

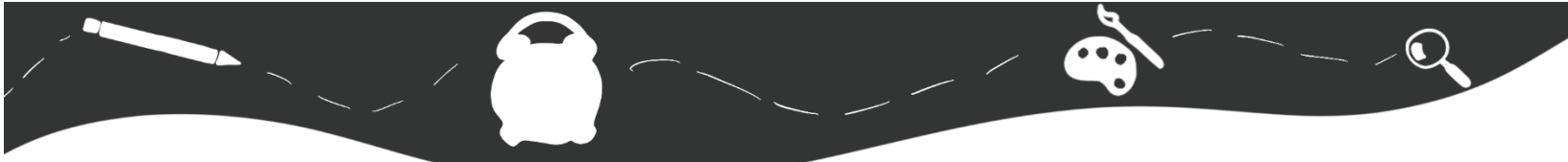


Instrument 8. What to do and what to plan before, during and after the activity in terms of actions

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YOUTH WORK 2.0

Non-formal Education
Young people lead and inspire



This instrument will help you to plan your actions before, during and after the non-formal activity. You will do these actions after you have all the core activity idea written. It is very simple to use this instrument, you read the tasks and you fill in the blanks, you write, reflect and think. Feel free to use the designated space to write your thoughts and add more space or even pages if you feel necessary. You can reflect and answer to these questions by analysing your existing youth work or you can plan your future youth work. Think outside the box and dream big!

Before the activity

Identify the venue where the activity will take place. Where will the location and venue? Is it accessible for the young people with and without fewer opportunities? Is the location safe? Is the space appropriate for the young people with fewer opportunities?





Create the open call for the participants selection. What you will include in your open call? How will you make it interesting?

Who is going to be in charge of the selection? Develop your selection criteria and identify the responsible. Create the selection process: from the moment you create the open call to the moment to send the participants the selection results. Where you will promote the call for participants? Use the appropriate channels to reach your target group. Where you will find the young people with fewer opportunities?



Identify the stakeholders. Will you involve other persons in the activity? Who? What is their added value? How will you identify the stakeholders? How you will contact them? How will you motivate them to participate in the project? What motivates them?

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Are you are going to be the only youth worker? Another expert will help you? Why you need him? How you split the tasks and responsibilities between you? It is from your organisation or from another organisation?

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Establish who is going to execute the budget and how you will procure the needed resources.



How you will support the learning of the young people with fewer opportunities? What additional measure you will take in order to ensure their social inclusion?



How will you engage the young people before the activity? How will you communicate with them?
How you will ensure the communication between them?





Make the initial evaluation. If is appropriate you should make the initial evaluation of the activity before the activity starts. If not, you should do it when the activity starts. What methods and instruments you will use?

Start the “learning to learn” process. If it possible, explain the young people what means learning process and guide them to set up their own learning process. If you cannot do it before the activity you can do it in the beginning of the activity. What methods and instruments you will use?

What instruments/ materials? Create all the instruments/ materials you need during the activity and prepare yourself. Do you need to read about a specific topic?

Ensure the visibility of the activity. What actions will you implement? What instruments you will use? Why is important to promote the activity? Who is going to be the target group?



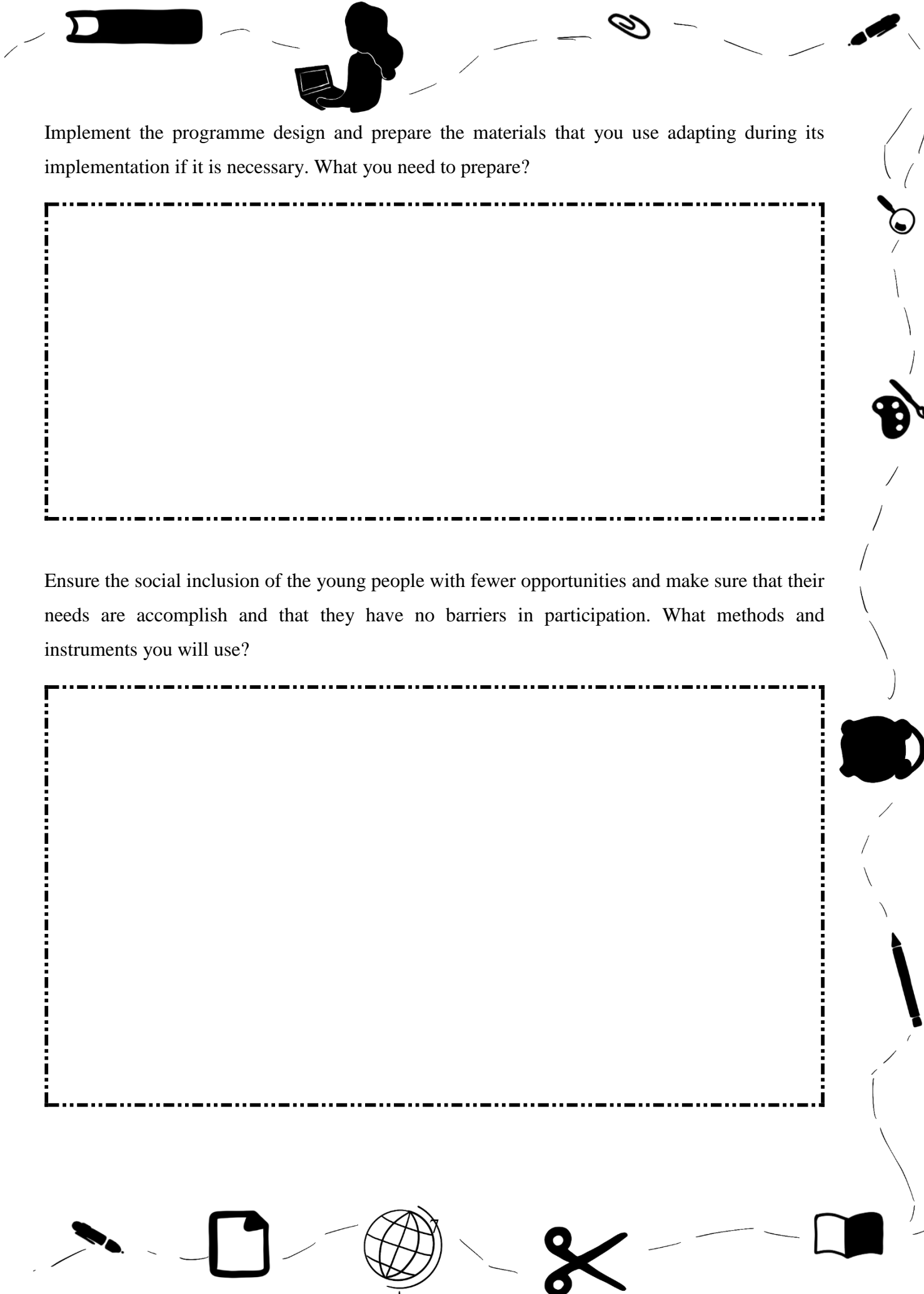
During the activity

Create the initial evaluation if you didn't do it before the activity. What methods and instruments you will use? More about evaluation we will approach in the next instruments.



Guide the young people to identify their personal learning objectives. Create opportunities for the young people to follow, reflect and understand their own learning process. Give the occasion to reflect. What methods and instruments will you use? When?





Implement the programme design and prepare the materials that you use adapting during its implementation if it is necessary. What you need to prepare?

[Empty dashed box for response]

Ensure the social inclusion of the young people with fewer opportunities and make sure that their needs are accomplish and that they have no barriers in participation. What methods and instruments you will use?

[Empty dashed box for response]

Evaluate the competence and observe the young people behaviour. You will evaluate the activity daily, in the middle and at the end of the activity. What instruments and methods you will use? What will you evaluate?



After the activity

Ensure the collaboration and communication between the young people after the activity will end. How you are going to do it? What means of communication you will use?



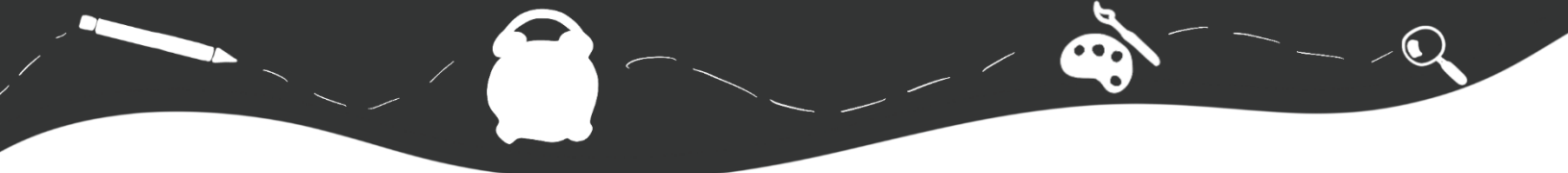


Post evaluate the activity. What instruments you will use? When you are going to evaluate it?



Disseminate the activity. Where you will disseminate the activity? Why is important to do the dissemination? Who is going to be your audience?





Plan the exploitation of the results. Ensure the follow-up and the sustainability of the activity. How you will continue this activity in what way? More about follow up we will approach in instrument number 14.

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