



## Prospects in Peripheries Toolkit – Supplemental Material for Trainers Training 2: Projects in Peripheries

### TRAINING

#### IDEA INTO REALITY: Introduction to planning

UEF

In this training, the participants will develop an idea into a thought-out plan and test it in real-life conditions. The goal is to help participants see their initiative ideas as a set of specific and realistic actions.

With this training template you can build a variety of courses based on strategic planning activities. Example topics include writing a business plan or a portfolio, preparing a participatory budget proposal, writing a development project proposal and many more. The template can also be used for job search training. Some adaptation suggestions have been provided.

The template has been designed for participants aged 16-30 years old. The exact duration of the training is flexible. The times given for each activity are only suggestions. We recommend that you adjust the duration to the effort needed to plan a specific initiative. If necessary, the training may be held partially or fully online. The main assignment may be done individually or as group work. To keep this plan concise, team building activities are not included. However, they may be added if necessary.

#### Module 1: PREPARE

##### 1. Project idea (90 mins)

The participants may already have ideas but if they do not, the first step is to give them inspiration. Suitable activities help map the community's needs or identify the participant's strengths.

##### **Our exercise suggestions:**

- **The Utopia:** ask the participants to imagine their town/school as a perfect place. What elements are missing in the real life to bring it closer to this utopia?
- Ask the participants to write a **diary** entry about something that brings them joy. What inspiration does this situation bring?

##### 2. Find support (45 mins)

**Presentation with Q&A:** Learn about relevant support programs (public start-up grants, foundations that offer grants for cultural activities, calls for participatory budget proposals and so on). The selection of programs should reflect the specific purpose of the training. If possible, invite an expert who can talk about the program and answer the participants' questions.

##### 3. Be inspired and network (45 mins)

Invite a guest to talk about their *success story*. The guest may be an entrepreneur, an artist, a student. Give the participants an opportunity to network with each other and invited guests so they can exchange ideas and find support. This activity may be organized as a guided exercise or an informal mixer over a longer coffee break.

##### 4. Make your idea bulletproof (45 mins + time needed for learning and the micro seminar)

Let the participants explore what they need to know to make their initiative successful and create a space where they can learn these *missing ingredients*. This activity is optional, though it may be a good idea to include it when offering the program for participants who need extra support or who have little knowledge about a given subject. The learning activity may be given as a home assignment, as the time needed to complete it may vary from participant to participant.



## Prospects in Peripheries Toolkit – Supplemental Material for Trainers

### Training 2: Projects in Peripheries

#### Our exercise suggestion:

**Online Academy:** find relevant online learning platforms or specific courses (e.g. MOOCs) and have the participant acquire knowledge or a skill that they will need to plan a successful project. Time permitting, organize a micro-seminar so each participant can share what they have learned with their peers.

#### Module 2: APPLY

In this module, the participants will prepare a plan or a proposal tailored to the requirements of a specific support program (e.g. participatory budget call, a start-up grant program, job advertisement, etc.)

- 1. Mission and Vision exercise (45 mins):** The participants will prepare a mission and vision statements for their projects. These statements are a way to present the idea in a simple and condensed form. The mission statement gives information about concrete activities that are part of the initiative (e.g. we fix bicycles quickly and reliably). The vision statement gives information about future or more general objectives (e.g. we help people love cycling). Prepare example statements and discuss the indicators that help measure whether the idea is realistic or successful (e.g. what it means to be *the best*). The statements should be discussed again after completing the module. For a job search training, focus on the participant's skills and career/life goals. **Example statements:** <https://www.clearvoice.com/blog/difference-between-mission-vision-statement-examples/>
- 2. SWOT Analysis (45 mins):** When the idea is more less developed, the participants list and compare its Strengths, Weaknesses, Opportunities and Threats. This activity may be merged with the feedback exercise.
- 3. Assignment (up to several weeks if necessary):** The participants prepare their plan. Give them a template if one exists. Make sure that the participants are familiar with the specific eligibility criteria and other requirements and that they follow them! Participant in job search training will prepare a CV and a cover letter.
- 4. Feedback (45 mins):** encourage constructive peer feedback. If necessary, include activities that help the participants give motivating and respectful comments. This activity may be merged with the SWOT analysis exercise.

#### Module 3: TEST

- 1. Elevator pitch (45 mins for introduction + time for practice)**  
Have the participants prepare short (about 2 mins) but interesting speeches about their ideas. If needed, discuss together what makes a good elevator pitch and watch examples. Discuss different situation where this skill may be useful. Discuss the difficulties that the participants may be facing. The participants will practice their pitch at the Event.
- 2. The Event (up to 8 hours)**  
Organize an open event where the participants will try out their ideas in practice. Depending on the situation, the event may be more 'theoretical' (an exhibition of ideas or mock-ups) or more 'practical' (a market, a pop-up shop or gallery). Make sure to advertise the event. For participants in a job search training the event can be a mock interview with an invited company representative. The point of the event is that the participant feels that they have completed a milestone towards turning their idea into a real-life project. Follow-up with the participants about the event and assist them in planning the next steps.