

Empowerneurship for Newcomers  
in Europe



*Home in transition*

Turning vulnerability to capability

## **WORKSHOP FACILITATION PACKAGE For TREND Face-To-Face Trainings**

Manual For The Trainers



Funded by  
the European Union

# BRIEF INTRO

## “@Home In Transition” Method

“@Home In Transition”, (@HIT), is a transformative global initiative that operates through a dynamic, practice-based methodology. This approach engages a diverse spectrum of local and global stakeholders to collaboratively shape:

'Adaptable and Action-oriented Development Process/Dialogue In Transition.'

### TARGET GROUPS

- Displaced people (refugees, asylum seekers, internally displaced population, forced migrants)
- Poverty and conflict-affected citizens
- Host society and local initiatives/stakeholders/authorities active in this field.

### GOALS

The overarching goals are to empower vulnerable communities with the broader horizons of self-efficacy, fostering an active mindset irrespective of their current circumstances and geographic location.

### Empowerment Beyond Borders:

Break the cycle of false hope, steering away from reliance on external assistance and promoting self-initiative, irrespective of the hosting country.

### Network of Empowerment:

Create a network of similar initiatives, both directly conducted by this project and inspired by our methodology, generating ripple effects across communities.

### Entrepreneurship Development:

Foster entrepreneurship development through the collaborative efforts of the involved organizations, providing opportunities for sustainable economic growth.

### Alignment with SDG Goals:

Respond to the Sustainable Development

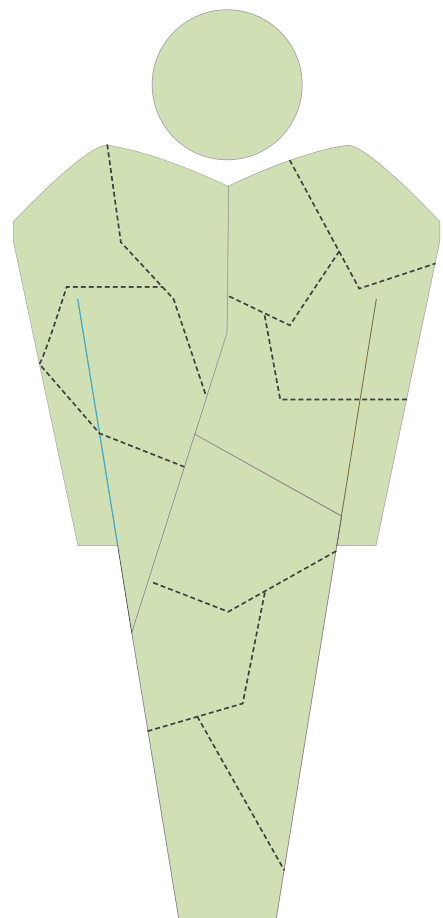
Goals (SDGs), aligning our efforts with the global agenda for positive and inclusive change.

### Contribution to National Talent Strategy:

Contribute to the national talent strategy of host countries by recognizing the pivotal role of the international community in fostering mutual integration.

### Job Creation and Innovative Roles:

Empower individuals to create jobs for themselves, developing new job titles that align with their skills and aspirations.



# ★ FACILITATION SUGGESTIONS

The facilitation and program is based on the provided instructions by @Home In Transition Methodolgy.

## A. PURPOSE of the workshop:

The workshop takes maximum **2 hour** and the purpose is to think of what each individual can do based on her/his competences during the stay.

This workshop is a generic facilitation package and workshop designed to support the different training modules under the TREND platform.

In each of these trainings, one topic of the modules could be put as core and the generic program and instructions be implemented.

## C. DURING the gathering:

**Clearly communicate how much time everyone has for discussions, and what the activity is looking for.**

Don't assume that everyone knows what the pedagogical purpose of the discussion is.

**Use your personal experience as an example when appropriate.**

**Ask all participants to state their name before they begin speaking.**

In case if you have new members and if somebody at the room gets interested by your ongoing activity, let him/her join and welcome them. Even by a simple smile.

**Go-rounds and make sure everyone takes a turn to speak without interruption.**

Be sure to put down key points that emerge from the discussion and use these for summarizing the session.

**Throwback to the group - don't feel you have to deal with all the questions. Where possible, let the group do the work.**

If someone asks a question, look for someone else in the group to answer. Otherwise, you're still there to answer if no-one else can.

**There are no right or wrong answers.**

Our responses are based on our unique experience

**Listen actively and take notes.**

Respect others when they talk and use humor when appropriate.

## B. BEFORE STARTING the facilitation, make sure:

**You have all the materials you need**

The big canvas (It is available in reception)  
Pens and some post-its  
And check if the participants have brought their personas.

**Become familiar with the purpose and content of the discussion.**

**Establish a comfortable learning environment.**

If there are some people in the wifi room talking loud on their phone or to each other, ask them to tone down their voice or turn the TV down if it's is loud. Bring some chairs around a table according to the number of participants and open the big canvas on it.

**Control distractions and keep the group's focus on the task.**

**Remind everyone of where the discussion is heading to and prevent the discussion from deteriorating into a heated argument.**

If the discussion gets off track, stop and bring the discussion back to the key issues.

**Remind the participants of the ground rules for discussion:**

they need to practice active listening, remain open-minded, and focus on ideas and content rather than people and personal issues.

**Be comfortable with silence – it may be a time of thought. Address people by name.**

Can often open communication channels among people who might not communicate in any other way. People from very different backgrounds, from opposite ends of the political spectrum, from different cultures, who may, under most circumstances, either never make contact or never trust one another enough to try to communicate, might, in a group discussion, find more common ground than they expected.

**Use encouraging body language and tone of voice, as well as words. Give positive feedback for joining the discussion.**

Lean forward when people are talking. keep your body position open and approachable, smile when appropriate  
Smile, repeat group members' points, and otherwise show that you value participation.

## D. TAKE INTO ACCOUNT:

**Don't assume that anyone holds particular opinions or positions because of his culture, background, race, personal style, etc.**

People are individuals, and can't be judged by their exteriors. You can find out what someone thinks by asking, or by listening when he speaks.

**Don't be the font of all wisdom. Even if you know more about the discussion topic than most others in the group.**

(presenting yourself as the intellectual authority denies group members the chance to discuss the topic freely and without pressure. Furthermore, some of them may have ideas you haven't considered, or experiences that give them insights into the topic that you're never likely to have. Model learning behavior, not teaching behavior.

**If participants are having trouble communicating, avoid making remarks**

such as: "Slow down," "Take a breath," or "Relax." This will not be helpful and may be interpreted as demeaning. Avoid finishing the person's sentences, or guessing what is being said. This can increase their feelings of self-consciousness.

## E. HAVE FUN

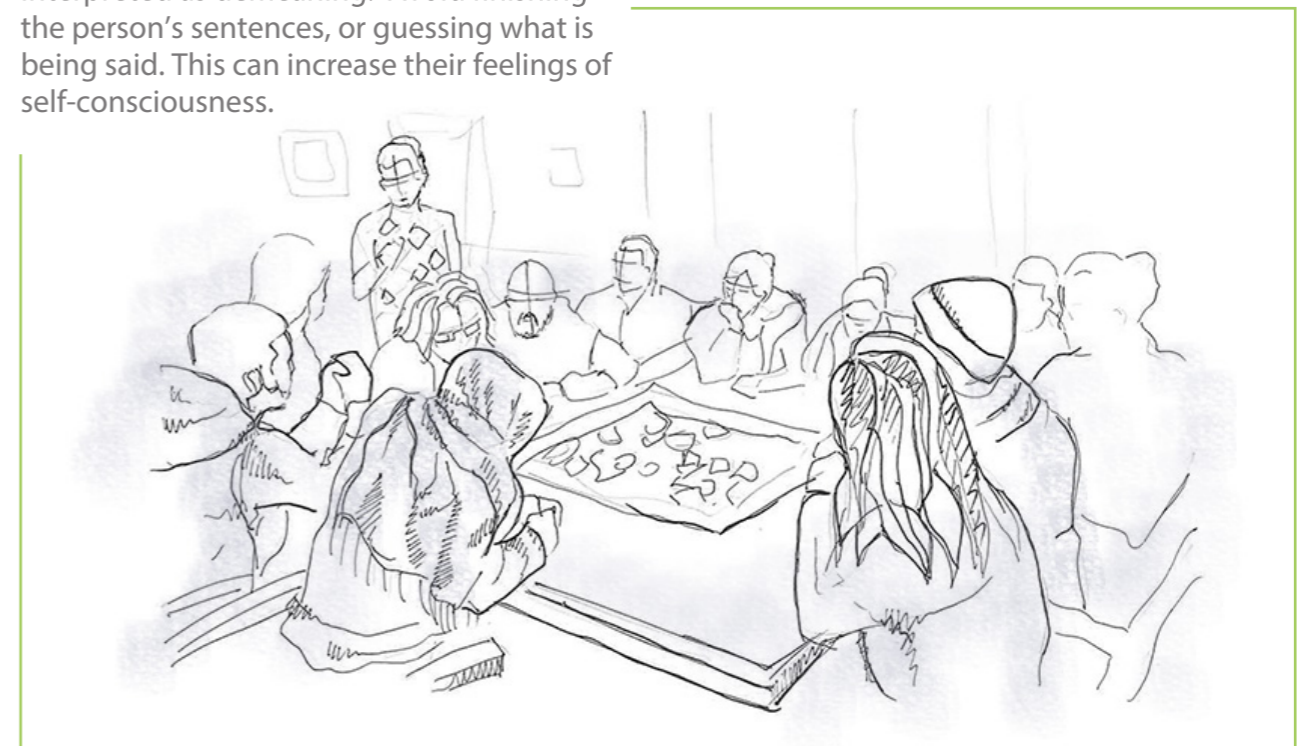
**If it's clear that you're enjoying yourself, your positive vibes will rub off on the rest of the group.**

However, if you're nervous and anxious, that will also propagate. Enjoy the thrill of being in the spotlight, smile, and focus on keeping things upbeat, and your workshop will be enjoyable for the attendees as well as for you.

## F. AT THE END

**Bring closure to the discussion.**

Announce that the discussion is ending and ask the group if there are any final comments or questions before you pull the ideas together and Decide on an action



# SUGGESTED PROGRAM

## Interactive Learning Experience Based On “@Home In Transition” Method

**Duration: 2 Hours**

### **Workshop Objectives:**

1. Enhance participant engagement through interactive learning methods.
2. Develop critical thinking and problem-solving skills.
3. Foster effective communication and collaboration.
4. Encourage creativity and innovation.

### **Agenda:**

#### **1. Welcome and Introduction (15 minutes)**

Greet participants and provide an overview of the workshop.  
Set the tone for a collaborative and interactive learning experience.  
Briefly introduce the facilitators.

#### **2. Icebreaker Activity (20 minutes)**

Engage participants with a fun icebreaker to create a positive and open atmosphere.  
Foster connections and break down initial barriers.

#### **3. Understanding the Learning Objectives (15 minutes)**

Present the workshop objectives and their relevance to participants.  
Establish expectations for active participation and exploration of diverse perspectives.

#### **4. Session 1: Interactive Presentation (30 minutes)**

Facilitate an interactive presentation on a key concept or skill relevant to the workshop theme.  
Encourage questions and discussions to promote participant involvement.

#### **5. Group Activity: Application of Concepts (30 minutes)**

Divide participants into small groups.  
Provide a hands-on activity or case study related to the presented concept.  
Encourage collaboration and problem-solving within each group.

#### **6. Break (10 minutes)**

#### **7. Session 2: Skill Building Workshop (30 minutes)**

Conduct a hands-on workshop or skill-building session.  
Provide guidance and support as participants practice the learned skills.  
Facilitate discussions on real-world applications.

#### **8. Group Presentation and Discussion (20 minutes)**

Each group presents their findings, solutions, or creations from the group activity.  
Facilitate a group discussion to share insights and diverse perspectives.

#### **9. Reflection and Q&A (10 minutes)**

Lead a reflective session on the workshop's key takeaways.  
Open the floor for questions and answers.

#### **10. Closing and Next Steps (10 minutes)**

Summarize key points from the workshop.  
Provide resources for further learning.  
Collect feedback for continuous improvement.

Announce any follow-up activities or opportunities for continued engagement.

