

Basic Training for Trainers

B.T.T

International Training Course

Lecce, Italy

01.10. - 07.10.2017

Methods and Tools



WRITTEN BY:
PARTICIPANTS, TRAINERS AND ORGANIZERS OF THE B.T.T - TRAINING FOR TRAINERS.

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ANTONIO GRECO

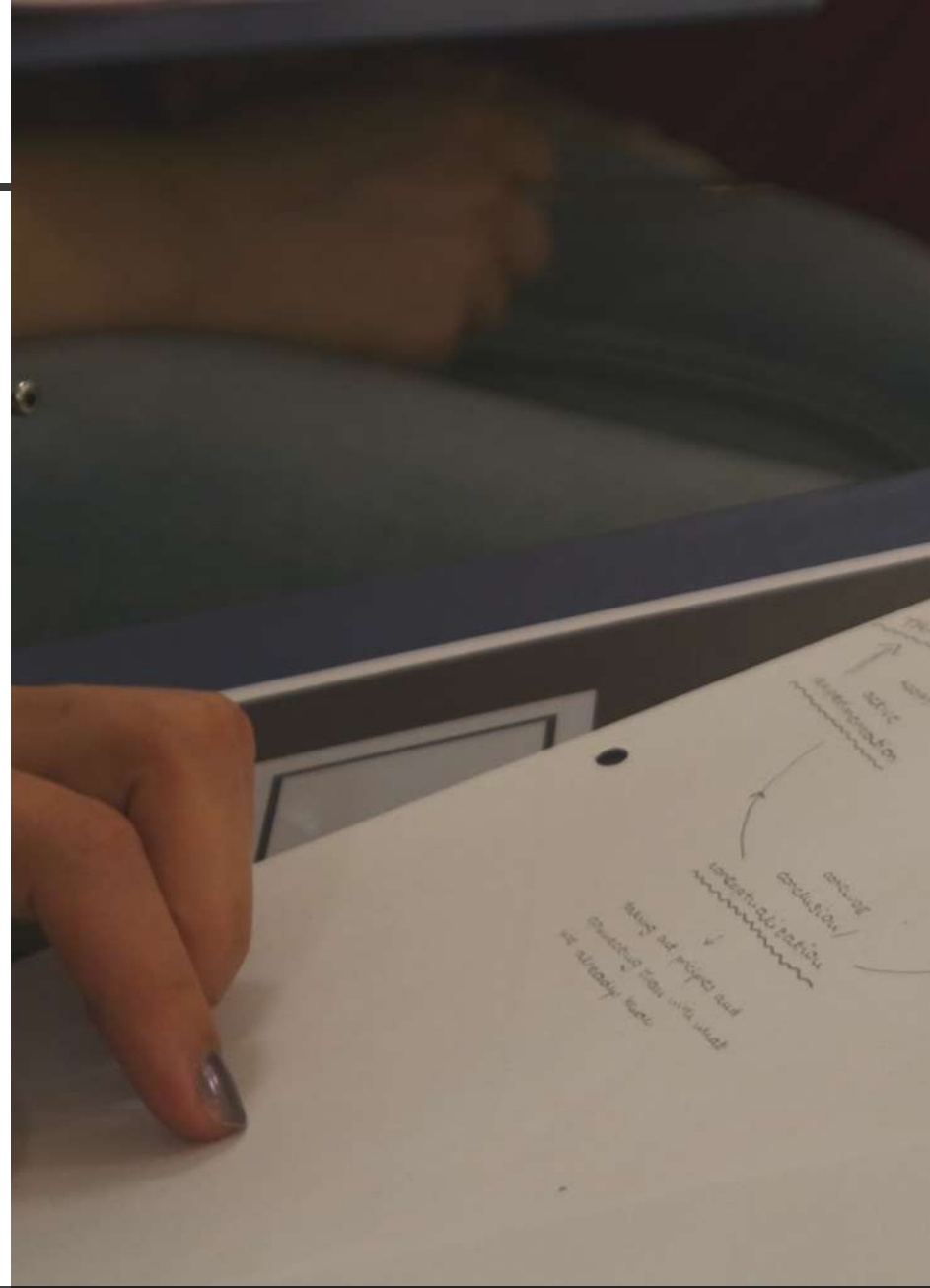
ALL THE PICTURES WERE TAKEN DURING THE TRAINING OR FOLLOW UP ACTIVITIES ORGANIZED AFTER IT. ALL THE PEOPLE WHO APPEAR ON THE PICTURES WERE PARTICIPATING EITHER IN THE TRAINING OR IN THE FOLLOW-UP ACTIVITIES IMPLEMENTED BY THE PARTICIPANTS.

2017. L'Arca del Blues NGO



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INTRODUCTION

This booklet contains tools and exercises which were introduced by the trainers and facilitators of the B.T.T - Training for Trainers and then applied by the new trainers in their follow-up activities and daily work.

We publish them as recognition of the learning and work made by the new trainers and as support for more youth workers to create meaningful learning experiences for the people they work with.

In the following pages we will present the activities implemented by the new trainers, with reference to the tools introduced to them during the B.T.T. - Training for Trainers.

The activities included are for bigger and smaller groups, outdoors and indoors, for younger and older audiences.

What connects them is that they all combine learning through experience and reflection.

You are of course more than welcome to leave us a feedback, and we will be happy to support you with even more ideas.



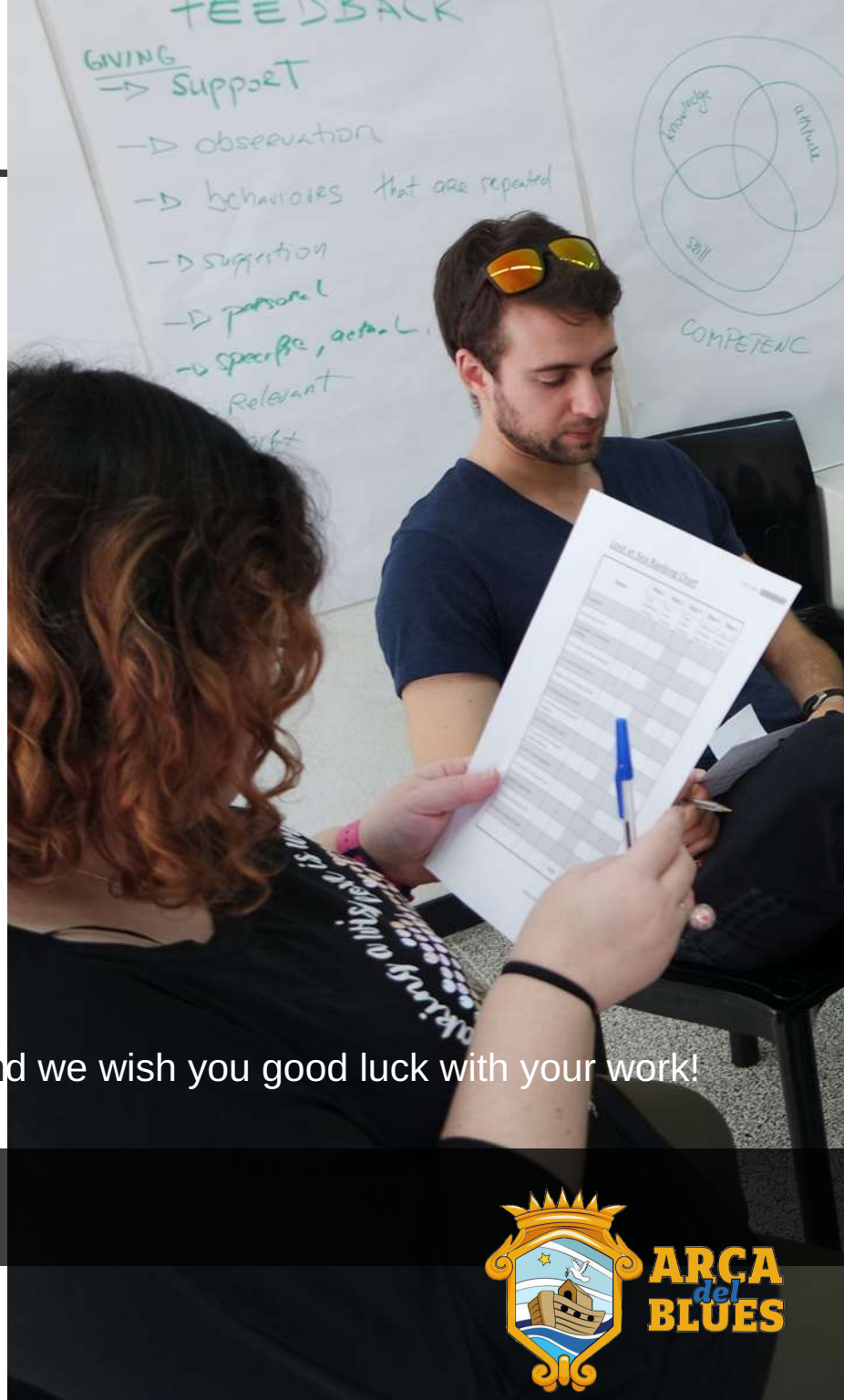
ABOUT THE PROJECT

The idea behind “B.T.T – Basic training for trainers” arises from the need to equip youth workers and trainers with skills and methods needed to facilitate workshops, training, camps and daily work with youth and youth workers as well as encourage them to be flexible in the process of activity, assessing the needs of the group they are working with and connect with them, through that rising quality of work back home in their organizations.

The training took place Lecce, Italy from 1st till 7th October 2017.

We are looking forward to getting in touch with you, and we wish you good luck with your work!

The Project Team





ORGANIZERS & PARTNERS



The Organizers
L'Arca del Blues

The Partners



Synergy Flow



SMOKINYA
foundation

Smokinya Foundation



Zig Zag Prin Romania



WeUnite



RED



The project is co-funded by the ERASMUS+ program of European Union



Erasmus+



CHOOSE A CORNER

Team-Building

Purpose: Working as a team, communication within the team, giving and receiving feedback, strategic planning, focus on the goal of the team.

Number of people involved: 12

Starting: in circle, holding hands and closed eyes

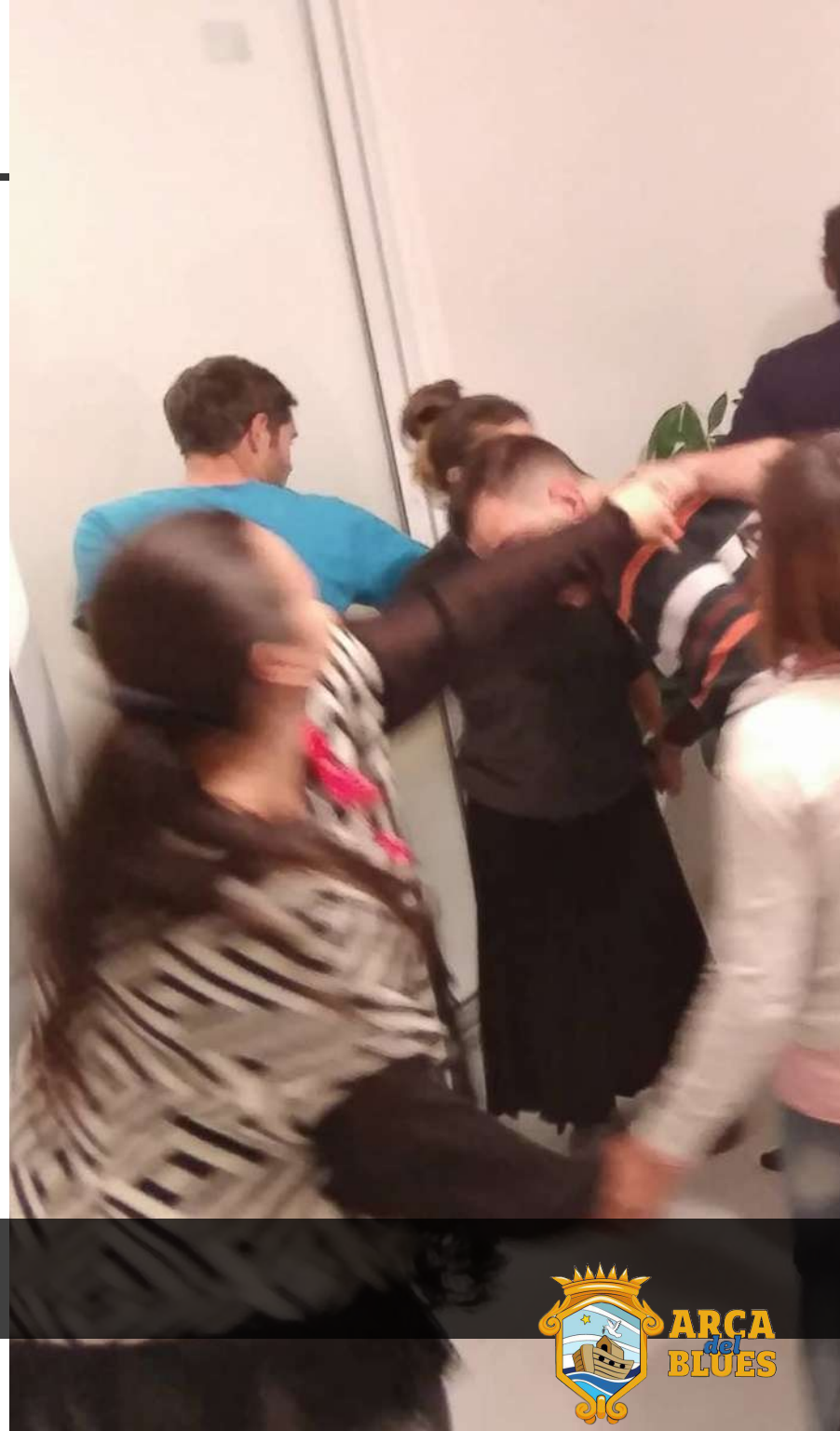
Instructions: Participants had to choose a corner in the room and after hand clapping of the facilitator they open their eyes and go to their corner. Again, forming a circle, choosing a corner and after the signal go to their corner but this time not letting go the hands they were holding and they were not breaking the circle, figuring out a way as a team so everyone gets to the chosen corner.

Reflection: In circle, the facilitator asks questions like "What happened", "What do you think the activity was about", "What worked and what did not?" bringin then to discussion.

Reference Methods from the B.T.T. Training:

Johari window, how to give and receive feedback, Kolb's cycle

Implemented by
Rada Sivrieva





DEACTIVATE THE BOMB

Team-Building

Purpose: Working as a team, communication within the team, giving and receiving feedback, strategic planning, focus on the goal of the team, Inclusion/Exclusion.

Number of people involved: 12

Starting: in circle.

Instructions: Framing a story about a bomb and how it is possible to save the city if the bomb gets deactivated.

Proposing the option on what to focus as a team during the game, strategic planning or Inclusion/Exclusion.

Explain the rules of the game

Give some time to create a working strategy to complete the task and to “deactivate the bomb”. If the first attempt fails, reform the circle and discuss about what happened, what was working, what was not working and from this point what to do.

Give another chance “to deactivate the bomb”.

Reflection: Asking about observations during the whole team-building, what they received from the experience and what they would use in the future as a team.

Reference Methods from the B.T.T. Training:

Front-loading, Framing/Reframing technique.

Implemented by
Rada Sivrieva

TEN4ONE Challenge

Presentation

Purpose: Promoting a personal project about the use of sustainable means of transportation using new acquired tools.

Number of people involved: ~ 20

The Process: Organizing a photo exhibition, showing the visual part of the travel did by bike through Europe, explaining the project also showing a video trailer of the documentary about the project, presenting all the work around it.

Reflection: Open space for questions and feedbacks.

Reference Methods from the B.T.T. Training:

V-A-K learning theory, how to give and receive feedback, preparation of the working space.

Implemented by
Fabrizio Gallo





READY OR NOT

Energizers + Problem solving

Purpose: Experimenting a Personal development tool– The optimum zone of evolution and its relation with the level of challenge

Number of people involved: 80

The process:

1. Warming up & Brainstorming: Creating the atmosphere and establishing the contact using the song "Ready or Not" performed by Fugees giving space for presumptions about the lyrics
2. Lead in & Reflection: Reflection upon the feelings felt by the youngsters when a challenge comes up and the usual: rejection/ defence question: Why (me)?; pre-acceptance moments: How shall I solve?; during the "magic" path: What shall I do (next)?
3. Revealing the theory about the optimum zone of evolution, about its relation with the level of challenge, and about the stress curve.
4. Energizer

Reflection: group reflection on the lyrics.

Reference Methods from the B.T.T. Training:

How to give and receive feedback, 3 zones for personal/ professional development and the acceptance of the challenges

Implemented by
Corina Cristescu

HAPPY THOUGHTS!

(Positiv denken im Alltag)

Workshop

Purpose: Give an understanding how positive thinking can change the daily life and to provide tools which help to “get caught” in an upward spiral.

Number of people involved: 10

The Process: Begin with icebreaker to get people know each other and also talk a bit. With this activity we made participants comfortable with each other, talking and also awake and focused. Further we used emotional imagination as a method where participants were supposed to close their eyes and imagine positive as well as negative situations they have been in and how they felt in those. Brainstorming was also a key element of the workshop as we wanted to involve participants actively at all stages. Working in small groups. Participants formed small groups and discussed what happiness means to them. Presenting was another method we used but also participants got to the stage to present several things. TeachTurnTalk (TTT) was used whenever we as presented anything by using the flipcharts. Putting inputs on the flipchart calmly, then explaining what it means.



HAPPY THOUGHTS!

(Positiv denken im Alltag)

Workshop



Co-training was used as main technique of doing the workshop session as it was two people who delivered input. For relaxation in between we used the Pizza-Circle. The choice fell on this activity because we could easily connect it to B.T.T. training which took place in Italy. As reflection tool we chose to go in a circle, who wanted began and passed on the direction. Everyone shortly said what they liked and what we traineres could improve.

Reflection: Open question round as well as individual talks to the about specific questions.

Reference Methods from the B.T.T. Training:

Designing of the program based on “Kolb Circle of experiential learning”, group dynamics model, V-A-K learning theory.

Implemented by
Elisa Schwab,
Nina-Bianca Anranter

CITIZEN OF PLANET EARTH

Workshop

Purpose: Presenting and reflecting about global education: global issues and possible solutions

Number of people involved: 35

The Process: Quizz/contest - a set of questions with 3 or more response options, aiming to raise the awareness of the participants regarding global issues and their magnitude. Energizer aiming to energize the participants and create a frame to introduce the next topic of discussion.

Role play (Worker's rights) - Divided into 3-4 teams of workers representing specific countries and a team representing a large company known for not respecting workers' rights).

Group exercise/brain storming (Individual solutions to global issues) - Each team received a global issue for which they will need to identify as many measures to improve/solve it. A special focus was placed on measures that can be enacted by any individual.

Reflection: Group discussion on the topic.

Reference Methods from the B.T.T. Training:

how to give and receive feedback, preparation of the working space.

Implemented by
Andreea Astani





STORY EVENING

EXPERIENCING BALKANS

Presentation

Purpose: Presenting EVS, Erasmus+, volunteering, hitchhiking around Balkans, experience living and working abroad, inspiration, stepping out of comfort zone

Number of people involved: ~ 50

The Process: Event was based on interactive presentation - storytelling - that lasted for two hours with a break in between. During the presentation was used visual and audio tools - pictures and music - to create a stronger sense of experience of the participants.

During the event, participants also were asked to engage in the process, sharing their experience about travelling in Balkans and other topics as well as sharing in what level of energy they are to adapt the event. After the event followed also the informal part where participants were encouraged to stay and share their own travelling experiences with each other in a comfortable and free environment.

Reference Methods from the B.T.T. Training:

V-A-K learning theory, voice modulation.

Implemented by
Anna Kanepone

Jak nenaletět při investování

Presentation

Purpose: Presenting concepts about Investments and investment strategies.

Number of people involved: 40

The Process: The whole presentation was framed as frontal lecture, though to make it more appealing to the audience, it was implemented one activity which simulates investment behaviour, where participants found out how portfolio managers can treat their assets and make profit even though the overall value of investment is decreasing.

Reference Methods from the B.T.T. Training:
Communication styles, group dynamics model

Implemented by
Jindrich Kostal



Sport v programu ERASMUS+

Presentation



Purpose: Presenting sport in the Erasmus+ program

Number of people involved: 150

The Process: The whole presentation was framed as frontal lecture enriched with discussions, panel discussion, storytelling, self reflection.

Reference Methods from the B.T.T. Training:

How to give and receive feedback, preparation of the working space.

Implemented by
Ondrej Příklad

Youth exchange kick off meeting

Workshop

Purpose: Presenting and discussing on nonformal education, Erasmus program and youth exchanges.

Number of people involved: 6

The Process: The whole workshop was mainly about setting the baseline for upcoming youth exchange, through discussion, active involvement of the participants, mind mapping, different types of questions.

Reference Methods from the B.T.T. Training:
Preparation of the working space, group dynamics model

Implemented by
Lucie Sitarová



CREATIVE THINKING

Workshop

Purpose: Presenting and practicing methods to improve creative thinking.

Number of people involved: 14

The Process: The workshop was more practical than theoretical. Different activities and exercises were implemented in order to improve creative thinking.

The workshop was divided in 4 parts:

First theoretical part, about creative thinking, why we need it and how to improve it. The other 3 parts were 3 different types of exercises and activities which can improve creative thinking.

Reflection: Feedbacks and discussion about the activities and how it is possible to see things in a more open way and from different perspective.

Reference Methods from the B.T.T. Training:

Program design (plan, goals, vision..), V-A-K learning theory, non verbal communication elements, briefing and debriefing techniques.

Implemented by
Miglè Smirnovaitė

Gain Focus

High Performance Workshop

Purpose: Introduction to meditation, master transitions: and power-breaks.

Number of people involved: 13

The Process: The whole workshop was structured with clear and time framed structure: introduction, energizer, 3 main topics, summary/conclusion

The main topics as mentioned above were:

Meditation 101: : What is it? Where and how to do it? What do focus on? Why you should do it?, Master Transitions: During our day, we are facing different situations and activities where we need different properties from ourselves to perform well. In between all activities there is a gap which we can use to prepare ourselves for the next activity and Power-Breaks: Why and how you should do breaks! Real (!) breaks, that help your body and mind to be ready for the next task.

Reflection: using the 3 questions: "What worked", "What didn't work", "What can be changed in future".

Reference Methods from the B.T.T. Training:

Preparation of the working space, V-A-K learning theory, Circle of experiential learning.

Implemented by
Manuel Geier



Be a local Changemaker

Workshop



Purpose: Presenting and practicing problem solving methods related to social issues.

Number of people involved: 60

The Process: Through discussion and table rounds found main problems of the society and the city we identified. After discussion about them it was time to propose solutions and spot out the responsible organisations-public services in order to send them some topics with solutions on them.

Reflection: In round tables and discussions.

Reference Methods from the B.T.T. Training:
Group dynamics, KOLB's circle.

Implemented by
Chatsik Kasapian

The Human Knot

Team-Building

Purpose: Energize the group in order to be ready and prepared for long activity (non-formal education) in anatomy and weight training

Number of people involved: 8

The Process: The activity was implemented in more rounds. In each round the group had different obstacles (eg. in ne round they were bliondforder) in order as well to offer the opportunity to experience out of routine behaves.

Reference Methods from the B.T.T. Training: Preparation of the working space, V-A-K learning theory, Communication styles.

Implemented by
Ana Kolar



Tips&Tricks

The following part, contains tips&tricks experienced, practiced and shared by the new trainers after B.T.T. - Training for Trainers while implementing their follow-up and in their daily work

"Both of my activities were tried out twice in order participants to observe how their perspective changes after an experience, moving forward and learning how to make things work better.

I gave the participants 15 minutes break so they could refresh themselves since the two team-building activities lasted around 2 hours.

Preparation of the working space was fundamental for example while all were sitting in a circle on the floor there were pillows ready so it was comfortable and everybody could see everybody being on the same level."

Rada Sivrieva

TIPS & TRICKS

Tips&Tricks

" Definitely the preparation of the space made the difference, since I could focus then only on the content.

Also, using the V-A-K model was relevant to me, with the idea to reach as much as possible the attention of all the participants to the event, going from reading the description of the photos in the exhibition, to showing the pictures, till screening the video and moving on the stage."

Fabrizio Gallo

" Preparation and planning of the full scenario were fundamental for the final result of my activity as well as the use of energizers and breaks."

Corina Cristescu

" Useful thing for us was the preparation of all the papers and flipcharts needed which gave us time to think it through again and have a clear idea of the session.

As well tip is, when working together with other trainers, to go through the program together to make sure to be on the same page. Trick not to turn away from participants is to agree on one trainer speaking while the other one writes as well as to wear a similar or even same t-shirt and name-tag to make it easy for participants to approach you"

Nina-Bianca Anranter

Elisa Schwab

TIPS & TRICKS



Tips&Tricks

"I used a lot of interactive activities, competition in order to stimulate active involvement of the participants and the motivation to give their best."

Andreea Astani

"Playing with voice tone and speed during presentation, based on V-A-K- model, using visual and audio methods to keep people interested, engaging them through discussion"

Anna Kanepone

"I have used communications styles model, with the purpose to make the whole workshop understandable for the audience keeping also in mind how to work with group dynamics."

Jindrich Kostal

"I used story telling and personal examples to reach the audience in the most direct way possible, as well, some humor during the whole presentation."

Ondrej Prikryl

TIPS & TRICKS

Tips&Tricks

" I experienced how it's important to have breaks with snacks and hot drinks, it worked awesomely"

Lucie Sitarová

"Keep humor and make jokes during the activity, bring positive energy and keep attention on body language (for example when it's time to stop discussion.)"

Miglė Smirnovaitė

" - Preparation! I prepared and planned everything with all details including the location of the workshop.

- Choose a topic you like! I thought about many different topics that I could present, but many of them did not really fit. Hence, I continued searching and then I chose a topic which I spend a lot of time with.

- Use music! I played motivating music at the beginning, when everyone came into the room, to create atmosphere.

- Engage people! I asked people directly to provide their opinions and input in the reflection.

- Decrease distractions! To decrease distractions during the workshop, I told all participants at the beginning to mute/shut off their smartphones."

Manuel Geier

TIPS & TRICKS



Tips&Tricks

"I followed step by step the Kolb's Circle and before implemented energizers and team building activities before getting to the problem solving process"

Chatsik Kasapian

"The team-building activity was implemented before a presentation on non formal education activites connected to anatomy and wheigh training. This already worked itself to prepare the group for the long upocoming session. As well, keeping attention on the different communication styles of the participants was very helpful. "

Ana Kolar

TIPS & TRICKS

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