

Instrument 9. The program design of the non-formal activity, the frame and program flow, session design





This instrument will help you to create your activity frame and programme flow as well as session design. Is very simple to use this instrument, you read the tasks and you fill in the banks, 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 existent youth work or you can plan your future youth work. Think outside the box and dream big!

First you need to create the activity frame. Start from the activity learning objectives and learning outcomes. Think on how much time do you need in order to achieve the learning objective and the expected results. Establish how many days should the activity should be. After you start writing the programme flow feel free to adjust the activity duration. So, how many days the non-formal activity will have? How many training hours/ days will be? How many breaks? When you will take the breaks? How long will a learning session take? How long will a break take?



Now think chronologically what will you do during the activity and what the young people should learn. Focus on the frame of the activity, now you need to write just headlines, not specific description and details. Split the activity in 3 parts: beginning of the activity, the activity core and the end of the activity.





Write what will you do in the **beginning of the activity**. Here are some typical sessions that every non-formal activity should have: introduction; program presentation; activity aims and objectives; facilitator presentation; get-to-know-each-other games; analyse fears, contributions and expectations; initial evaluation; team building sessions; introduction to the topic; set up personal learning objectives; group rules; approach the inclusion subject.

Day 1	
Time	Name of the session
How long it will take each session?	What will you do in each session
Day 2	
Time	Name of the session
How long it will take each session?	What will you do in each session
Day n	
Time	Name of the session
How long it will take each session?	What will you do in each session

Core of the activity. In the activity core you will reach all the learning objectives and learning outcomes. Make connections between the sessions and get inspired by the past to build the frame. Start for the simplest concept to the most complex one. Make sure that during this period the young people have the opportunity to reflect on their learning, you evaluate the activity daily and in the middle and you actively involve every participant.

Day 1	
Time How long it will take each session?	Name of the session What will you do in each session
Day 2	
Time How long it will take each session?	Name of the session What will you do in each session
Day n	
Time How long it will take each session?	Name of the session What will you do in each session



Write what will you do in the **end of the activity**. Here are some typical sessions that every non-formal activity should have at the end: prepare the young people for transfer and multiplying, final evaluation of the activity, allow the young people to self-asses their own learning, develop conclusions and make summaries, give more explanation if necessary, ask feedback from the participants.

Day 1	
Time	Name of the session
How long it will take each session?	What will you do in each session
Day 2	
Time	Name of the session
How long it will take each session?	What will you do in each session
Day n	
Time	Name of the session
How long it will take each session?	What will you do in each session

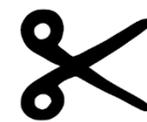


Now that you have the main idea on what you are going to do, is time to create the programme flow and the session design. Based on the programme frame you will write more details on each session. Identify risks, side effects and reactions for each session, it will help you to anticipate possible negative or positive situations. This is how a programme flow should like:

Day 1			
Time	Session description	Used methods and tools	Needed resources
<i>The time when the session will be implemented AM/PM</i>	<i>You will create a step by step description on what will happen during each session, what is the purpose of each session and what results you will have. If you are more than one facilitator, write who is responsible to implement each session.</i>	<i>You will write and identify what non-formal and informal methods and instruments you want to use. If you know the method very well, there is no need to write here the methods step by step. You can always use annexes.</i>	<i>Identify the needed resources and materials for each session.</i>



Day 2			
Time	Session description	Used methods and tools	Needed resources





Day n			
Time	Session description	Used methods and tools	Needed resources



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