the discussions were good as well.
- The actors should have used the power point presentation instead of reading from the flipchart when they talked about the three actions.
- The actors lacked self control.

Gehad

- The sketches were real and exciting.
- The movement of the participants was 85% effective.
- They tried to observe and their faults and tried to manage them during the presentation which was a good approach .
- The actors shouldn't have interrupted each other during the presentation.

Altino

- The dynamics was good and well thought, and the sketches were also very good.
- The success of the first sketch made the actors laid back and negatively affected the attitude of the actors during the rest of the presentation.
- Reading the actions was not a negative point.
- Active participation was the main theme of the seminar, yet it was not adequately highlighted during the session.

Bernard

- The methods and techniques should be linked to the ability of the actors. The actors should chose the best skills and techniques and adapt them to achieve what they want.
- The presentation had some pleasant moments
- The voices of the actors were clear.

- The arrangement of the place was also good.
- The debate in the first part was good and the use of definitions was interesting.
- The theme of the video clip was sad, yet the reaction of the audience to it was not adequate, since they continued laughing and the actors lost control on the group.
- The actors should have first asked themselves, what is a definition of a seminar?

The seminar should allow the participants to undergo a learning process which was not very obvious in this situation.

It is also a platform for the discussion and exchange of good practices, which did not happen during this session.

- The actors dedicated only 2 days for the seminar which is not enough for the partners to discuss and exchange practices.
- The programme of the seminar didn't contain enough details, that could demonstrate how the exchange of practices would take place, which is why many projects are rejected.

Tips of session # 8

Action 1

What are the main aims of action 1

The can be summerzied in the following

F acilitating joint activity

A ccept oneself and others

A cquire skills

C omprehend

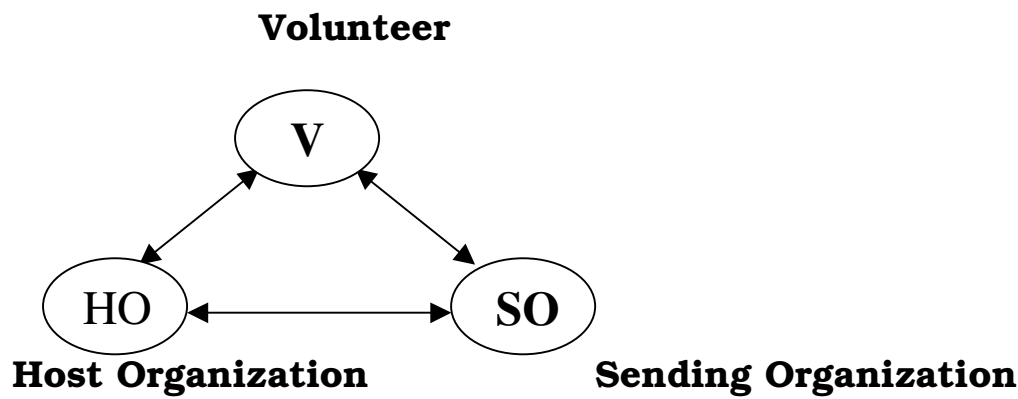
E xchange

E valuate

Action 2

Action 2 is supposed to be one of the easiest to organize because there are only 3 parties involved and because the volunteer is going to perform a definite job at the host organization that is already performed by other volunteers, so it is easy to define what he will do.

The 3 parts of action 2 are:



Action 5

Can be summarized in the following letters

5	3	8	2
<u>Action</u>	<u>3 Axis</u>	<u>Activities</u>	<u>Applications</u>
Number	Partnership Training Information		



Multipliers training course

Main covering points as to be evaluated:

1-Technicalities of the course:

a- Accommodation

General comments:

ROOMS were quite comfortable but small a little bit

FOOD was very good and healthy

WORKING ROOM was small and not refreshing

B-facilities and tools available

MATERIALS was full provided

STATIONARY was a lot and enough for everybody

COMPUTERS were not much and a lot of participants were working on the same pc

TRANSPORTATION was quite good and on time

2-general methodology

General comments:

-Methodology was very efficient....effective as well

As its aim was to get every body involved in the methodology

-Time table was clear and obvious but so much stressing..There was no enough free time

-Role of trainers was very important in pushing the participants to work, analyze, and do more in the learning process

-the majority of the participants reacted positively in the process

3-tips given at the end of each debriefing

Majority said it was great and very useful. And it raised the quality of presentations after with the other groups

But also every body said that it wasn't enough and they wanted much more.

4-quality of program parts

It was so different from one to another

But most of the participants admired some main parts in the the tips, debriefing after the presentations, team working the situation groups

But they all needed more face to face meetings also some more free time

5-evaluation of self contribution

Most of the participants evaluated them selves that they amused being in such a group and how they became friends quickly which helped progressing the process of the training course...most of them felt warm and safe among the others

Same as they learnt a lot from being in such a group also to have

6-program day by day

no	item	Average %
A	Monday 1/12	
1	Presentation of the trainers and participants	73 %
2	Aims and objectives	71.5 %
B	Tuesday 2/12	
3	Energizers	74.5 %
4	Tools brought by participants	66 %
5	Tools brought by trainers	75 %
6	Exercise(check your knowledge of the program)	78 %
7	Rules of the game introduction to the situations	80.5 %
C	Wednesday 3/12	
8	Preparing the situations	80 %
9	Opportunity to have face to face meeting	73.5%
10	Continue preparing the situations	76.5%
11	Break time in zamalek club	72.5 %
D	Friday 5/12	
12	Opportunity to present your performance of groups 1 to 4	71 %
13	Debriefing of each organization	83.5 %
14	Opportunity to have face to face	78.5 %
E	Saturday 6/12	
15	Opportunity to present your performance of groups 4 to 8	71.5 %
16	Self evaluations	93.5 %
17	Evaluations of the training	75.5 %
18	Follow up	78.5 %

7-advice for future multipliers

To read more about the euormed agreement
 To know more about the surrounding events
 To have a good time management
 Use every chance for learning
 To be open to criticism
 To have an open minded
 To prepare the tools carefully

8-training course motivation for better participation in the Euro med program

Most of the participants commented on how this training course was useful for them

It made them benefit a lot on their professional and social level.

Also it gave them a chane to know more about the thematic priorities of the program, also it made them meet new people and have new friends ...

Also it was a good chance to exchange experience with other and also tom build new connections with other ogansitions

The evaluation skills that multiplier supposes to own:

Personal

-Self confidence (1)
 -Creativity (1)
 -Motives (2)
 -Empathy (2)
 -Commitment (2)
 -Leadership (1)
 Presentation;
 (4) Attitude

Technical

(3)-Management;
 project management
 organizational management
 time management
 team management
 reporting management -
 (3) Voice
 (3) Body language

(3)

How to speak/express

(3)-Perfect knowledge of euro med program

(3) - Animation techniques

(4)-Educational skills

(4)-Leader skills

Knowledge (1)	How to be (2)	How to do (3)	How to do
---------------	---------------	---------------	-----------

			To let do (4)
Self confidence	Motivation	Management	Attitudes
Creativity	Empathy	-project	Educational
Leadership	Commitment	-organization	skills
		-time	Leadership skills
		-team	
		-reporting	
		Voice	
		Body language	
		How to express	
		Euro med program	
		Animation skills	

The participants self evaluation:

Sarah El Kouedy:

Total mark=2.67

Team decision :2.90

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 2 Creativity 3.5 Leadership 3	Motivation 3 Empathy 2.5 Commitment 4	Management -project 3 -organization 2.5 -time 4 -team 3 -reporting 2.5 Voice 1 Body language 2 How to express 2 Euro med program 2.5 Animation skills 3.5	Attitudes 2 Educational 2.5 skills 2 Leadership skills 2
2.83	3.16	2.55	2.16

Mena Shafer :
Total mark=3.5
Team decision :2.95

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 4 Creativity 4 Leadership 4	Motivation 5 Empathy 4 Commitment 5	Management -project 2 -organization 2 -time 2 -team 3 -reporting 4 Voice 5 Body language 4 How to express 4 Euro med program 4 Animation skills 4	Attitudes 4 Educational 2 skills 3 Leadership skills 3
4	4.6	3	3

Shaimaa Bahaa:

Total mark=3.4

Team decision : 3.27

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 4 Creativity 3 Leadership 3	Motivation 4 Empathy 3 Commitment 2	Management -project 4 -organization 3 -time 4 -team 3 -reporting 3 Voice 4 Body language 4 How to express Euro med program 4 Animation skills 4	Attitudes 4 Educational skills 4 Leadership skills 3
3.3	3	4	3.3

haythem kamal:

Total mark=3.9

Team decision :3.58

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 4 Creativity 4 Leadership 4	Motivation 4.5 Empathy 3.25 Commitment 3	Management 4.25 -project -organization -time -team -reporting Voice Body language 4.25 How to express 3 Euro med program 4.5 Animation skills 3	Attitudes 4 Educational skills 3.5 Leadership skills 3.75
4	4	4	3.5
Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 5 Creativity 4 Leadership 3	Motivation 4 Empathy 4 Commitment 5	Management 3 -project 3 -organization 3 -time 4 -team 4 -reporting 4 Voice 5 Body language 5 How to express 4 Euro med program 2 Animation skills 2	Attitudes 5 Educational skills 4 Leadership skills 5
4	4.3	4.05	4.6

Haythem
Ibrahim:
Total mark
=4.05
Team
decision
:2.72

Nahla :
Total
mark=3.2

Team decision :2.92

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 4 Creativity 3 Leadership 3	Motivation 3 Empathy 3 Commitment 4	Management -project 3 -organization 3 -time 4 -team 3 -reporting 3 Voice 4 Body language 4 How to express 3 Euro med program 3 Animation skills 4	Attitudes 3 Educational skills 2.5 Leadership skills 2
3.3	3	3.4	2.6

Irini :

Total mark=3.1

Team decision :3.27

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 3 Creativity 2.5 Leadership 3	Motivation 4 Empathy 3.5 Commitment 3.5	Management -project 3 -organization 3 -time 3 -team 3 -reporting 3 Voice 3 Body language 2 How to express 3 Euro med program 4 Animation skills 3	Attitudes 3 Educational skills 3.5 Leadership skills 3
2.8	3.6	3	3.1
Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 3 Creativity 3 Leadership 3	Motivation 5 Empathy 4 Commitment 5	Management -project 2 -organization 3 -time 4 -team 3 -reporting 3 Voice 3 Body language 4 How to express 3 Euro med program 4 Animation skills 3	Attitudes 3 Educational skills 3 Leadership skills 3
3	4.5	3.1	3

Yasmina hyder:
Total mark=3.1
Team decision :3.61

Lamia el meligy:
Total mark=3.4
Team decision : 3.02

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 4 Creativity 3 Leadership 3	Motivation 4 Empathy 5 Commitment 4	Management -project 3 -organization 3 -time 5 -team 4 -reporting 2 Voice 3 Body language 3 How to express 3 Euro med program 3 Animation skills 4	Attitudes 4 Educational skills 3 Leadership skills 4
3.4	3.6	3.8	4.3

Hassan Aly :
Total mark=3.61
Team decision :3.14

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 4 Creativity 4 Leadership 3	Motivation 4 Empathy 3.5 Commitment 4	Management -project 3 -organization 3 -time 4 -team 3 -reporting 4 Voice 3 Body language 3 How to express 4 Euro med program 3 Animation skills 4.5	Attitudes 4 Educational skills 3 Leadership skills 4
3.6	3.8	3.45	3.6

Khaled Hammad:

Total mark=2.61

Team decision :2.56

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 2 Creativity 4 Leadership 3	Motivation 4 Empathy 4 Commitment 2	Management -project 2.5 -organization 3 -time 2.5 -team 3 -reporting 2 Voice 2 Body language 2 How to express 2 Euro med program 3 Animation skills 1.5	Attitudes 2.5 Educational skills 2 Leadership skills 2
3	3	2.35	2.1

Mohamed Rifaie:

Total mark=2.64

Team decision :2.50

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 1.5 Creativity 4 Leadership 2	Motivation 3 Empathy 3.5 Commitment 3	Management -project 3.5 -organization 3 -time 3 -team 3 -reporting 2.5 Voice 3 Body language 3 How to express 2 Euro med program 3 Animation skills 3	Attitudes 2 Educational skills 2.5 Leadership skills 2
2.5	3	2.9	2.16
Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 3 Creativity 3 Leadership 3	Motivation 4 Empathy 3 Commitment 4	Management -project 4 -organization 4 -time 3 -team 3 -reporting 2 Voice 3 Body language 4 How to express 4 Euro med program 3 Animation skills 3	Attitudes 3 Educational skills 3 Leadership skills 4
3	3.6	3	3.3

May Adel:
Total mark=3.2
Team decision: 1.59

Mostafa Sherif:

Total mark=4.27
Team decision :3.20

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 5 Creativity 3.5 Leadership 4	Motivation 5 Empathy 4 Commitment 4	Management -project 3 -organization 4 -time 4 -team 3.5 -reporting 5 Voice 4.5 Body language 4 How to express 4 Euro med program 3 Animation skills 5	Attitudes 4.5 Educational skills 5 Leadership skills 3.75
4.16	4.3	4	4.41

Nadia
Mohamed:

Total mark=3.25
Team decision :4.33

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 3 Creativity 3 Leadership 4	Motivation 5 Empathy 3 Commitment 5	Management -project 2 -organization 2 -time 3 -team 3 -reporting 4 Voice 3 Body language 3 How to express 3 Euro med program 3 Animation skills 2	Attitudes 3 Educational skills 3 Leadership skills 3
3.5	4.3	2.8	2.6

Mohamed Kamal:
 Total mark= 2.9
 Team decision :2.56

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 2.5 Creativity 3.5 Leadership 3.5	Motivation 5 Empathy 3 Commitment 4	Management -project 1.5 -organization 3 -time 2 -team 3 -reporting 2 Voice 3.5 Body language 3 How to express 2 Euro med program 3 Animation skills 3	Attitudes 5 Educational skills 2 Leadership skills 2
2.6	3.5	2.5	3

Karim Arfa:
 Total mark=3.39
 Team decision :3.27

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 5 Creativity 4 Leadership 3	Motivation 5 Empathy 5 Commitment 3	Management -project 3 -organization 4 -time 3 -team 4 -reporting 4 Voice 4 Body language 4 How to express 3 Euro med program 3 Animation skills 4	Attitudes 4 Educational skills 3 Leadership skills 3.5
4.25	4.25	3.5	3.25
Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 4 Creativity 4 Leadership 4.5	Motivation 4.5 Empathy 4 Commitment 4.5	Management -project 4 -organization 3 -time 4.5 -team 4 -reporting 4.5 Voice 3 Body language 4 How to express 3.5 Euro med program 4 Animation skills 3.5	Attitudes 4.5 Educational skills 4 Leadership skills 4
4.1	4.3	3.8	4.3

Hany Mokbel
Labib:
Total mark=
4.125
Team decision :3.61

Riham nabeel:
Total mark=3.5

Team decision :3.02

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence 3 Creativity 3 Leadership 3	Motivation 5 Empathy 4 Commitment 5	Management -project 3 -organization 4 -time 4 -team 4 -reporting 3 Voice 1 Body language 4 How to express 3 Euro med program 4 Animation skills 3	Attitudes 3 Educational skills 3 Leadership skills 3
3	4.6	3.5	3

Mohamed Adel:

Total mark: 3.36

Team decision :3.83

Knowledge (1)	How to be (2)	How to do (3)	How to do To let do (4)
Self confidence Creativity Leadership	Motivation Empathy Commitment	Management -project -organization -time -team -reporting Voice Body language How to express Euro med program Animation skills	Attitudes Educational skills Leadership skills

Energizer Day List:

Date	Name
1/12 Monday	Bernaed-Altino
2/12 Tuesday	Hany-Haitham Kamal-Mena
3/12 Wednesday	Reham-Yasmina-Khaled
4/12 Thursday	Nadia-Nora-Sarah
5/12 Friday	M.Adel-sameh-Hassan
6/12 Saturday	M.kamal-Hitham Ibrahim-Irini
7/12 Sunday	Lamiaa-Nahla-Rifaie
8/12 Monday	Shimaa-Hassan

Energizers:

Energizing

Karim Arafa

Hit your hand on the ground



1 2 3 4

The game can be played by min 4 players and up to any number of players

Aims:

Make the players concentrating and avoid confusion.

The game

All the players will sit on the ground as the drawing above and will put there hands in behind of the nest player and make a cross like the drawing above. The game starts when one of the players hit with one of his hands (1) on the ground, so the next player (clock wise) will hit his hand (2) on the ground after him, then so on (3,4,...).

If the player hit one hit only so it goes clock wise and if he hit a double hit (twice) so the game must be reversed.

If any of the players get confused and made a mistake, so he will loose one of his hands, and the next mistake will go out of the game, until only one wins.

Energizing

Date:2-12-tuesday

Title: make a story

Aim:sense of group working

Group:large number

Description:the participants form a circle where one participant starts the game by saying one phrase while the rest of the participants should continue the game by saying one phrase each by his turn.

Tool type game

Tool topic:ice breaking and group working

Source:project in Italy

Submitted by :Menna Allah Shaher



Energizer:

Date 2/12/2003

Time 9:30am

Title:

stand and hit without being seen

Duration:

10 min

Group:

there must be large number of volunteers

Aim:

Ice breaking game

Description:

All the volunteers make two rows face to face and the two rows come closer together to be in a distance of full distended arm.

Then they move their hands and then stop suddenly and keep standing still without any move.

The volunteer will pass between the two rows and tries to reach the other side either without being hit or if he can see any one who is moving then this one takes his place.

The volunteers who are standing in the rows tries to hit the one who is passing without being seen.

Tool type: Game

Tool topic: ICE Breaking game



By
Mostafa Sherif

The blanket game



Date; Wednesday 3/12/2003

Description:

Dividing the participants into two equal groups, two persons hold the blanket and put it between the two groups in order to separate them.

Each group will select one or two to stand behind the blanket then remove the blanket suddenly and the first couple that say the others names are the winners and take the others to their group.

Objectives:

To memorize the names of all the participants.

Riham Nabil

Energizer:

Wednesday 2/12/2003

9:00 am

Description:

earthquake energizer

2 people stand face to face, with hands raised and joint. They are the house.

One person stand in the middle of the house, they are the house owners.

One person is homeless and he wants to find a house, so he could say house (they move), owners

(they move)or earthquake (every one moves).

objectives:

fast response

Yasmina Heidar

Energizer :(Thursday 4 / 12/2003):

- The game needs a big group of people and a no. Of balloons equal to the no. Of the participant.
- Each participant has to have a balloon.
- The participants must make a circle and between each 2 a balloon must be put in the middle.
- In other words the balloon will be placed in front of one's stomach and the others back.
- They must move within the circle without holding the balloon and try not to let the balloon fall.

presented by: Sara El Kouedy

Hit and say the name

Aim

Is an ice breaking game

Description

*The game is starting when all group sits in a circle and only one stand in the middle ; and he is holding a stick and **what he is going to do** is say a name of one of the group and the one who listen to his name he had to stand up fast and say another name from the same group and if he didn't the one in the middle must touch him with the stick and they switch the roles .*

Duration

15 mints

submitted by : nora

Energizer:

date: Thursday 4/12/2003

All players will sit on their chairs forming a circle the game master explains to the players that they have to repeat his moves .

The game master explains to the player that he is a knight riding on a horse & starts to initiate a horse trot by clapping his hands on his legs .He will start with a slow trot & then goes faster . Introduce the following variations :

- 1. the knight waves with his left hand and looks to the right when he sees a lady on the right .*
- 2. the knight waves with his right hand and looks to the left when he sees a beautiful lady on the left .*
- 3. the knight jumps off his chair when he passes a bump on the road .*

*Submitted by
nadia*

Friday :

5/12/2003

Energizing Game

I like people

Resources needed: enough chair

Group size :: any number

Time:10 min

Step by step

- 1- firstly all the participants have to sit on chairs forming a circle except one participant who has no chair for him.
- 2- The one who got no chair stands in the center of the circle.
- 3- The one in the center then mention some shared things that is clear in the participants bodies, clothes,...etc

For example : I like people with blue shirts, I like people with long hair,...

- 4- if that things exist in the participants they move from the chair they sit on another place "he should move to another place"

in the same time the one in the center of the circle tries to catch a chair
for him .

- 5- if the one who was in the circle succeeded in catching a chair the other one who lost his chair stands in the center of the circle.

- 6- Then it turns back and back.

SUBMITTED BY :
Hassan Aly Fahmy

Energizer Game

First Game: acting the things

Date : Friday 5-12-2003

Team members:

All Target group / no defined numbers.

Methodology:

A number of participants are asked to go outside the room where the rest of the participants are staying.

Each of the players will be requested to imitate an animal the felicitor will ask the participants in the room not to say the name out loud, but on the contrary to say the names of other animals. The main idea is to let the player do his best to make the audience try to guess right by initiating the animal in as many ways as possible.

Energizer by sameh



EGYPTIAN EVALUATION QUESTIONNAIRE

Technicalities of the course

How did you find the accommodation? (Rooms, working rooms, Food, etc...)

How did you find the facilities and the tools available? (Computers, Transportation, Materials, etc...)

Please, name the three technical elements you appreciated most during the training.

Also name the three technical things that you missed most.

I REALLY USED AND APPRECIATED...	I REALLY MISSED...

Programme Elements

Score the activity from 1 to 5 (1=Not good at all – 5=Very good). If you like,

Use the space beside to give us your suggestions on how to improve the Activities we proposed during the T.C.

Element	score	Comments
Monday 1/12 December		
-Presentation of the trainers, participants		
-Aims objectives		
Tuesday 2/12 December		
« Energizer »		
TOOLS : Presentation of tools brought by Participants		
Presentation of tools brought by Trainers		

Exercise: check your knowledge of the Programme		
Rules of the “game” Introduction to the “situations” Constitution of the teams		
Wednesday 3/12 December		
« Energizer »		

Preparing the situations		
Opportunity to have a Meeting “Face to Face” with Team members		
Thursday 4/12 December		
« Energizer »		
Continue preparing “situations”		
Break Time in zamalek club		
Friday 5/12 December		

« Energizer »		
Performance of groups 1 to 4		

Debriefing of presentation		
Opportunity to have a Meeting “Face to Face” with Team members		
Saturday 6/12 December		
« Energizer »		
Performance of groups 4 to 8		
Debriefing of presentation		
Evaluations of the training Dynamic one and questionnaire		

What do you think about the general methodology (role of the participants, Task assignment and role of the trainers, timetables etc.) Chosen for this training?

Please, name (maximum) the three sessions of the programme you appreciated most. Also name three sessions you would have liked to get and you didn't.

I REALLY APPRECIATED...	I REALLY MISSED...

How do you evaluate your own contribution to this course?

After this TC which advice would you give to a future EuroMed multiplier?

**Did this Training Course motivate you to go further in the EuroMed Programme?
Please explain**

Any other comments / messages for the team?

Thank you for your kind help for the team in completing this questionnaire!

CLOSING CERMONY AT THE MINISTRY OF YOUTH
LOCATION MAIN THEATRE

LET THE PHOTOES SPEAK BY THE MOST ENCROUGING WORDS COULD
BE EVER SAID



**WITH HIS EXCELLENCY THE MINSTER OF YOUTH DR.ALI EL DIN
HELAL**



DELIVERING THE CERTIFICATES TO THE PARTICPANTS



THE MINSTER WITH THE TRAINERS

AND FROM HERE IT WAS THE START.....

SPECIAL THANKS TO MR.BERNARD ABIRGNANI

MR. ALTINO BARRADAS

MR.AHMED FOUAD

**AND TO ALL THOSE WHO HELPED TO MAKE THIS EVENT
SUCCEED**

THANKS