



Developing and Hosting a Workshop



Multipliers training on Children's Rights

A co-creation of Youth Workers, who integrated
“All Children, all Right(s)” manual into work

Funded by the European Union. Views and opinions expressed are however those of the author only and do not necessarily reflect those of the European Union or European Commission. Neither the European Union nor the granting authority can be held responsible for them.



Co-funded by
the European Union

Introduction to the idea

e.p.a. in 2021-2022, in collaboration with ARSIS from Greece, Uit de Marge and Mobile School from Belgium, created a [free online educational toolkit](#) “All Children, all Right(s)” for youth workers – play workers. On this platform you can find many experiential activities, games for children and youths, padlets, animation posters with audio stories and videos, all linked on Children’s Rights.

We have worked all together to encourage youth workers to start working on children’s rights with pragmatic tools for children. This tool is an answer to the need for innovative tools on children’s rights in non-formal education. Moreover, it provides very accessible methods for youth workers on such a crucial topic. At this platform there are available trainings on Children’s Rights for self paced learning.

After this wonderful co-creation e.p.a. and ARSIS - Youth Support Centre in Thessaloniki, came together again and explore, how can we organise and prepare a Workshop? With this aim, we have organised a training - multiplier event in Thessaloniki, Greece to introduce our toolkit to more people, discuss our good practices, play, create a network, learn from each other, put the manual into practice and finally create a toolkit all together on **“How to organise a Workshop”**.

The training took place from 04.11.24 until 07.11.24 and from 09:30 to 17:00, at ARSIS office in Thessaloniki, Greece.



The training

The official agenda:



ΗΜΕΡΗΣΙΟ ΠΡΟΓΡΑΜΜΑ ΕΚΠΑΙΔΕΥΣΗΣ

Δευτέρα 04/11

9:30	Άφιξη συμμετεχόντων και καφές
10:00	Καλωσόρισμα και Γνωριμία
13:00	Μεσημεριανό διάλειμμα
14:00	Εισαγωγή στο εγχειρίδιο «Όλα τα παιδιά, όλα τα δικαιώματα» και Βιωματικό εργαστήριο
17:00	Κλείσιμο ημέρας

Τρίτη 05/11

9:30	Άφιξη συμμετεχόντων και καφές
10:00	Βιωματικό εργαστήριο για τα δικαιώματα του παιδιού- Επιβίωση
13:00	Μεσημεριανό διάλειμμα
14:00	Εξερεύνηση εγχειριδίου και προετοιμασία εργαστηρίου σε ομάδες
17:00	Κλείσιμο ημέρας



Τετάρτη 06/11

9:30	Άφιξη συμμετεχόντων και καφές
10:00	Βιωματικό Εργαστήριο από ομάδα 1- Ανατροφοδότηση – συζήτηση
13:00	Μεσημεριανό διάλειμμα
14:00	Βιωματικό Εργαστήριο από ομάδα 2- Ανατροφοδότηση – συζήτηση
17:00	Κλείσιμο ημέρας

Πέμπτη 07/11

9:30	Άφιξη συμμετεχόντων και καφές
10:00	Βιωματικό Εργαστήριο από ομάδα 3- Ανατροφοδότηση – συζήτηση
13:00	Μεσημεριανό διάλειμμα
14:00	Βιωματικό Εργαστήριο από ομάδα 4- Ανατροφοδότηση – συζήτηση
15:00	Κλείσιμο εκπαιδευτικού σεμιναρίου- Ανατροφοδότηση και Αξιολόγηση



Financed by the European Union. Views and opinions expressed are those of the author(s) only and do not necessarily reflect those of the European Union nor the granting authority can be held responsible for them.



Financed by the European Union. Views and opinions expressed are those of the author(s) only and do not necessarily reflect those of the European Union nor the granting authority can be held responsible for them.



Translation of the agenda:

Monday 04/11

- 09:30 Arrival of participants and coffee
- 10:00 Welcome and Introduction
- 13:00 Lunch break
- 14:00 Introduction to the manual "All children, all rights" and Experiential Workshop
- 17:00 End of day

Tuesday 05/11

- 09:30 Arrival of participants and coffee
- 10:00 Experiential Workshop on Children's Rights - Survival
- 13:00 Lunch break
- 14:00 Exploration of the manual and preparation of the workshop in groups
- 17:00 End of day

Wednesday 06/11

- 09:30 Arrival of participants and coffee
- 10:00 Experiential Workshop by Group 1 - Feedback – Discussion
- 13:00 Lunch break
- 14:00 Experiential Workshop by Group 2 - Feedback – Discussion
- 17:00 End of day

Thursday 07/11

- 09:30 Arrival of participants and coffee
- 10:00 Experiential Workshop by Group 3 - Feedback – Discussion
- 13:00 Lunch break
- 14:00 Experiential Workshop by Group 4 - Feedback – Discussion
- 15:00 End of training seminar - Feedback and Evaluation



The methods we used & details of the training

During this training, we used participatory, playful methods rooted in Non-Formal Education principles. We prepared the core of the agenda, encouraging participants to engage actively and share their thoughts freely. More detailed:

Day 1: The opening session was dedicated to building a cohesive and comfortable group dynamic. We facilitated a series of name games and interactive activities aimed at fostering connections, promoting inclusivity, and establishing a safer and more open environment for everyone. These initial exercises were designed to strengthen group bonds, enhance group dynamics, and address language, skills, and individual needs. Games were also introduced to develop participants' listening skills and communication abilities, honing their roles as effective senders and receivers of information. Our goal with these energizers and activities was not only to warm up the group for the training but also to spark ideas and provide practical insights that participants could draw upon as they prepared to facilitate their workshops in the following days. In the second part of the day, we introduced the participants to our manual, "*All Children, All Rights*," explaining its purpose and vision. We then guided them through experiential workshops that brought the manual's concepts to life.

Day 2: We delved deeper into the manual and discussed methodologies on "*How to Organize a Workshop*." The morning session included a reflective debrief after each activity, where we collectively analyzed the structure and objectives of each exercise. This "break-down" allowed participants to understand the rationale behind each method and its practical applications. In the afternoon, participants split into four groups to engage hands-on with the manual. Each group was given a scenario outlining the topic or dimension of Children's Rights they would focus on, along with specific participant demographics and age groups. Working together, they explored the manual and began designing their workshops, with support and guidance from facilitators from e.p.a. and ARSIS.



Day 3: The first two groups conducted their workshops, practicing their facilitation skills in real time and putting the manual into practice. Following each session, we gathered in a circle for an open discussion, where we evaluated the methods used, assessed the workshop's impact, and reflected on what worked well and what could be improved. This process helped everyone learn from each other's experiences and refine their approaches.

Day 4: Following the same structure, the remaining two groups facilitated their workshops. We then collaborated to create a shared board, listing essential considerations for organizing workshops and identifying key qualities of an effective facilitator. This board served as a practical resource and a summary of our collective learning.

Final Evaluation and Certificates: We concluded with a comprehensive evaluation of the training. Participants shared their insights on the overall experience, the methodologies used, and future applications of what they had learned. Each participant received a certificate of participation, acknowledging their contributions and development over these four days.



The results

Based on the outcomes of the four-day training, hands-on application of the "**All Children, All Rights**" manual, and participants' evaluations and reflections on their own experiences, the following essential steps and considerations have been identified to ensure a successful workshop, as well as the characteristics and skill that a facilitator needs to have.

Developing and Hosting a Workshop

1. Define the Workshop's Purpose and Objectives

- **Clarify the main goal and objectives:** Start by determining the core purpose of the workshop. What do you want to achieve? For instance, is it to teach a skill, raise awareness, or develop solutions to a problem? Having clear objectives ensures the workshop stays focused and achieves its intended outcomes.
- **Identify the key takeaways for participants:** Define what participants will gain, such as new knowledge, skills, or perspectives. Ensure these outcomes are measurable and aligned with the workshop's purpose. This helps in designing relevant activities and assessing success.

2. Understand the Group – the Participants

- **Know who the participants are:** Research your target group to understand their demographics, backgrounds, and experience levels. Are they professionals, students, or community members? What prior knowledge or skills do they bring?
- **Assess their needs and expectations:** Conduct surveys or informal conversations to uncover participants' needs, expectations, and potential challenges. This ensures the content is relevant and valuable. This continues during the "getting to know" phase of the workshop.
- **Tailor content:** Customize the activities, examples, and language to resonate with the group, ensuring accessibility and inclusivity.

3. Plan the Content and Structure

- **Create an outline:** Draft a step-by-step plan of topics and activities. Break down the workshop into manageable sections (e.g., energizers, introductions, activities, discussions, wrap-ups) and assign a time slot to each.
- **Use Non-Formal Educational Methods:** Incorporate creative and participatory methods like games, group discussions, experiential learning, role-playing, and brainstorming. Non-formal approaches encourage collaboration and active engagement, making the workshop dynamic and memorable.
- **Include interactive elements:** Add energizers, team-building exercises, and hands-on activities to make the session more engaging and to cater to different learning styles.

4. Choose the Right Venue and Setup

- **Select a suitable location:** Opt for a venue that is accessible to all participants and has facilities like Wi-Fi, restrooms, and breakout areas. Ensure it aligns with the workshop's tone (e.g., formal, casual, or creative).
- **Arrange seating and materials:** Set up the space to match the planned activities. For group discussions, consider circle seating to foster interaction. For practical workshops, provide workstations or stations for small group activities. Ensure the space is comfortable and conducive to learning.

5. Prepare Materials and Resources

- **Gather equipment:** Ensure you have all the technical and physical tools you need, such as projectors, speakers, flip charts, whiteboards, markers, or sticky notes.
- **Prepare handouts:** Design and print participant materials, including worksheets, guides, and manuals, that align with the session. These can serve as reference tools during and after the workshop.
- **Organize resources in advance:** Have backups for essential materials in case of technical problems or unexpected needs.

6. Develop a Detailed Schedule

- **Create a timeline:** Outline a clear schedule that includes each activity or session, along with its duration. Include buffer times for unexpected delays.
- **Plan transitions:** Ensure smooth transitions between sessions to keep participants engaged and avoid confusion.
- **Include breaks:** Schedule breaks to maintain energy and focus. Ensure there's time for informal networking and discussions during these periods.

7. Promote the Workshop

- **Utilize multiple channels:** Spread the word through social media platforms, email campaigns, community boards, and partner networks. Be clear about the workshop's value and benefits.
- **Create appealing content:** Design flyers, posters, or posts with concise, engaging language. Highlight what participants will gain and emphasize accessibility and inclusivity.

8. Prepare for Facilitation

- **Practice facilitation techniques:** Familiarize yourself with tools and methods that encourage group participation, like open-ended questioning, brainstorming, and icebreaker games. Practice managing group dynamics effectively.
- **Be ready for challenges:** Prepare for unforeseen circumstances, such as time constraints, technical issues, or low engagement. Flexibility and problem-solving skills are crucial.

9. Engage Participants During the Workshop – Active Participation

- **Create the conditions for active participation:** Encourage participants to engage through interactive activities, group discussions, or playful exercises. Create opportunities for everyone to contribute.
- **Encourage feedback and reflection:** Build space for participants to share their thoughts and insights, both verbally and non-verbally, through group discussions or individual reflections.

10. Collect Feedback

- **Ongoing feedback:** Regularly check participants' reactions and adapt the session accordingly. For example, ask for informal feedback during breaks or after key activities.
- **Interactive evaluation methods:** At the end, use creative evaluation tools like sticky note boards, interactive surveys, or reflective discussions to gather feedback. This can help identify successes and areas for improvement.
- **Document insights:** Record feedback systematically to inform future workshops and refine your facilitation techniques.

11. Follow-Up and Network

- **Send a follow-up email:** After the workshop, share a thank-you note along with additional resources, a summary of key takeaways, or related materials.

- **Create a network:** Build a community by connecting participants through a shared platform (e.g., social media groups or mailing lists). This allows for continued learning, resource sharing, and collaboration.
- **Keep the network alive:** Regularly engage the network with updates, opportunities, or discussions to maintain interest and sustain momentum.



Important characteristics & skills of a facilitator

1. Adaptability and Flexibility

- Able to adjust the flow of activities in response to the group's energy, needs, and feedback.
- Willing to modify plans if participants show interest in a different direction.

2. Strong Communication Skills

- Clear and engaging in verbal and non-verbal communication.
- Skilled in active listening to understand participants' perspectives and respond appropriately.

3. Empathy and Emotional Intelligence

- Sensitive to the emotions and needs of participants, fostering a safe and inclusive - inviting space.
- Able to recognize and address any discomfort or tension within the group.

4. Inclusiveness and Respect for Diversity

- Acknowledges and respects the diverse backgrounds, experiences, and perspectives of participants.
- Strives to create an environment where all voices are heard and valued.

5. Ability to Foster Group Dynamics

- Skilled in building group cohesion and encouraging positive relationships among participants.
- Facilitates team-building exercises that promote trust, openness, and mutual respect.

6. Creativity and Resourcefulness

- Uses creative approaches to keep participants engaged and motivated.
- Adapts activities to suit the group's interests and needs, often with limited resources.

7. Patience and Calmness under Pressure

- Maintains composure during unexpected challenges or disruptions.
- Allows participants to work through processes without rushing, understanding that learning can take time.

8. Strong Organizational Skills

- Able to plan and structure the workshop with clear objectives and timelines.
- Manages logistics, materials, and activities smoothly, allowing flexibility within a structured plan.

9. Enthusiasm and Passion for Learning

- Demonstrates genuine enthusiasm for the workshop topic and for participant development.
- Inspires participants by showing a passion for learning and personal growth.

10. Facilitation over Instruction

- Guides rather than teaches, encouraging participants to discover and explore ideas.
- Acts as a co-learner, co-creator and facilitator, promoting autonomy and active participation.

11. Feedback and Reflective Skills

- Open to giving and receiving constructive feedback to and from participants.
- Reflects on each session to continuously improve facilitation techniques.

12. Awareness of Group Energy and Pace

- Attuned to the energy levels and engagement of participants, adjusting pacing and breaks accordingly.
- Uses energizers or quiet reflection exercises as needed to maintain an effective learning environment.