

# *your*KITE



# INSIGHT REPORT

Funded by the  
Erasmus+ Programme  
of the European Union



**AKTIV UNGDOM**

## YourKITE Insight Report

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### Project Title

**YourKITE** - The Initiative To Enhance **Young** People's Skills and **Knowledge** About **IT** and **Entrepreneurship** and Increase Their **Employability**

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# Introduction

*YourKITE Insight Report* is part of the YourKITE Project (The initiative to enhance Young people Knowledge and skills on IT and Entrepreneurship and increase their Employability). The project aimed to develop communication and digital media skills and entrepreneurship knowledge and competences of young people, while promoting volunteering and professional orientation among youth, in order to increase their employability.

## About YourKITE Project

Through the project implemented during 2015-2017, organizations from Norway, Poland, and Romania developed several educational tools that can be used by young trainers in delivering workshops on topics, such as entrepreneurship, communication, digital media and volunteering. These tools include a toolkit, an online learning platform with valuable educational resources, and online courses for young people in the areas mentioned above.

At the same time, the partners trained young people in entrepreneurship, media and communication, volunteering and career counseling. 18 of these young people were prepared in an international training, held in Romania, to deliver workshops on these areas for other 400 young people from the three countries.

Moreover, YourKITE ([www.yourkite.org](http://www.yourkite.org)) also provided professional development opportunities to the partner organizations' employees through joint staff training courses. Thus, each organization involved in the project shared its expertise with the other partners, through training sessions on media and communication, entrepreneurship, volunteering, and professional counseling and orientation.

The project partners are: Norsensus Mediaforum (Oslo, Norway), Fundacja Aktywnych Inicjatyw Rozwoju (Warsaw, Poland), Fundacja Rozwoju Społeczeństwa Informacyjnego (Warsaw, Poland), Fundatia Danis pentru Dezvoltare Manageriala (Cluj-Napoca, Romania).

The project was co-financed by the European Commission, within the Erasmus+ Programme, and through the help of Aktiv Ungdom (The Norwegian National Agency for Erasmus+).

## Why the YourKITE Insight Report?

The partner organizations decided to write the insight report of the YourKITE project in order to expand project's dissemination and exploitation activities, in a way that could provide more support to organizations that might be interested in developing similar projects or activities.

The Insight Report aims at:

- ❑ Providing a close image on the main project activities, in order to help nonprofit organizations or youth workers to understand better how the partners designed the activities (online training, face-to-face training, joint staff training) and how these are related to the project's objectives;
- ❑ Presenting insights on the feedback and evaluation provided by the participants in the project's activities, so that other NGOs or youth workers can learn about people's reaction on certain activities, and about the things that are more or less important or valued.
- ❑ Highlighting the benefits and the advantages of certain activities, mainly of the international training courses, joint-staff training courses and online workshops;
- ❑ Presenting also the disadvantages or the things that need to be taken in consideration by non-profit organizations or youth workers when organizing similar activities.

# Executive Summary

*YourKITE Insight Report* is part of the YourKITE Project (The initiative to enhance Young people Knowledge and skills on IT and Entrepreneurship and increase their Employability).

The Insight Report aims at:

- ❑ Providing a close image on the main project activities, in order to help non-profit organizations or youth workers to understand better how the partners designed the activities (online training, face-to-face training, joint staff training) and how these are related to the project's objectives;
- ❑ Presenting insights on the feedback and evaluation provided by the participants in the project's activities, so that other NGOs or youth workers can learn about people's reaction on certain activities, and about the things that are more or less important or valued;
- ❑ Highlighting the benefits and the advantages of certain activities, mainly of the international training courses, joint-staff training courses and online workshops;
- ❑ Presenting also the disadvantages or the things that need to be taken in consideration by non-profit organizations or youth workers when organizing similar activities.

Here are some highlights of the report referring to the main activities of YourKITE project:

## Short-term joint staff training

There were three short-term joint staff training sessions organized within YourKITE project, one on media & communication, one on volunteering, career counseling, working with youth & organizing workshops for young people, and one on entrepreneurship education. The partners shared their experienced while training the other youth workers from the partner organizations on the topics mentioned before.

The *advantages* of organizing such staff training courses:

- ❑ **Gain new skills and knowledge**

The project members gain skills and knowledge beneficial both for the project execution and the organizations they are coming from, as the new skills and knowledge can be transferred to other staff, volunteers and organization's clients, but also used in other projects or programs.

## ❑ **Provide support and clear directions in developing related intellectual outputs**

The knowledge, skills and tools shared within these training courses can be used by partner organizations in defining and developing the key intellectual outputs planned for the project. The meetings can be used to discover and define topics, methods, directions to follow, based on the partners' expertise and previous experience.

## ❑ **Team-building for the project's members and close networking among the partner organizations**

Such training experiences provide the time and space to gain new insights on what the partner organizations do, discuss maybe future project ideas, but also to connect at professional, and sometimes at personal level, with the other members of the project.

## **Transnational training for youth workers**

Within YourKITE project, we organized one transnational training for youth workers, in Romania. 18 young people participated in the learning experience being interested to learn about how to organize workshops for young people (14-17 years old) on media & communication, entrepreneurship, volunteering and career counseling.

The *advantages* of organizing such transnational training courses:

- ❑ It allows you to pilot, test and receive valuable feedback on the educational tools you develop.
- ❑ It provides great opportunities for multiplying the effects of your work among people participating in the training, who share further your work with their organizations, colleagues, and relevant stakeholders.
- ❑ The transnational training allows for face-to-face interaction that provides a fully learning experience to the participants, better connection among trainers and the group, group cohesion, and better motivation for further activities the participants might be involved in.
- ❑ It also allows participants to learn about different cultures, and to be exposed to these through direct interaction with the cultures' "representatives".
- ❑ As many of the participants put it, the transnational training was a "life changer". For the age group we worked with, this type of experience might be their first international experience, and their first training course of this type.

## YourKITE online training courses

The online training modules were developed on the five main components of the YourKITE project: training methodology, entrepreneurship, volunteering, media and communication, and career counseling. The online training modules can be accessed at [www.yourkite.org](http://www.yourkite.org).

The *advantages* of organizing online training course:

### ☐ Access to people whom usually you might not be able to reach otherwise

The online training can be more inclusive, allowing access to people who cannot travel to the face-to-face training courses, no matter the reason behind this obstacle. Access to Internet and to devices to connect to Internet is now widespread in the countries we worked through YourKITE. The YourKITE online training courses were accessible also on phones and tablets, so that everyone could access them at any time.

### ☐ Access on long-term to the training courses

The YourKITE online training will be always available on the YourKITE platform ([www.yourkite.org](http://www.yourkite.org)). This could be the situation of almost all online training courses if organizations commit to maintain and host the web platforms they used for developing these learning tools.

### ☐ Developing digital skills

All the trainers involved in developing these online training courses improved their digital skills, learned new technology they can actually use in their future work. The same, the learners, by enrolling to the online training, they developed or improved their digital skills.

### ☐ Increased cost-efficiency

Providing an online training course is much cost-effective than providing a face-to-face learning experience. All the costs related to travel, accommodation, food, office supplies, etc. are reduced to zero.

## Main lessons learned through the project

Together we learned that the *short-term staff training courses* could help organizations by gaining new skills and knowledge that can be used in the project's execution, but also in other projects or programs of the partner organizations involved; by providing support and clear directions in developing related intellectual outputs of one project; and by contributing to the team-building of project's team and to networking between partner organizations.

The transnational training course also gave us the opportunity to learn about how important these training courses are in motivating the participants to learn about new things, and how efficient they are as multiplier and exploitation tools, and for piloting, testing and evaluating the educational resources developed. At the same time, these are wonderful inter-cultural experiences, and appreciated by young people as really “life changers”.

Also, we learned that *the online training courses* help us in reaching out young people or youth workers who usually might not be able to attend face-to-face training courses for various reasons, such as economic, social or geographical obstacles; in making the learning experience available on long-term through the project’s platform; in developing digital skills for both the trainers and the learners; and in reducing the costs of organizing these learning experiences for young people and youth workers.

# YourKITE Short–Term Joint Staff Training Courses

During the first semester of the YourKITE training the partner organizations organized and took part in three short-term training events for youth workers, the first being organized in Oslo, Norway in the office of Norsensus Mediaforum on Visual Communication; the second, in Warsaw Poland, on Volunteering, Labor Market Issues and Training Methodology; and the last in Cluj-Napoca, Romania on Entrepreneurship. However, the aim of this section is not to provide you with a detailed description on what the three short-term trainings were about but rather to provide you with reasons on why to incorporate such activities in your next project. Moreover, to provide you with good practices and lessons learned that you could build on. However, in order to let you in on why it is a good idea to organize short-term staff trainings during Erasmus+ projects let us give you some basic information about the trainings we did during the YourKITE project.

## THREE trainings ONE goal: Building the basics for the YourKITE project

Still in the writing stage of the YourKITE project proposal we decided to organize three Transnational short-term joint staff trainings courses in order to be able to build on of the knowledge and skills provided the foundation for the future project outputs and activities.



### *The training from Norway - media & communication*

The training in Norway, hosted by Norsensus Mediaforum, was provided to the project partners Fundacja Rozwoju Społeczeństwa Informacyjnego (FRSI), Fundacja Rozwoju Wolontariatu (FRW), and Fundatia Danis pentru Dezvoltare Manageriala (Fundatia Danis). During the 5-day training, the project

partners learned about visual storytelling, stop-motion animation and use of digital media tools as a part of entrepreneurship, and individual and organizational development. The training also provided the opportunity for a visit to Oslo Akerhus University College to attend a private lecture provided by prof. Robert Wallace Vaagan from the Media and Communication Department.



### *The training from Poland - training methodology, working with youth and career counseling*

This five-day training was jointly organized by FRSI and FRW in Warsaw, Poland. During those days the participants gained an understanding about volunteering in the various countries, training methodologies helping to set up a training session and on how to

conduct them in order to make them appealing for youth. We also touched upon available online tools which can be used to test and increase labor market abilities and became familiar with the role of public libraries as vocational and entrepreneurial counseling centers. Among other, a visit was organized to the Digital Economic Lab at the University of Warsaw and meetings arranged with two Polish NGOs who deal with entrepreneurship and provided room for discussion on best practice in teaching and promoting entrepreneurship in Europe.

### *The training from Romania - entrepreneurship education*

Fundatia Danis in Cluj-Napoca, Romania organized the third and last training. During the training, the project partners acquired knowledge and developed skills on topics, such as business model canvas, planning, financial education, irrational decision-making process in business, leadership, social entrepreneurship, and Erasmus+ and entrepreneurship. Also this time the partners had the opportunity to meet representatives of some non-governmental organizations, which run education programs and implement projects related to social entrepreneurship, innovation, IT, and financial education.



### **Feedback from the training**

Feedback is always good to have, especially when the training program of the short-term staff trainings is based on skills and knowledge that should become the foundation for further project outputs and activities.

Based on this reasoning, an evaluation form was created through Google forms. The form included the following question (please see below). Please feel free to use the questions we developed for your future training courses.

PYTANIA

ODPOWIEDZI

9

Evaluation form for  
Short-term training events for youth workers

1. How useful was the training for you? \*

1

2

3

4

5

Not useful

○

○

○

○

○

Very useful

2. Mention at least two new things you have learnt during the training: \*

Tekst długiej odpowiedzi

3. Give one or two examples of how you plan to use the new things you learnt in your organization: \*

...

4. What were the aspects / learning methods you liked the most, and why? \*

Tekst długiej odpowiedzi

5. What were the aspects that you enjoyed less during the training, and why? \*

Tekst długiej odpowiedzi

6. What are the issues / topics of the training that you would like to know more things about? \*

Tekst długiej odpowiedzi

7. What do you think about the duration of the training? \*

☐ It was too short
 ☐ It was perfect
 ☐ It was too long

...

8. What were the visits / meetings you enjoyed most, and why? \*

Tekst długiej odpowiedzi

9. If you had to organize a similar training on your own, for youth workers or young people, what would be the topics / issues / learning methods you would use from this training? \*

Tekst długiej odpowiedzi

10. What will be your recommendations for the training's organizers? \*

Tekst długiej odpowiedzi

The answers provided showed us in which direction we should go with the outputs to be created, which exercises prove to be useful and interesting for the participants. Further, the questions from the evaluation form, e.g. „About what would you like to know more...?” and „If you had to organize a similar training what would you use from the training?” provided

us with ideas for other topics and scenarios that could be added to the project's main output, the YourKITE toolkit and on which further on- and offline trainings were also based. Moreover, answers to the question on „What were the aspects you enjoyed less...?“ also provided us with an indication on what to avoid or improve during future trainings.

Overall, our participants rated the trainings very positively. Mainly due to the fact that we were able to learn from each other in an open and collaborative environment, where we could ask questions and hold discussions about the things we learned and their practical applicability in our organizations, the YourKITE project but also in our private lives.

Based on the feedback received right after the trainings and also by looking back on the whole project below you can find our reasons on:

### Why is it a good idea to organize short-term joint staff training during a project?

Taking part in the trainings provided the time and the space for exchange and new insights. Having had three such trainings at the beginning of the YourKITE project allowed for the following positive effects:

#### Gain new skills and knowledge

A win-win situation was created not only for the project but also for the organizations and the individuals involved in it. The project members not only gained skills and knowledge beneficial for the project execution but the organization as such won, as the new skills and knowledge were transferred to other staff, volunteers and organizational beneficiaries. Moreover, the gained skills and knowledge can be also adapted and used in other project. The participants, all NGO employees or volunteers were provided with the opportunity to increase their competences which contributed to the further professionalization of staff in the youth sector, increasing also the participants value on the job market. Moreover, such trainings often provide ideas and the space to think of new projects. This was also the case in the YourKITE project, which within the two years allowed for the creation and submission of 5 other projects between some of the project partners.

Here are some of the answers from the evaluation form that proved the above point:

*"We will organize a workshop on how to create a stop-motion movie for student volunteers. They may than use this knowledge to provide it further during workshops in schools"; "In creating the annual report of our organization, Piktochart will be very useful and less time consuming for creating effective info graphics. - In redesigning our website interface, we will take into account and use the info on how to make our website more attractive and tell a story about your organization and work.",* declared participants after the training in Norway.

*"We could incorporate business model canvas as a planning method for new projects, include games and simulations as a part of our projects on entrepreneurship for youth, and link young people with social economy organizations operating locally",* declared one of the participants after the training in Romania.

*"We already used some icebreakers during our lecture on the use of websites and social media for NGO's self-promotion. Also I will use all the useful information I've got from this week to be more patient, compassionate and attentive towards other people. Finally, in case I decide at some point to become a teacher, the training on teaching children was extremely useful and contained lots of important information for teachers which I will definitely use.",* declared one of the participants after the training in Poland.

But besides the personal and organizational gains that the short-term trainings for youth workers provided, we also have to underline that they proved extremely useful in creating the YourKITE toolkit and all other outputs and activities that followed. The trainings gave us with a good insight on the knowledge and experience each organization can provide for the creation of the publication. Certain topics, which should be covered, became visible and allowed us to build very quickly the structure of the publication. Moreover, as all team members had the possibility to gain expert knowledge on the various topics, making it later easier to evaluate each other's work and contribute with ideas to various section of the YourKITE toolkit. In short, it allowed for collaboration in the creation of certain publication sections without basing only on the work of the expert organization in the field.

#### ❑ **Integration of the project team**

Such training experiences provide the time and space to gain new insights that the other partner organizations already have. However, equally important is the fact that the trainings provided the opportunity for integration within the project team. The team members were not only able to introduce themselves as professionals but also as private persons. Therefore, the relations developed not only on professional level but also helped to develop friendships that will last beyond the project. It also allowed us to learn more about the various countries we are from, provide a real insight into our cultures and values, to learn what we share and where there are differences. Making it a very enriching experience to be part of this project!

Besides on the personal level, the integration we experienced also had a positive effect on the project and especially the project management and communication throughout the project. Miscommunications appeared less, as we knew what to expect from each other and became moreover more open to voice our needs and objections. Therefore, the project was not managed solely only by the main project coordinator, Norsensus Mediaforum, but by all project partners in collaboration. Even in times of crises, due to time constraints, our cooperation was based on the trust and understanding that was built during the trainings.

Summing up, the above mentioned points clearly indicate that organizing short-term trainings for youth workers is an investment worth to make, especially at the beginning of a project. Certain things have to be kept in mind, see the section below, however the positive aspects trade off all time and financial burdens connected to it.



### What to keep in mind when organizing short-term joint staff training courses

The only negativity that could be mentioned about organizing short-term staff trainings is connected to time.



Each training must be at least 5 days long, demanding from the organizers and the participants to make and take time from the usual busy work schedule.

Therefore what should be kept in mind is to leave some room in the training program to allow, all involved, to catch up on their emails and other

duties. One must however also keep in mind that the brain needs rest in order to allow for a learning effect. Therefore, not only breaks should be made to allow all to catch up with their other work duties, but possibilities should be also given to leave the training room and engage together in some outside leisure activities like e.g. taking a walk in a park or to a close by sight. Moreover, we believe that this will not only have a good effect on the learning but also on the integration among the project members.

One last remark has to be made about organizing such trainings in countries like Norway who prove to be extremely expensive. It is worth to talk about the financial aspects before making all arrangements related to the training. Norsensus, organized for the partners at first a "how to survive on a project grant in Norway" introduction before and a tour at the beginning of the training. The tips and tricks received, proved to be very helpful and allowed to do the training within the financial limitations.

## YourKITE Transnational training in Romania



Between September 11 and 17 in Ighiu near Alba Iulia, in the heart of Romanian Transylvania, the training for **18 young trainers-volunteers** in age of 18-25 from Norway, Poland and Romania was held. The five-day training included interactive sessions, working in groups, cases, exercises, role-playing, videos, time for reflection, etc.

The objective of the training was to provide the young participants basic knowledge and skills on organizing workshops for youth, on entrepreneurship, media & communication, volunteering and career counseling.



The training was based on the preliminary toolkit and was led by trainers from partner organizations. Participants learnt how to conduct workshops and received a practical knowledge on entrepreneurship, volunteering, career counseling, media and communication. They had an opportunity to lead in pairs their own workshops and received a valuable feedback from trainers and other participants. At the same time ideas of volunteering and developing working opportunities were promoted.

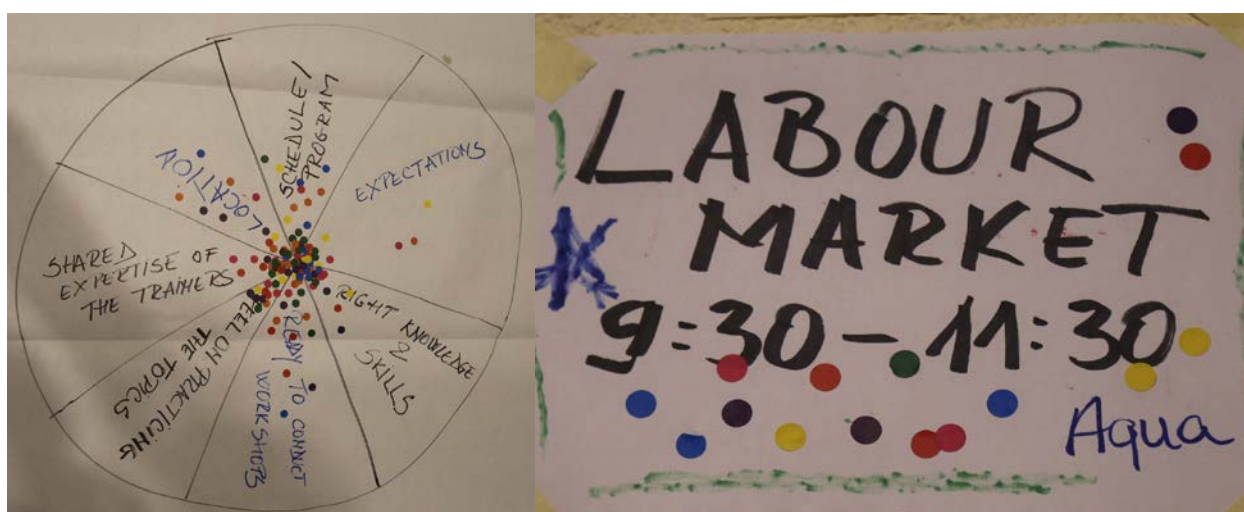
The training included also intercultural interactions, team building activities as well as time for sightseeing in Alba Iulia, the former capital city of Transylvania with the biggest citadel in Romania. After the training they delivered in their communities their own workshops for teenagers, in pairs, practicing the skills developed during the training.



## Evaluation of the transnational training in Romania

There was a comprehensive evaluation of the training conducted using a few various methods.

At the end of the training one of the quick evaluation methods was used. Participants were asked to add dots to the points of the agenda they were the most satisfied with and then to add dots to the circle representing various aspects of the training (dots closer to the center indicates higher satisfaction level). In both methods very high satisfaction level was unveiled. Actually all workshops were highly evaluated by participants reaching 15 dots out of 18 maximally possible in case of the most popular workshops.



Among various aspects of the training participants appreciated the most feeling of practicing the topics, sharing expertise of the trainers, accuracy of knowledge and skills, schedule and program.

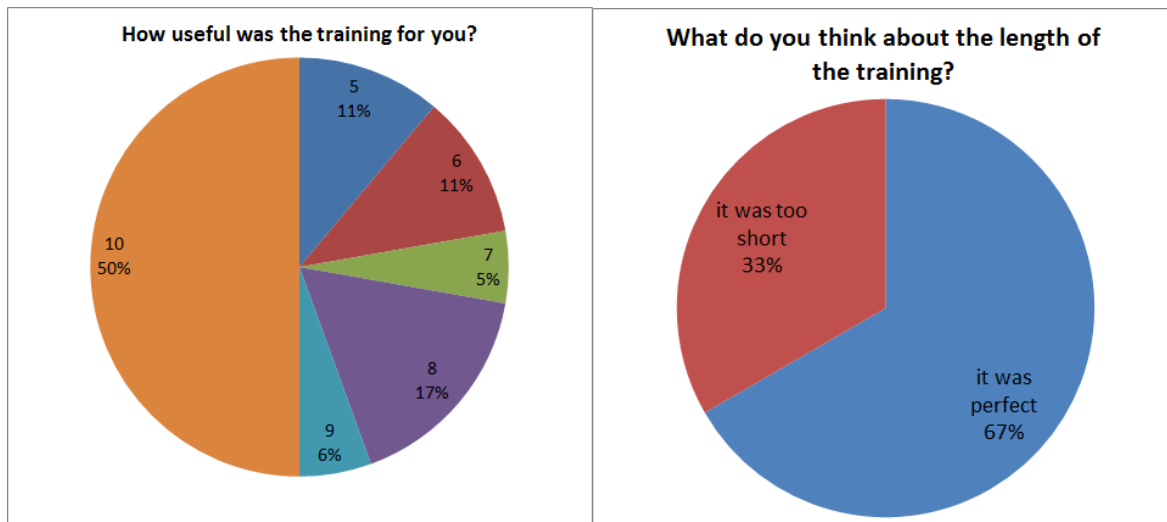
On the other hand six out of 18 participants were less satisfied with location, what was confirmed also in another evaluation conducted (low temperature in a room, problems with Wi-Fi access in rooms, long distance to the nearest supermarket). Three of them were less confident about conducting their own workshops after the training, what is rather normal regarding most of them had no previous experience as trainers. Three others marked discrepancy between their expectations and actual content of the training, what was generally in line with observations of the trainers.



More comprehensive results including more quantitative data were provided by the evaluation questionnaire filled in by each participant after completing the training. In general, the results confirmed the very high satisfaction level. In overall in scale from 1 to 10, where 10 is the highest mark, half of the participants gave the maximum mark, while the average was 8.5. These great results were followed by the evaluation of the length of the training - two third of participants told that it was perfect and the rest declared it was too short. The most popular comment was "it was perfect!", other more specific ones were:

- ❑ *I liked it so much and I will miss all the people, the trainers, the location and the fun we all had.*
- ❑ *The length of the training was perfect. However, I would love to spend more time here, with the YourKITE team.*
- ❑ *Because I felt that it was too tight of schedule, and that **the trainers had a lot of knowledge** they could have taught us if we had more time.*
- ❑ *We needed maybe **more time to reflect** better and work more on our workshops.*

- ❑ *I think that you need more time to learn enough **about entrepreneurship and career advising.***
- ❑ *Because it is so great here, and I would like to stay and learn about **volunteering, workshops, leadership** and other things longer time and stay with such a positive people.*



Participants of the training were also asked more precisely about at least three new things they learned during the training. All of them listed at least three things, what might be the sign that even those who were less satisfied with the training found something useful for themselves. Most of the answers confirmed directly achieving the goals, it means people declared they learned about conducting workshops, volunteering, career counseling, entrepreneurship, visual communication etc., but many answers were much more precise indicating that knowledge

- ❑ *I learned how to use Stop Motion Studio.*
- ❑ *Using Actionbound.*
- ❑ *How to build and structure a workshop.*
- ❑ *To get to know your group, set the goal at the beginning and be elastic.*
- ❑ *How to approach to the young people.*
- ❑ *The Business Canvas Model.*
- ❑ *I also learned about different types of volunteering.*
- ❑ *Using digital tools.*
- ❑ *Different ways of handling a group.*
- ❑ *Visualization.*
- ❑ *Kolbe model.*
- ❑ *Team working.*
- ❑ *How to manage difficult behavior when you are conducting a workshop.*
- ❑ *I learned how to deal with different personalities while delivering workshops.*
- ❑ *How to practically communicate in English.*

- ❑ *I learned about very useful tools, for example YouthPass, futureme.org, and many, many else.*
- ❑ *I have also learned new energizers.*

Participants of the training shared also a lot of recommendations and few claims, mainly answering the questions: "What were the aspects that you enjoyed less during the training?" and "What will be your recommendations for the training's organizers / trainers?". The most of them were about the venue and a few of them about timing and breaks:

- ❑ *The food.*
- ❑ *The cold during the night and the food diversity.*
- ❑ *It was really cold in the room during night, the windows were not closing properly and we did not have the keys so as to lock the doors of our rooms.*
- ❑ *A little quick breaks, no supermarket close, no Wi-Fi in the room. That are not primary needs, but it helps :).*

Some complains might be unfortunately justified as the standard of the venue was sometimes below average. It was caused mainly due to very restrictive budget limits that allowed only booking very cheap, remote venues.

However, the most of the feedback was very positive, including such a priceless comments for partner organizations like the following ones:

- ❑ *Great job and thank you for your dedication.*
- ❑ *You are doing a fantastic job and you gave us a huge reserve of inspiration.*
- ❑ *To not lose contact with us and to make this experience a group of opportunity and a group of friends that could also fly to any corner of the world to provide workshops. Let's take it to the next level, let's develop.*
- ❑ *I really liked Ula, Paula and Mariusz, they were really confident and they were the "masters" of their parts :) I think Vedat and Abdurrahim did great job, they know what they are talking about. Still I had a feeling that they are a little shy, they shouldn't :)*
- ❑ *Nothing needs to be change. **It was a beautiful experience that changed my life forever.***

Last but not least one of the products of the training was a series of interviews with participants of the training talking about their experience from the training. One of the participants says that it was much more than she expected, many of them are enumerating the workshops that impacted them the most and almost all of them are very emotional confirming that the training truly change their lives.

### Follow-up activities

All the participants were asked, and they signed a training contract for that, that once they return home to provide workshops for young people (14-17 years old) on topics related to entrepreneurship, media & communication, volunteering and career counseling. They were asked to use the scenarios from YourKITE toolkit or to develop scenarios inspired by the ones we provided.

The participants received the following checklist for their workshop, so that they will know exactly what they have to do and what will be the tools to be used:



## Checklist for your workshop!

### General information

- ☐ The workshops have to be delivered before the end of November 2016.
- ☐ You have to deliver at least three workshops for at least 40 participants (in total), aged 14 to 17 years old.
- ☐ The workshops have to be conducted in pairs (another participant from yourKITE training or a friend or colleague/classmate).

### Before the workshop

*One week prior to the workshop, let yourKITE coordinator from your country know about:*

- ☐ The date and the hour of the workshop
- ☐ The venue of the workshop
- ☐ The hosting organization
- ☐ The number and the age of the participants
- ☐ The type of support you need from yourKITE team (eg: facilitating the relation with a host organization or facilitating the venue for the workshop)
- ☐ The topic of the workshop / the scenarios you will use
- ☐ Other trainers / people you plan to involve

### After the workshop

*Contact yourKITE coordinator from your country providing the following information or documents:*

- ☐ The attendance list signed by the participants (use the template provided)

- ❑ The evaluation form for trainers: <https://goo.gl/forms/HLiCET5LqfX3dN732>
- ❑ At least three pictures with the participants, made during the workshop, if you have the parents' consent.
- ❑ Evaluation forms filled in by the participants (use the templates provided).

Also, after the workshops, contact yourKITE country coordinator to establish a face-to-face meeting or a follow-up call to discuss about the workshops.

Then, in the first two months of the transnational training the country coordinators stayed in contact with the participants via social media, email, phone to motivate them and provide support for the workshops. This was the most challenging parts, mostly because of the fact that the participants were living in different cities than the one of coordinator, which made harder the "stay in touch" process. In the end, not all the participants conducted workshop or they conducted less workshops as requested. At the same time, even those who conducted the workshops were not thoroughly with the process of monitoring, evaluation and feedback. We learned from this experience that less and more simple monitoring and evaluation tools should be developed and that we need to take into consideration also the "abandon" rate from some participants, when it comes to follow-up activities - once returned home, sometimes, the work and daily activities became more important and urgent than the one requested for the training course.

### What will be the benefits of organizing transnational training courses for youth workers or young people?

The yourKITE transnational training provided numerous benefits for the project itself, for the team, for the educational tools created, and for the target group. Just to mention some of the advantages and benefits you could gain through such transnational training courses:

- ❑ It allows you to pilot, test and receive valuable feedback on the educational tools you develop. Thus, you can receive right-away feedback, directly observe how people react to the tools. Moreover, based on these feedback the tools can be then improved and adapt to different contexts, target groups, cultures, level of education, age group etc.
- ❑ It provides great opportunities for multiplying the effects of your work among people participating in the training, who share further your work with their organizations, colleagues, and relevant stakeholders. Also, after such a training course, where they benefit for free from such relevant learning experience, they are motivated to share, try and further use the tools they learned about.
- ❑ The transnational training allows for face-to-face learning experience that provides a fully learning experience to the participants, better relationship among trainers

and the group, group cohesion, and better motivation for further activities the participants might be involved in.

- ❑ It also allows participants to learn about different cultures, and to be exposed to these through direct interaction with the cultures' "representatives", increasing their intercultural communication and stirring their curiosity about the world that is outside of their regular community or group.
- ❑ As many of the participants put it, the transnational training was a "life changer". For the age group we worked with, this type of experience might be their first international experience, and their first training course of this type. In this situation, the training really could "open eyes" and "doors", allowing young people to search for meaning in their life, making new plans for the future, thinking more international and searching for different other similar opportunities.

### What to keep in mind when organizing transnational training courses

Here are some advices or lessons learned in regards to organizing transnational training courses:

- ❑ Make sure you check the venue of the training course, visit it, and imagine the workshops and activities you can organize there.
- ❑ Erasmus+ budget on this type of courses is very limited, and we were confronted with additional issues as costs for individual support for Romanian participants were cut at the moment of budget approval. So, for that you need to find a nice remote training place, less expensive, but which can provide you the right space and atmosphere for the training courses.
- ❑ Also, if you need to choose a remote training place, make sure you plan at least one visit for the participants in a more dynamic place, such as a touristic place, an interesting city, etc. Moreover, make sure you prepare additional activities for the free time, in the evening. This could also be an advantage for group cohesion.
- ❑ If your training courses include follow-up activities implemented by the participants, make sure you can stay in contact with them through social media, emails, phone calls, as a lot of motivational interactions are needed to make them implement the activities they promised and provide feedback.

# YourKITE Online training modules

## Online training content

The online training modules were developed on the five main components of the YourKITE project: training methodology, entrepreneurship, volunteering, media and communication, and career counseling.

The content was based on the YourKITE toolkit, with many references made to the theoretical part or the scenarios part, but also on the experience gained from the transnational training from Romania, organized for youth workers from Norway, Poland and Romania. The lessons learned in the face-to-face training, the feedback received from the participants in the training, the evaluation results - all were incorporated in the content and the way in which the online training was developed.

At the same time, the content was adapted to the online platform and the H5P Technology used. The structure included presentations (written and audio), interactive exercises, videos, quizzes, reflection parts and links to other useful resources. It worthy to be mentioned that H5P technology, which works with WordPress platform, is easy to learn, use and very intuitive, both for the facilitators and the learners.

Each of the five modules were made up from one, two or up to four sessions. All the modules were available in English, Norwegian, Polish and Romanian. Reading, collaboration and active participation were major components of the training session.

## The main topics of the training modules were:

### Training methodology (two sessions)

- ❑ Know-how on how to conduct and plan a workshop; more precisely, theory and practice on how to set the goals of a workshop, and on how to plan and carry out a workshop;
- ❑ Knowledge on different learning styles and on what helps people, with a special focus on youth, to learn effectively.

### Entrepreneurship (four sessions):

- ❑ Knowledge and exercises on entrepreneurship attitudes and skills;
- ❑ Theory and practice on creativity and innovation, and how to conduct a workshop on creativity;
- ❑ Know-how on how to conduct a workshop that introduces to young people the basic concepts of product, clients, price, market, demand, supply and

competition;

- ❑ Knowledge on the business model canvas, and exercises for practicing the use of the model.

Media and communication (two sessions):

- ❑ Basic knowledge on visual communication; theory and practice on how to use storyboarding with young people; other elements of visual communication that can be used by youth;
- ❑ Know-how on how to use and learn others to use the stop motion technique.

Volunteering (one session):

- ❑ Know-how on how to inspire young people to volunteer; knowledge and useful exercises to understand what volunteering is, who can volunteer, why one would volunteer and what the main volunteering activities are.

Career counseling (one session):

- ❑ Basic knowledge, exercises, quizzes on career planning, career counseling, labor market, youth unemployment, future professions, role models, personality traits, attitudes and skills, and how to use these information when organizing workshops for young people.

## Working methodology

Each of the partner organizations involved in the project took the responsibility for developing the part of the training that matched its expertise:

- ❑ FAIR was responsible to develop the training methodology and the volunteering part,
- ❑ Fundatia Danis developed the entrepreneurship training modules,
- ❑ FRSI developed the career guidance section, and
- ❑ Norsensus Mediaforum was responsible for media and communication modules.

The trainers selected from the YourKITE toolkit the most important elements, knowledge and exercises that could be adapted to the online format, but also that could be considered indispensable for a basic training on how to conduct workshops for youth on the topics mentioned above. Once the topics were selected, these were presented in a common meeting, so that each partner could provide inputs and feedback from their own local context and having in mind the target group of the training.

Then, for each module and session a scenario was developed. Once the presentations, exercises, games, quizzes, etc. were prepared in English and the visuals were created, these were transferred in the **H5P format, on the YourKITE platform**. Then, each module and

session were translated in Norwegian, Poland and Romanian. At the same time, an introduction text and **registration form** were prepared, so that the YourKITE team would be able to track the applications and be in contact with the target groups from their own countries. Collecting personal data, such as name, email and country, was possible by creating the security policy of the website. We wanted to collect the personal data so that we can know how many people are interested in the training, but also to be able to stay in contact with the participants, motivate them for taking the sessions, send them reminders, and at the end - send them the certificates.

At the same time, the trainers created together the **evaluation form** (see it on the next page) of the training that had two main goals: collect feedback from the participants on the training materials, and find out about their current and future interest in the YourKITE topics / similar training courses. See below the evaluation form used for the online training. The evaluation form was designed in Google Form, a free technology that can be easily used by any nonprofit organizations for surveys, evaluation forms, registrations to training courses, etc.

During the online training, the participants could at any time to contact the trainers by email, writing in their own language or in English. At the same time, for each training module, the partner organizations provided one live session where participants could interact with the trainer responsible for the specific module, inquiring about the training content, asking for clarification, suggest new resources, provide feedback, etc. Five live sessions were organized in total. At the same time, Norsensus also developed the technology that allow trainers to observe the participants' involvement in the training, more precisely the time spent on each module and the total time spent on the training.

The live sessions were hosted by FRSI, from Poland, because they could provide easy access to the Click Meeting platform, designed for organizing webinars, workshops and meetings online.

In total, the participants had one month to enroll and finish the training sessions. The enrolments were continuously, so that more people could find out the opportunity and do the training. Once that one participant would finish the training modules or parts of them, he / she would fill in the evaluation form. Then, the trainer from his / her country would see the form was completed and would send by email the certificate of finishing the YourKITE training.

## YourKITE

In order to receive certificate, please fill out the evaluation form and submit before 7th of June, 2017. The certificate will be sent to you by email after we receive your evaluation.

\* Required

Name and Surname (as you want to appear on the certificate) \*

Your answer

Country of Residence \*

Your answer

E-mail address \*

Your answer

Which modules did you finish? \*

- ☐ Training methodology
- ☐ Career counseling
- ☐ Entrepreneurship
- ☐ Volunteering
- ☐ Visual communication

Why did you choose those modules?

Your answer

How useful was the training for you? \*

1 2 3 4 5 6 7 8 9 10

Not useful at all ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Very useful

What were the modules you considered the most interesting and/or most useful for you? \*

Your answer

Which module topic do you want to learn more about?

- ☐ Training Methodology
- ☐ Volunteering
- ☐ Career counseling
- ☐ Entrepreneurship
- ☐ Visual communication

Mention at least three new things you have learned during the training: \*

Your answer

What were the aspects that you enjoyed less during the training? \*

Your answer

What do you think about the length of the modules? \*

- ☐ It was too short
- ☐ It was perfect
- ☐ It was too long

If you considered it too short or too long, please explain why.

Your answer

What will be your recommendations for the improvement of the user experience? \*

Your answer

SUBMIT

## Target group

The YourKITE online training has mainly targeted youth workers between 18-30 years old, interested in learning how to develop workshops for young people (14-17 years old). However, the partners decided to open the training course to all people interested in developing workshops for young people on entrepreneurship, media and communication, volunteering and career counseling. 107 people enrolled for the online training courses.

## Feedback from the participants

At the moment of writing this report, 21 participants filled in the evaluation form, as they finished all the training modules or parts of them. One third of these participants were fully satisfied with the training, and they said they would not improve anything to the training. The rest of the participants made some recommendations in regard to the following issues:

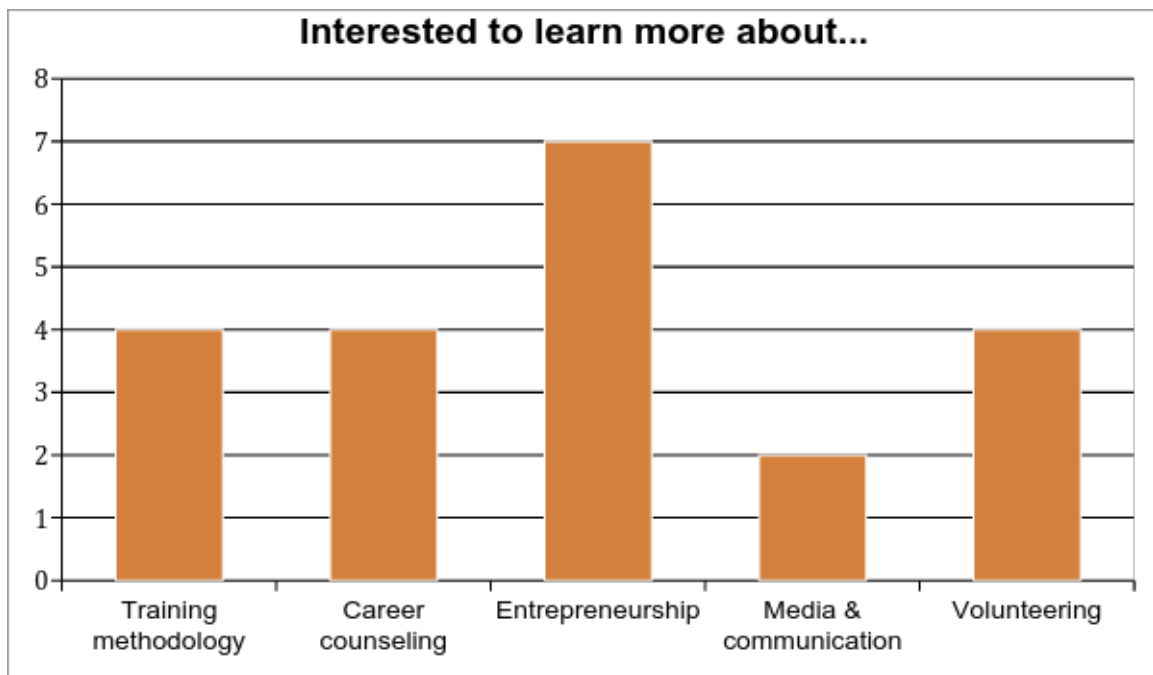
The structure of the training:

- ☐ some of them asked for the sessions to be shorter, and some of the more interactive;
- ☐ some of the participants would prefer even more parts where they could check the knowledge accumulated;
- ☐ to add some extra sessions on how to communicate with young people, as participants in workshops, on how to transmit knowledge to young people so that it can be interesting for them, or to add more information on career counseling or to change some order of the exercises in the media and communication parts.

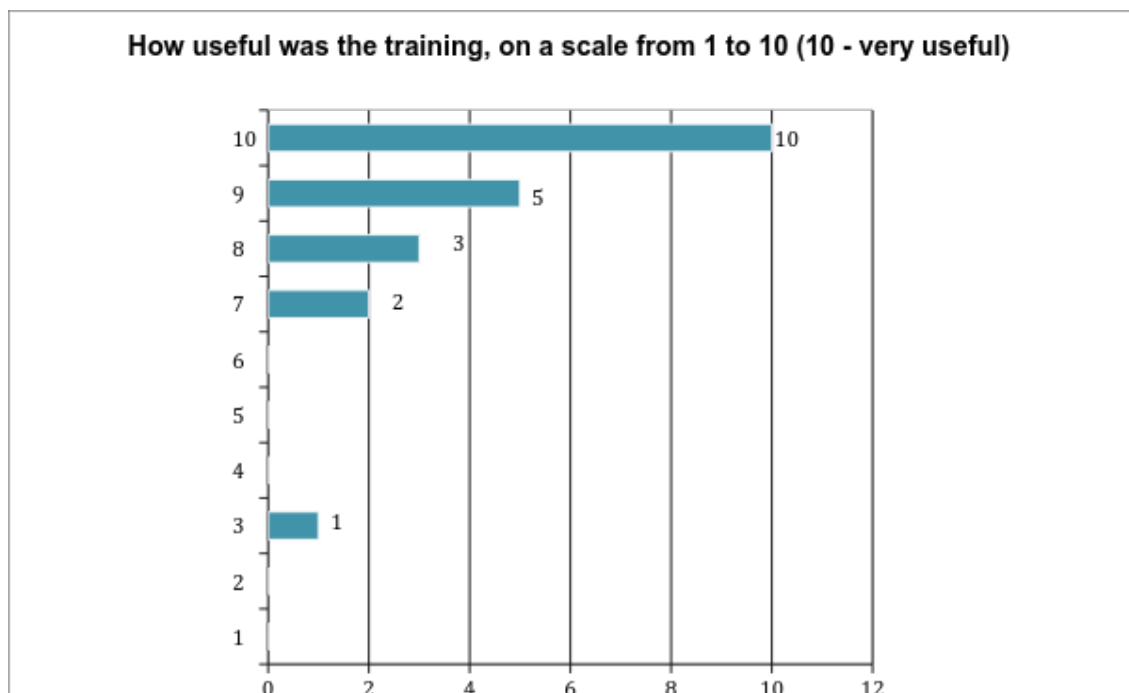
The format of the training:

- ☐ some participants recommended more videos or more slides or more audio files, to make them more catchy, while others recommended more text on the slides, and less audio files on the slides;
- ☐ and there was one recommendation to transfer the training to a face-to-face training, organized for a couple of days.

Through the evaluation form, the participants also expressed their interest in learning more about the topic proposed by YourKITE training, all the topics being of interest to them:



When asked to mention new things they learned with the help of the online training, all the participants who filled out the evaluation form were able to mention one, two, three or even more topics from the training modules. Two thirds of the participants in the training who also accepted to evaluate the modules they finished considered the training sessions very useful to them and to their work, and they rated the course with 9 and 10, on a scale from 1 to 10 (10 meaning they considered the training modules very useful).



## What will be the benefits of organizing online training courses?

From YourKITE online training experience, we can conclude that there are several benefits that such learning experience can bring:

### ☐ Access to people whom usually you might not be able to reach otherwise

If you are a nonprofit organization, which organizes regular training courses or other face-to-face learning experiences for youth, you might already know that these cannot be fully inclusive, as you cannot reach all the people who might be interested in your training. Most of the time, the NGOs are based in big cities, less accessible to young people coming from smaller cities, towns or from rural area. The online training can be more inclusive, from this point of view, allowing access to people who cannot travel to the face-to-face training courses, no matter the reason behind this obstacle. Access to Internet and to devices to connect to Internet is now widespread in the countries we worked through YourKITE. The training courses were accessible also on phones and tablets, so that everyone could access them at any time.

### ☐ Access on long-term to the training courses

The YourKITE online training will be always available on the YourKITE platform ([www.yourkite.org](http://www.yourkite.org)). By providing minimum personal data (a name and an email address), anyone could register on the platform and access the training course at anytime. Moreover, the materials and the training modules and sessions can be used by the partner organizations or other nonprofit organizations, or different stakeholders, in their other projects dedicated to youth or youth workers.

### ☐ Developing digital skills

By developing these training modules and sessions, the trainers had to learn how to use H5P Technology and also they acquired some skills necessary for working with WordPress and ClickMeeting platforms. Thus, all the trainers involved developed their digital skills, learned new technology they can actually use in their future work. The same, the learners, by enrolling to the online training, they developed knowledge and skills, and got comfortable in using H5P and ClickMeeting (for live sessions). Such exposure will ease their access to other online training courses or webinars, enriching their learning experience.

### ☐ Increased cost-efficiency

Definitely, providing an online training course is much cost-effective than providing a face-

to-face learning experience. All the costs related to travel, accommodation, food, office supplies, etc. are reduced to zero. Of course, there are costs to be covered for website hosting and maintaining, but these are nothing to compare with the other courses.

### What to keep in mind when organizing online training courses

The online training courses have many advantages, and in the times we live, mainly based on technology, this is the future of learning. However, there are still some pitfalls of the method or things that the trainers have to keep in mind when organizing such learning experiences:

- ❑ The preparation of the training takes a greater amount of time in comparison with the face-to-face training courses. The trainers need to put more effort in building the workshop scenario, preparing the visuals and the audios for the training. However, then, at the end of the training, the interaction with the participants is shorter.
- ❑ There is much effort and less success in keeping people motivated to finish the courses, as there is no face-to-face contact with the learners. For that, for instance, for the YourKITE online training, 107 people registered, but only about half of them took the training, and only 21 of them asked for a certificate. The highest rate of finishing the course was among the participants for whom one of the partners also organized some face-to-face meetings for support. From our experience, and also from the evaluation form, it seems like some people still prefer offline connection, the traditional way of doing training courses.
- ❑ The learners are quite “unknown” to the trainers, as only basic information is collected and only some of them participated in the live sessions.
- ❑ In order to be inclusive, the YourKITE online training was provided in four languages (English, Polish, Norwegian and Romanian). The translation of the training courses took a lot of time, more than the trainers expected.

## Conclusions & lessons learned

Through YourKITE Insight report we aimed at providing a close image to the main project activities, respectively the short-term joint staff training courses, the transnational training for youth workers and the online training course on entrepreneurship, media & communication, volunteering and career counseling. By describing the activities, and giving insights on the design and the tools used, we hope we were able to provide some help to other NGOs, youth organizations or youth workers in developing ideas or building similar projects for young people.

At the same time, by presenting the evaluation and feedback tools we used during the project's activities, we aimed at supporting NGOs and youth workers in two ways: learn about these tools, and learn about young people or youth workers' reactions on certain activities, and about the things that are more or less important or valued by them.

Also, through the insight report we shared our thoughts on certain activities, highlighting the benefits and the advantages of those, mainly of the transnational training course for youth workers, joint staff training courses and the online training; but also providing some disadvantages or things that need to be taken in consideration by nonprofit organizations or youth workers when organizing similar activities.

Thus, together we learned that the *short-term staff training courses* could help organizations by gaining new skills and knowledge that can be used in the project's execution, but also in other projects or programs of the partner organizations involved; by providing support and clear directions in developing related intellectual outputs of one project; and by contributing to the team-building of project's team and to networking between partner organizations.

The *transnational training course* also gave us the opportunity to learn about how important they are in motivating the participants to learn about new things, and how efficient they are as multiplier and exploitation tools, and for piloting, testing and evaluating the educational resources developed. At the same time, these are wonderful inter-cultural experiences, and appreciated by young people as really "life changers".

Also, we learned that the *online training courses* help us in reaching out young people or youth workers who usually might not be able to attend face-to-face training courses for various reasons, such as economic, social or geographical obstacles; in making the learning experience available on long-term through the project's platform; in developing digital skills for both the trainers and the learners; and in reducing the costs of organizing these learning experiences for young people and youth workers.

We also learned, again, that *time is precious*... and that usually things take longer than you expect. We know it is common sense, but it is always forgotten. For instance, when organizing online training courses, we will keep in mind next time, and we recommend to other organizations to do the same, that the preparation of the online training, but also the translation in various languages, take a greater amount of time in comparison with the face-to-face training courses. Also, we will know that we will have to give people more free time in the face-to-face training course, so that they can also catch up on their day-to-day work, but also so that they can network with the other participants.

Regarding *face-to-face interactions versus online interactions*, we advise everyone to keep in mind that while online training courses give increased access to people, still the interaction with them is very limited: there is much effort and less success in keeping people motivated to finish the courses, as there is no face-to-face contact with the learners; from our experience, and also from the evaluation form, it seems like some people still prefer offline connection, the traditional way of doing training courses; the learners are quite “unknown” to the trainers, as only basic information is usually collected about them and only some would participate in the live sessions.

In regards to follow-up activities that need to be organized and implemented by the target group, reaching thus “indirect beneficiaries”, we learned that these are very risky, as it is hard to stay in contact with your participants after the activities are over, and because people are having maybe already so much on their plate that they cannot fully commit to your cause and objectives. We also learned that we needed to simplify the process, and reduce the activities requested.