



# Handbook

## How to organise your own workshop

Supported by Youth 4 Change Network

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# Why this handbook ?

[YOUTH 4 CHANGE NETWORK](#) is an international network of around 50 organizations all working in favor of the professional and social inclusion of marginalized young adults. Our goal is to create a space where NGOs, companies and institutions can connect, share their experiences, their good practices as well as their challenges to become more efficient and stronger together! In order to do that, we regularly organize workshops and forums all over India as well as in Vietnam, Myanmar, the Philippines, France and Belgium, and we hope to be present in even more places in the coming years. However, as we cannot be present everywhere, we have thought of making this handbook to enable NGOs to organize their own workshops! In this handbook you will thus find all the knowledge that we have gathered over the last four years of organizing events, to help you set up your own workshop on any challenges that you may be facing.



# Designing your workshop



# I) Choosing a theme

- A meet-up with the organizations and companies from your area
- A specific challenge that you are facing
- A good practice that you want to share with others

The first thing that you need to think about is the theme of the event. It will depend on what the specific needs of your organization are. Here are some ideas that might help you to define your theme :

- **A meet-up with the organizations and companies from your area**

This can be highly beneficial if you are new in your area or if you feel isolated. It can be a good way to discover what other organizations and companies around you are doing and explore how you could work together.

- **A specific challenge that you are facing**

If there is one thing that your organization is particularly struggling with, a workshop may be an excellent way to find a solution. Indeed, it will allow you to discuss it with other NGOs or companies who may already have a solution ready for you, or some support to offer you, or even share your problem and brainstorm a solution with you.

Examples of challenges that we have encountered :  
dealing with youths with hard life-trajectories (issues of violence, drug addictions, etc.), the professional integration of disabled youths, keeping in touch with the youths after they leave the program, obtaining funds from the CSR programs etc...

- **A good practice that you want to share with others**

If there is a practice that you are particularly proud of and think could benefit other organizations, then you can center your workshop around it. You can organize a visit of your center, have some of your youths give a testimony and give a presentation about the good practice you want to put forward.

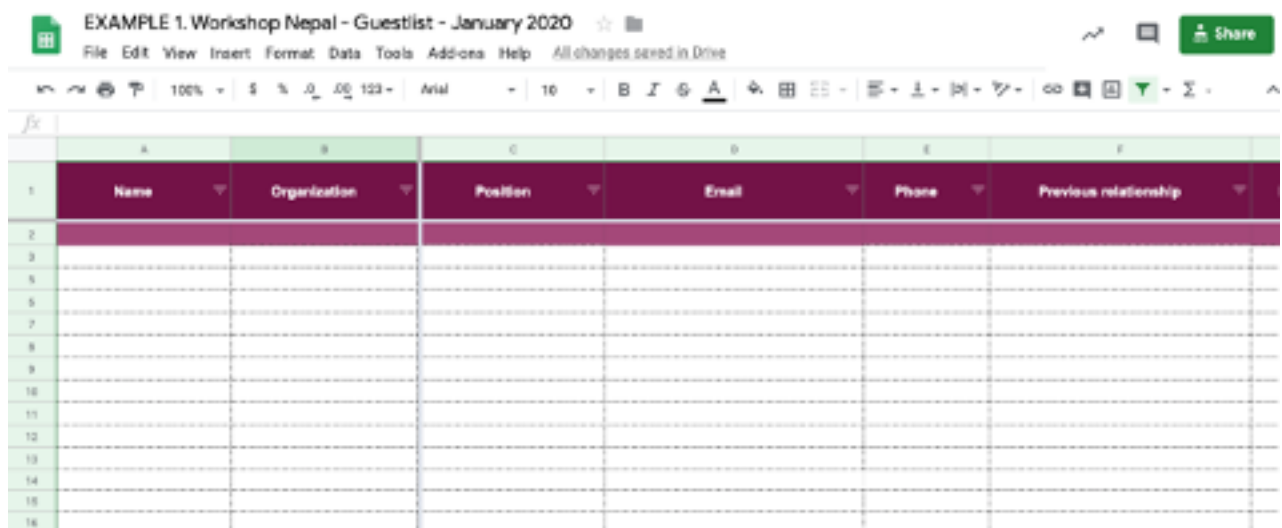
## II) Listing your guest

**Around 15 to 30 attendees**

NGOs, companies, local authorities, universities, etc.

→ Template : Guestlist (Appendix 1)

Once you have your theme, the second thing you will want to do is setting your guestlist (cf. Appendix 1). Invite the people who you think might be interested in the event and who might have something to share with others : other NGOs (and don't hesitate to invite some of their youths as well, as they often have very interesting inputs to share! ), companies, local authorities, universities, etc. You can also contact journalists if you want your event to be covered by the press.



	A	B	C	D	E	F
1	Name	Organization	Position	Email	Phone	Previous relationship
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

To make everything flow easily, we recommend planning an event of around 15 to 30 attendees.

**Note :** Of course don't hesitate to contact Youth 4 Change Network so we can put you in contact with our members and partners in your area, and spread the word on our Facebook page!

### III) The Youth 4 Change Network workshop format

10 steps: from the welcoming of the participants, presentations and discussions, to the group picture

You can follow the estimated schedule, knowing that it can always be fluctuating regarding the involvement of the participants

Depending on the theme that you have chosen, the format of your event can slightly differ; however our classic Y4CN workshop format can be a good base for your future workshops. It usually lasts for two to three hours and the common steps are as follows :

#### 1) Welcoming of participants and networking (30 min)

-> Set a table with tea, coffee and biscuits and let the participants arrive, register, then meet and discuss with each other.

#### 2) Introduction (5 min)

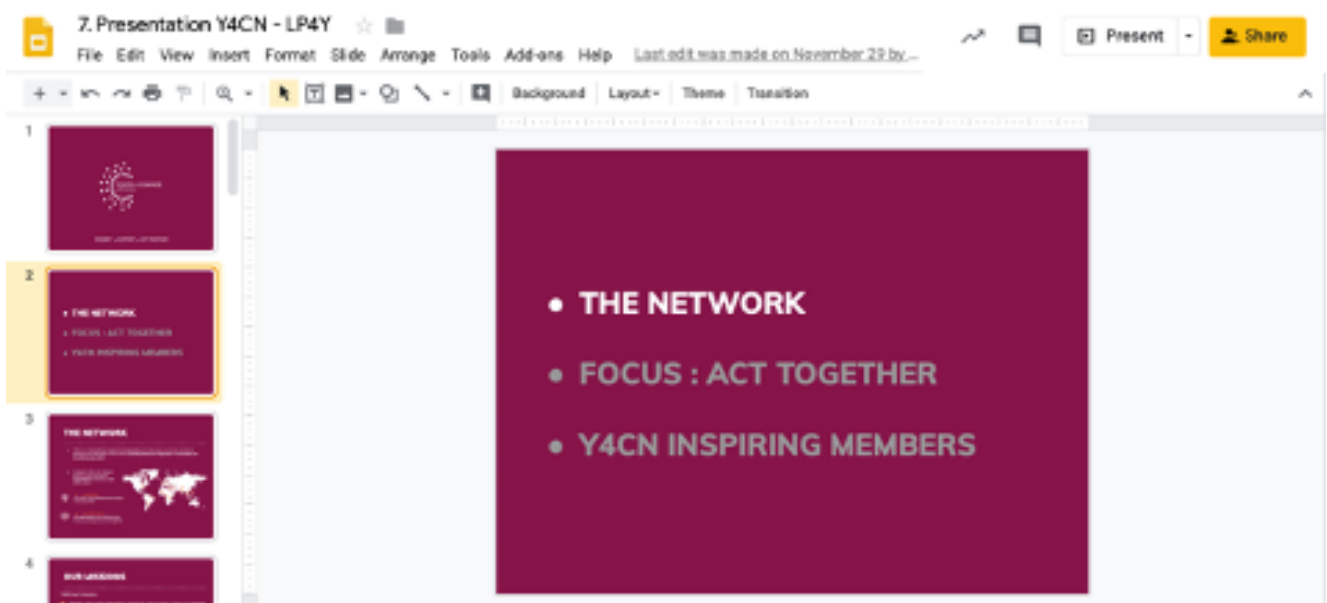
-> Introduce yourself briefly and explain about the workshop, why you wanted to do it and how it will work.

#### 3) Presentation of all the participants (10 min)

-> You can either let everyone introduce themselves briefly or you can ask the participants to speak briefly with the person sitting next to them, and then introduce him or her to the audience (it is more lively, but takes a little more time).

#### 4) Detailed presentation given by the NGO that is organizing the workshop (20 min)

-> It is now time to give a more detailed presentation of your organization and of what it does with the youths. We suggest you use a powerpoint presentation to illustrate your speech.



### 5) Youth testimonies (10 min)

-> It is always good to have one or two youths giving a testimony about their journey in your organization. They can be currently enrolled in your program or be alumni who have already finished it.

### 6) Discussion about the challenges revolving around the theme (30 to 45 min)

-> For this first little workshop, a facilitator (for example, you) asks to all the participants to share the challenges they face or that they can think of regarding the given theme. As the participants are talking, the facilitator should write the answers on a white board.

### 7) Discussions in small groups of the challenges and their potential solutions (30 min)

-> Once all the challenges are listed, identify 4 or 5 main challenges/recurring issues. Split the participants into 4 or 5 small groups and ask them to try to find concrete solutions to one of those main challenges.

For that, you can provide to the participants some papers and pen to make easier for them to list their ideas.

### 8) Restitution of the solutions that each group has found (20 min)

-> Once everybody is done, one person from each group presents the solutions that have been found to the rest of the audience.

### 9) Conclusion (10 min)

-> Give a small conclusion recalling the main points that were discussed and thank everybody.

### 10) Certificates and group picture !

-> Finally you can give each participant a certificate for attending your workshop (cf appendix 9) and take a group picture with everybody.





# Planning before the event



# I) Two months before

Booking a location  
Finding your speakers  
Sending the invitations

→ Templates :

Email to invite someone from another organizations to give a speech (Appendix 2)  
Invitation (Appendix 3)

We recommend you to start planning your workshop at least one month and a half to two months in advance.

## 1) Booking a location

The location you choose will depend on the number of guests you are expecting, but usually a medium-sized/large room will be enough. If your organization is not too difficult to reach for the participants, we recommend you organize the event directly there, as this should be more convenient for you.

If this is not possible, you can first try to see with your partners if they can let you use one of their rooms for free (Youth 4 Change Network might help you with this, don't hesitate to solicit us). If that is not possible either, then you should look for a place to rent for a day. Either way, you should visit it before the day of your event.

Depending on the availability of the chosen location, you will be able to determine the exact date and timetable of your event.

## 2) Finding your speakers

If you want some youths to give a testimony or a speaker from another organization/ company to come give a speech during your workshop, it is time to find and ask them (cf. Appendix 2). You should also choose who, in your team, will facilitate the event.

## 3) Sending the invitations

Once you know who you want to invite, where, when, and for what, you can start sending the invitations via email. We recommend you do this one month and a half in advance (cf. Appendix 3).

## II) One month before

Relaunching the guests  
Preparing the communication material  
Preparing your speech  
Taking care of the catering

→ Templates:

Relaunch email 3 weeks before (Appendix 4)

Reminder the day before (Appendix 5)

Communication material: attendance sheets, badges, survey, certificates  
(Appendices 6-7-8-9)

### 1) Relaunching the guests

Following our experience, we recommend you do to a follow-up of your first email approximately three weeks before your events (cf. Appendix 4)

Finally you can send a last reminder the day before the workshop (cf. Appendix 5).

### 2) Preparing the communication material

For your workshop you will need to prepare and print :

**Attendance sheets** (one or two copies): where the participants can write their information upon arrival (cf. Appendix 6)

**Badges** (one per person): where the participants can write their names and organizations upon arrival, and that they can wear during the event (cf. Appendix 7)

**Surveys** (one per person): where the attendees can write their feedback about the event. You should give it at the beginning of the event and get it back at the end. Those surveys will allow you to receive feedback on what you did well but also on what you could improve for your next workshop (cf. Appendix 8)

**Certificates** (one per person): to reward the attendees for participating in the workshop (cf. Appendix 9)

### 3) Preparing your speech

It is always best to prepare your introduction and the presentation of your organization in advance. You can also plan some questions to ask to the participants of your workshop in case they run out of things to say.

If some youths are giving testimonies or if you have invited a guest-speaker, you might also want to see with them what they are planning to say and propose to help them prepare their speeches.

#### 4) Taking care of the catering

To welcome your guests and create an enjoyable moment of exchanges and networking for everyone, you should provide some drinks and snacks such as tea, coffee and biscuits. If you organize the event in your center, you can prepare everything yourself or you may also ask your youths if they can help you with it. Otherwise, be sure to find a provider that will deliver everything on time.



# Planning on the day of the event



# I) Setting up the place



## 1) The registration table

Upon arrival, it is important that the attendees of your workshop register. For that, you should arrange a table displaying : some attendance sheets that they can fill in with their information, badges that they can fill with their names and wear during the event, and surveys that they can fill with their feedback after the event. (cf. Appendix 6 & 8).

It is good to have somebody (a member of your team or a youth from your organization for example) there to welcome the participants and explain everything to them.

## 2) The snacks and drinks table

On another table, you should display the welcome drinks and snacks (cf. PLANNING BEFORE THE EVENT). If you have some leaflets of your organization, you can also display them on that table.

## 3) Organizing the space

The space should be arranged as to make everyone comfortable to exchange with one another.

You will need to make a space for the speakers, with a white board/paper board where they can write, and a screen where they can project a presentation. You will also need to arrange a space for the participants : following our experience, we recommend displaying several tables around which 6 to 7 people can gather. People should not necessarily be facing the board, but it should be visible to them.

This setting should allow people to talk in small groups during the little workshops (cf. DESIGNING YOUR OWN WORKSHOP), and to use the table before them to take notes (you can put some paper sheets and pencils there too, to encourage them to do so, as well as water bottles).

**Note :** If you use a projector, it is very important that you check it before people arrive. Make sure that it works and find the right set up for it in advance.

## II) Little tips for your own workshop

Don't forget to take pictures and notes!  
Be there to facilitate the exchanges  
Share it on your social networks

### 1) Taking pictures and notes

It is always good to take some pictures during the event : for that, you can appoint someone (a member of your team or one of the youths) to be in charge of taking pictures. At the end of the workshop, we also highly recommend taking a big group picture with all the attendees of your workshop.

The same can be done with notes : to keep track of what has been said during the event, you can appoint someone to be in charge of taking notes during the workshop. Another option is to record the exchanges and to later do a transcript of the recordings.

### 2) Facilitating the exchanges

The role of the facilitator is very important. He or she should make sure that everybody feels comfortable to speak, but also that the speaking time is evenly distributed between all participants.

It might not be easy at first, but don't hesitate to stop some participants if you see that they speak too much at the expense of other people. On the other hand, try to ask questions to those who participate less, as some people may be too shy to jump into the conversation on their own. Overall, remain respectful and polite, and let things happen organically : people say the most interesting things when they feel free to do so!

### 3) Share it on your social network (Facebook, LinkedIn...)

Do not hesitate to share a small text along with the group picture taken at the end of the workshop on all of your social networks, such as Facebook, Twitter or LinkedIn.

Others partners of yours will then be able to see what you are doing, and might be interested in joining the next one!

# Planning after the event





Sending a thank you email  
Writing a report

→ Templates:  
“Thank you” email (Appendix 10)  
Report (Appendix 11)

### 1) Sending a thank you email

The day after the workshop, or maximum 2 to 3 days after, we recommend you send a “thank you” email to all the attendees of your workshop (cf. Appendix 10). This is also an occasion to share with them some of the pictures that you will have taken during the event.

### 2) Writing a report (optional)

If you have gathered enough notes and pictures, it can be really good to write a little report of the event : in a few pages, you can recall the issues that have been raised during the workshop as well as the solutions that have been suggested (cf. Appendix 11).

Not only would this be a good way for you to keep track of the event, but by sharing it around you, you would also allow others (who were present during the workshop or not !), to benefit from the work that will have been done.

**Note:** Of course don't hesitate to share it with us, so we can share it as well with our other members!

# Appendices



# Appendix 1: Guestlist

Name	Organization	Position	Email	Phone	Relationship with your organization	Person in charge	Status to date	Came for the workshop on THE day ?	Comments

## List:

- Name
- Organization
- Position
- Email
- Phone
- Relationship with our organization
- Person in charge ( in your NGO)
- Status to date
- Came on the workshop the day
- Comments

## Examples:

- John Delaporte
- Life Project 4Youth
- Founder
- john.delaporte@lp4y.org
- 99 77 88 22 11
- Member of Y4CN
- European zone : Laura
- Second mail on 1st of november
- YES / NO
- Comments

## Appendix 2:

# Email to invite someone from another organizations to give a speech

Dear XXX,

I hope my email finds you well.

As discussed, **Name of your organization**, will be organizing an event on the **date of your event** in **location of your event** about **the theme of your event**.

Given your action in favor of the young adult, I was wondering if you would be interested to introduce your program and one of your best practices during our workshop? It would be a pleasure for us to have you there as a speaker!

As a reminder, the objective of this workshop will be to **XXX**.

We are currently preparing a powerpoint presentation for the workshop; would it be possible for you to send us 2 or 3 slides that you would like to present so that we can add them to the presentation?

Do not hesitate if you have any questions,

Have a beautiful day,

**XXX**

# Appendix 3: Invitation (by email)

Banner of your organisation + Logo

Name of your organisation is pleased to invite you to the following workshop:

## THEME OF YOUR WORKSHOP

Let's discuss all together about XXXXX

Date  
Location  
Time

I REGISTER

Registration free but mandatory  
Feel free to share the invitation with any person who might be interested!

# Appendix 4: Relaunch email 3 weeks before

Banner of your organisation + Logo

## REMINDER

Name of your organisation invited you to the following workshop:

## THEME OF YOUR WORKSHOP

Let's discuss all together about XXXXX

Date

Location

Time

I REGISTER

Registration free but mandatory  
Feel free to share the invitation with any person who might be interested!

# Appendix 5: Reminder the day before

Banner of your organisation + Logo

**IT'S TOMMOROW!**

Name of your organisation's workshop:

**THEME OF YOUR WORKSHOP**

Let's discuss all together about **XXXXX**

Date

Location

Time

**I REGISTER**

Registration free but mandatory





# Appendix 7: Badges



# Appendix 8: Survey



Dear Guests,

Thank you for coming to this workshop about “**theme of your workshop**”.

Here is a small survey to take your inputs about the training.

What did you think about the following elements of the workshop ?

<b>Elements</b>	<b>Note on 5</b> 1: Poor quality 5: excellent	<b>What did you like ?</b> <b>What would improve ?</b>
<b>SPECIFIC TOPICS</b>		
Discussion about the main challenges your are facing		
Discussion about the concrete actions to implement together		
<b>GLOBAL FEEDBACKS</b>		
<b>Others insight you would like to share!</b>		

# Appendix 9: Certificate



Your logo

Partner's logo

## Workshop Certificate

Awarded to .....

For contributing to the workshop "**theme of your workshop**" in "**date of your event**" and sharing great ideas with enthusiasm!

\_\_\_\_\_  
Name of the organizer  
Title

\_\_\_\_\_  
Name of the organizer  
Title

\_\_\_\_\_  
Name of the organizer  
Title

Website of your NGO

# Appendix 10: Thank you email

Dear XXX,

I hope my email finds you well.

I would like to thank you, on behalf of the (Name your organization + link to your website) team, for coming to our workshop last (day of the event) : it was not only a pleasure to meet you but it was also great to have these exchanges with all of you !

I would also like to address you the following elements (attached to this email) :(optional)

- The report of our workshop (To attach to the email)
- The ppt presentation we presented you briefly (To attach to the email)
- Some pictures of the events ! (To attach to the email)

Thank you again for coming, we hope to meet and discuss with you again soon!

Have a nice day,

XXX.

# Appendix 11: The report



## Workshop "Theme of your workshop" City and date

### ATTENDEES

- 
- 
- 
- 
- 
- 

### OBJECTIVE(S) OF THE MEETING

The objective of the workshop was to gather all kinds of actors from the youth inclusion ecosystem so they could discuss the challenges of the youths or of the structures working with them, and think / debate about solutions to be implemented to support them in their inclusion process.

### DETAILED NOTES

- INTRODUCTION OF PARTICIPANTS
- PRESENTATION OF TOOLS AND PEDAGOGY OF MEMBERS OF Y4CN  
Cf. presentation attached to this email.
- CHALLENGES FACED BY THE NGOS, THE COMPANIES AND THE YOUTH

Below are the challenges raised by the participants of the workshop:

#### Main challenge 1

- 
- 

#### Main challenge 2

- 
- 
- 

Etc.

- DISCUSSION ABOUT CHALLENGES

Based on the challenges listed above, we identified X main questions that we could discuss together to try and find concrete solutions:

1. Question 1
2. Question 2
3. Question 3
4. Question 4
5. Question 5

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Question 1

- Solution 1
- Solution 2
- Solution 3

Question 2

- Solution 1
- Solution 2
- Solution 3

Etc.

**NEXT STEPS - Actions, People in charge, deadline**

Here are some ideas of implementation :

- The attendees of the workshop can get in touch to lead the discussion further on specific topic and realize what was told on (day of the event)! We'll keep the follow-up on their upcoming meetings, and try to organize more workshops in (city of the event).
- Idea 2
- Idea 3



**THANK YOU**

