



# FACE

FACILITATION  
IS EASY!

# FINAL REPORT

## DAY I - 11/09

### SESSION

### METHOD

### PICTURE

**22.00**  
**Welcome Evening: presentation**

Logistics of welcoming the participants and deliver a welcome pack with detailed information.

**Methods:** Informal welcome - Visit the building and surroundings



**22.00**  
**Welcome Evening: name games**

Some informal and non-formal exercises to start to know each other (names, country, habits, etc..).

**Methods:** Map of Europe exercise, informal moment with toast to celebrate the beginning.





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## DAY 2 - 12/09

### SESSION

### METHOD

### PICTURE

**08.30**  
**Breakfast**

Participants have breakfast all together in open air.  
  
Breakfast is served every morning at 8.30.



**09.30**  
**Team cooperation:**  
**name games**

To promote contact and integration among them, participants get to know each other through name games.  
  
**Method:** presentation, name-gesture, chairs game.



**10.00**  
**Mission impossible**

Participants have to complete 20 tasks in a very short time. They have to cooperate to find a good strategy to complete all the tasks in time.  
  
**Method:** team cooperation, team building





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## DAY 2 - 12/09

### SESSION

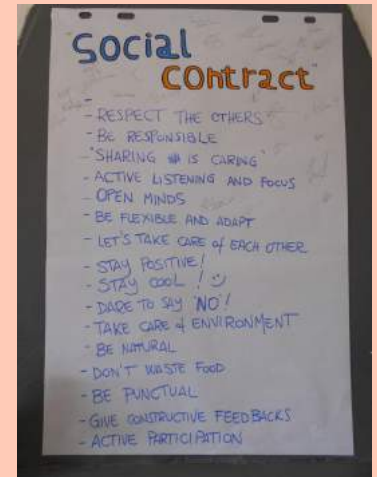
### METHOD

### PICTURE

**10.30**  
**Project's roles**

Participants talk about good and bad attitudes in team cooperation and they discuss together the rules of the project.

**Method:** brainstorming, discussion, creativity



**11.00**  
**Cofee break**

Just half-an-hour to let all people rest and be ready for the next part of the activities.

Coffee-break takes place every morning and every afternoon at 11.00AM and 4.30PM



**11.30**  
**FACE tour**

Participants are splitted in 3 groups and they start the "station tour". Each group should pass to 3 "stations", each one managed by a Trainer with one topic:

1. Programme e expectations of the TC
2. Erasmus+ and Youthpass
3. Record presentation of the other person





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## DAY 2 - 12/09

### SESSION

### METHOD

### PICTURE

12.30

**Fears and expectations**

The participants share their fears and their contributions about the training course.

**Method:** participants write their expectations on a post-it and then they put it into a balloon. Then they write their fears on the balloons and at the end they throw them in the air .



13.00

**Lunch**

Participants have lunch all together in open air, enjoying Italian food.

Lunch takes place everyday at 1.00PM.



15.00

**Facilitator is a learner**

Discussion about facilitation and different ways of learning.

**Method:** reflection and discussion about what obstacles and what facilitates the learning process, to raise participants awareness on the parallel process into guiding people's learning





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## DAY 2 - 12/09

### SESSION

### METHOD

### PICTURE

**15.40**  
**Learning river**

Participants draw the river of their learnings, remembering some moments in their life when they got some important learnings.

**Methods:** Personal Reflection and exchange of experiences in groups, to define optimal learning methods and environments.  
ECHO method.



**17.00**  
**Learning styles**

Discussion about different styles of learning and learning theories (Kolb & Vak), talking about Self-directed learning opportunities to try to make participants recognise their own ones.

**Methods:** Video on learning styles, test of personality, cards, books, brainstorming, YES & NO game on learning



**18.00**  
**Reflection time**

Informal reflection moments in small groups in order to evaluate the day. Reflection time takes place everyday at 6.00 PM

**Method:** Reflection groups could be done as Games, using tools like paintings, cards and images.





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## DAY 2 - 12/09

### SESSION

### METHOD

### PICTURE

18.30  
Blog session

Each day a different group of 4 mixed participants will take care of writing a Blog article with photos about the activities performed during the day.

**Method:** Writing Blog article and choosing collected photos of the daily activities and methods



20.00  
Dinner

Participants have dinner all together in open air, enjoying Italian food.

Dinner takes place everyday at 8.00PM.



22.00  
Intercultural night

A moment to discover other cultural traditions:  
**Italy, Cyprus, Bulgaria, Belgium and Latvia** presented their own country through songs, typical food, game, funny facts...





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## DAY 3 - 13/09

### SESSION

### METHOD

### PICTURE

09.30  
Albatross  
Game

"Albatross" simulation game about prejudices, debriefing and discussion.

**Method:** Role play to highlight gender differences and prejudices. The aim is to provide participants with an experiential and emotional activity to show how communication is blocked by prejudices



10.00  
Intercultural  
communication  
and prejudices

Activities to make participants aware of the uncomfortable sensation of a bad learning environment and to make them react with positive tips on creation of a stimulating learning environment.

**Method:** in couples, participants exchange experiences on feeling or stereotypes during facilitation or life.



11.30  
World Cafè

Activity about good practices and difficulties in facilitation.

**Method:** Participants are divided in 4 tables (where they find food and drinks) to smoothly discuss in turn the following topics: planning, venue, participants and co-facilitation.





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## DAY 3 - 13/09

### SESSION

### METHOD

### PICTURE

15.00  
Public  
speaking:  
session 1

Discussion about fears and phobias on public speaking.  
**Method:** showing of the presentation videos of the previous day; preparing a speech on the importance of travelling for meeting new cultures, performing to the audience that is then asked if they noticed barriers.



17.00  
Public  
speaking:  
session 2,  
STRUCTURE

Explanation of the structure of speech performance in public speaking.  
**Method:** some volunteers have 3 minutes for talking again but this time using the structure for public speech. The audience is divided in 3 observation groups, taking notes on different details (eyes contact and so on).



22.00  
Intercultural  
Night

A moment to discover other cultural traditions:  
**Portugal, Austria, Hungary, Romania and Macedonia** presented their own country through songs, typical food, game, funny facts...







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## DAY 4 - 14/09

### SESSION

### METHOD

### PICTURE

**09.30**  
**Cultural Visit**  
**to Vinci (FI)**

Informal and cultural moment to see Leonardo's da Vinci museum and the countryside around Vinci.



**12.00**  
**Meeting with**  
**a member of**  
**Vinci's**  
**Municipality**

The group is received by the Responsible of Youth Policies of Vinci, in order to give value to the project, provoke more impact on the local environment and promote cooperation with local partners



**15.00**  
**Time**  
**Management**

Activity about the importance of time management for a facilitator.

**Method:** flipchart and discussion, exercise on tasks /time management (first individually, then in couples, then in groups of 4), questions about which tools the participants know and use to share information.





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## DAY 4 - 14/09

### SESSION

### METHOD

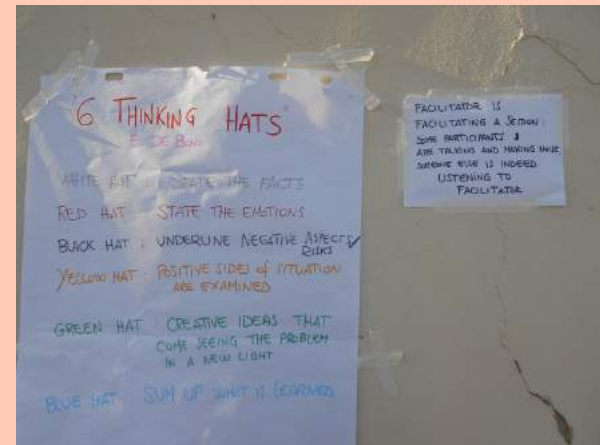
### PICTURE

17.00

**Creativity  
and problem-  
solving in  
learning**

Presentation of De Bono's "Six Hats" Theory

**Method:** exercise using the "Six Hats" theory, to promote creativity, problem solving and lateral thinking as possible keys for a better learning. Final debriefing and conclusions.



18.00

**Mid-Term  
Evaluation**

Creative ways to evaluate first part of the Training

**Method:** "Hand" method, using a draw of a hand (each finger symbolise a different thing in the Seminar: something good, to point at, bad, my engagement, a small details), everyone has to share with the whole group one of the "fingers".





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## DAY 5 - 15/09

### SESSION

### METHOD

### PICTURE

**09.30**  
**Conflict**  
**Management**

Discussion about the tips for good facilitation and the most common difficulties faced during Trainings by participants.

**Method:** Sharing personal experiences, brainstorming about good practices and obstacles.



**10.30**  
**Spidernet**  
**Game**

Participants have to pass through the spidernet without touching the ropes and using each hole only once. They are given 10 minutes to complete the task, so they should find a common strategy cooperating and helping each other.



**11.30**  
**Kolb Cycle**  
**Theory**

Presentation of the Kolb Cycle Theory: the learning cycle basically involves four stages (concrete learning, reflective observation, abstract conceptualization and active experimentation). Effective learning can be seen when the learner progress through the cycle.





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## DAY 5 - 15/09

### SESSION

### METHOD

### PICTURE

**11.30**  
**Debriefing**

Debriefing session to give participants the opportunity to reflect on conflict in groups and to provide a moment of further reflection on learnings and role of Facilitator.

**Method:** debriefing of the spidernet game according to the Kolb Cycle Theory.



**15.00**  
**Workshop Design**

Split into groups, participants have the task to create a 45 minute workshop each. Trainers provide each group with some guidelines and each group must work on preparing the workshop in detail, offering adequate methods, activities, learning environment, behaviour.

**Method:** teamwork



**20.00**  
**Blind Dinner**

Dinner with blindfolded participants, served by the Trainers: a sensorial experience to increase support and trust between participants.





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## DAY 6 - 16/09

### SESSION

### METHOD

### PICTURE

**09.30**  
**Workshop**  
**Design**

Each group is given a small time to complete the workshop organisation. Trainers provide them with the requested materials and tools for the activities.

**Method:** teamwork, flipchart, program definition in details.



**10.15**  
**Performing**  
**Workshop:**  
**group 1**

Each group performs its Workshop on the given topics: they can use different methods, materials and approach, as seen and experienced in the previous part of the Seminar.

**Workshop performing of**  
**Group 1: "From  $\alpha$  to  $\Omega$ "**



**11.30**  
**Performing**  
**Workshop:**  
**group 2**

Each group performs its Workshop on the given topics: they can use different methods, materials and approach, as seen and experienced in the previous part of the Seminar.

**Workshop performing of**  
**Group 2: "It's up to you!"**





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## DAY 6 - 16/09

### SESSION

### METHOD

### PICTURE

12.15

Performing  
Workshop:  
group 3

Each group performs its Workshop on the given topics: they can use different methods, materials and approach, as seen and experienced in the previous part of the Seminar.

**Workshop performing of Group 3: "Emotional Intelligence"**



14.30

Performing  
Workshop:  
group 4

Each group performs its Workshop on the given topics: they can use different methods, materials and approach, as seen and experienced in the previous part of the Seminar.

**Workshop performing of Group 4: "Extreme Triangle"**



15.15

Performing  
Workshop:  
group 5

Each group performs its Workshop on the given topics: they can use different methods, materials and approach, as seen and experienced in the previous part of the Seminar.

**Workshop performing of Group 5: "Perspective on the move"**





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## DAY 6 - 16/09

### SESSION

### METHOD

### PICTURE

**16.30**  
**Performing**  
**Workshop:**  
**group 6**

Each group performs its Workshop on the given topics: they can use different methods, materials and approach, as seen and experienced in the previous part of the Seminar.

**Workshop performing of**  
**Group 6: "Family"**



**17.15**  
**Feedback**

Concluding session to evaluate the 6 workshops and to make useful suggestions for a future improvement.

**Method:** brainstorming, discussion, questions, each group collects a handwritten evaluation from the other participants.





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## DAY 7 - 17/09

### SESSION

### METHOD

### PICTURE

**09.30**  
**Workshop**  
**final**  
**debriefing**

Final Debriefing and conclusions on the performing sessions of the previous day.

**Method:** Plenary session, debriefing and conclusions.



**11.30**  
**After**  
**Training**

Follow up and dissemination Plan: splitted in small groups, brainstorming and presentation of concrete methods and tools to develop after the training (communication, local activities, promotion of the project and the outcomes, responsabilites of each partner); creation of a concrete follow up plan.



**15.00**  
**Final**  
**Evaluation:**  
**session 1**

Different kinds of evaluation of the project: 2 post-then-pre questionnaires, questionnaire on logistics, accomodation and food, activities, involvement, visual evaluation of the training course; evaluation using symbols and images.







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DAY 7 - 17/09

## SESSION

17.00  
Final  
Evaluation:  
session 2

## METHOD

"Rope" Evaluation: informal moment to freely express the feelings and personal impressions about the experience.

## PICTURE



Youthpass Ceremony  
&  
Farewell Party