



# Prospects in Peripheries Toolkit - Supplemental Material for Trainers

## Training 1: Personal Goal Mapping and Implementation Plan

### Detailed Daily Programme

Day 1	What?	How?	Learning outcomes	Objectives	Preparation
<p><b>Session 1.1</b></p> <p>09:00 – 10.00am</p> <p><b>Icebreaker activity</b></p>	<p>Set of NFE activities aimed at fostering first knowledge within the group, thus laying the grounds for the process of learning, interaction and effective cooperation among participants in the next days.</p>	<p>The trainer will lead participants through an icebreaker activity designed to initiate creative thinking about their peripheral region as well as their personal connections to it:</p> <ul style="list-style-type: none"> <li>• The facilitator instructs each participant to find a picture of something in their home area that they have positive thoughts about</li> <li>• After finding a picture each participants pictures will be gathered and presented on a screen (if it's in zoom the pictures can be gathered by the facilitator/host and shared to everyone's screens)</li> <li>• Each participant will have 3-5 minutes to tell a story about their picture and why they've chosen to show it.</li> </ul>	<ul style="list-style-type: none"> <li>• Participants will get to know each other.</li> <li>• The dynamic of the group, the personalities of the participants, their mindsets, interests, etc. will be learned.</li> <li>• Participants will begin to focus on their regions and learn what each other thinks are positive regional attributes.</li> <li>• An atmosphere of sharing and</li> </ul>	<p>The participants learn more about each other and begin to vocalize their interests, thoughts, personalities and satisfaction with their region.</p>	<p>The facilitator should prepare their own story to tell based on a picture they have of their home area so they can guide and lead participants through their own storytelling.</p> <p><b>Preparation time:</b> 10min</p> <p><b>Materials needed:</b> For offline trainings there should be seating for all participants and a screen where pictures can be shared</p>



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			vocal contribution will be created to ensure the other exercises are fruitful.		For online training each participant should have a computer with a web camera and an online platform such as soon with a screen sharing function.
<p><b>Session 1.2</b></p> <p>10:00-11:45am</p> <p><b><u>Presentation of the Prospect in the Peripheries project as well as an outline of the training to follow</u></b></p>	<p>A presentation will be made on the scope and details of the Prospects in the Peripheries project, what work has been done, and how it will be implemented.</p> <p>Following that, participants will be given an outline of the full training. An in depth presentation of the purpose and content of the day's exercises and an outline of the exercises to come.</p>	The trainer will guide the participants through a presentation of PIP and an outline of the training using a powerpoint presentation.	<ul style="list-style-type: none"> <li>The PIP project will be clearly explained to the participants so they are aware of what our goals are, what work we have done, and what work we will be doing.</li> <li>Participants will be provided with an outline for the training and its purposes</li> </ul>	<ul style="list-style-type: none"> <li>Achieve transparency amongst the participants of the project and its goals</li> <li>Prepare participants for the training to come, to ensure they are ready to contribute and gain meaningful outputs.</li> </ul>	<p><b><u>Facilitator should prepare two presentations:</u></b></p> <p>Trainers should come prepared with presentations on the project including information about the research conducted, the scope of the project, a presentation of the toolkit, and the projects expected outcomes, as well as importantly what role</p>



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					<p>these trainings play in the PIP project.</p> <p>A further presentation should be prepared that informs participants of the entire scope of the training to come, and what they can expect from the day.</p> <p><b><u>Preparation time:</u></b></p> <p>40 min</p> <p><b><u>Materials needed:</u></b></p> <p>PowerPoint Presentations</p>
<b>Coffee Break (11:45am-12:00pm)</b>					
<b><u>Session 1.3</u></b>	The Treasure Mapping exercise is a personal goal mapping technique that	<b><u>Offline Implementation:</u></b>	<ul style="list-style-type: none"> <li>Participants will begin to visualize their</li> </ul>	<ul style="list-style-type: none"> <li>The overall aim is to encourage participants to think</li> </ul>	Preparation will require the trainer/facilitator to



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<p>12:00pm – 1:30pm</p> <p><b>Treasure Mapping Exercise</b></p>	<p>promotes goal visualization and realization amongst budding entrepreneurs. This will form the primary basis of the training and enable participants to build their own entrepreneurial plans.</p>	<p>The facilitator will provide participants with a large sheet of paper (coloured or white). Participants will be able to use smaller sheets of paper to draw on, so that their drawings can be stuck on the map in a way that can be moved around as they get deeper into the training. The participants will be asked to visualize their future goals through facilitators posing the following questions:</p> <ul style="list-style-type: none"> <li>• Clarify the goal they want to work towards and visualize what it looks like.</li> <li>• Write the goal and visualization of it down in detail, building a clear picture.</li> <li>• Consider the outcomes of achieving said goal/visualization.</li> <li>• Create a “treasure map” based on the goal and visualization.</li> <li>• Create a visual representation of what achieving the goal looks like and put it on the treasure map.</li> </ul>	<p>future goals and the processes that it takes to achieve them.</p> <ul style="list-style-type: none"> <li>• Participants will learn to see prospects and opportunities in areas they might have previously overlooked</li> </ul>	<p>mindfully about their goals and to get the process of achieving said goals down on paper</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>have a clear overview of what Treasure Mapping is (further resources on the technique can be found online) and how to guide participants through the process through asking the right questions and describing the process correctly.</p> <p><b>Preparation time:</b></p> <p>1-2 days</p> <p><b>Materials needed:</b></p> <p>- One large sheet of paper per participant</p>
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		<ul style="list-style-type: none"> <li>• Consider the steps required to reach the goal and consider the process in a retrospective pattern, working backwards from achieving said goal. Create a visual manifestation on the treasure map of the process.</li> <li>• Align all images on the map in a way that they can be easily connected with each other.</li> </ul> <p>If there is access to a printer, participants can also print off images instead of drawing them should they wish to do so.</p> <p><b>Online Implementation:</b></p> <p>This training can easily be implemented online through a platform like zoom, but the leaders of the training should ensure that each participant comes prepared with the required art supplies.</p>			<ul style="list-style-type: none"> <li>- Coloured markers to draw with</li> <li>- Smaller sheets of paper</li> <li>- Blue tack to stick the smaller sheets onto the Treasure Map</li> <li>- A printer with paper to print off images for the participants' treasure maps (optional)</li> </ul>
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Lunch (13.00-14.00)					
<p><b>Session 1.4</b></p> <p>14:00 – 16:00</p> <p><b>Treasure Map Discussions</b></p>	<p>Each participant will be asked to present the treasure map they've made, discuss the ideas they have and the processes they imagine they will encounter in the creation of it, and how they think their idea/goal would fit into their local community.</p>	<p><b>Offline Implementation:</b></p> <p>Each participant will be given 10 minutes to present their treasure map and other participants will be encouraged to ask questions about their idea, processes, goals, etc. to encourage discussions, networking and cross-over of ideas. Facilitators will take the role of ensuring discussion, questions and insights take place.</p> <p><b>Online Implementation:</b></p> <p>This can be easily implemented online through the use of Zoom, participants should upload a picture of their treasure map that they can present to the other participants.</p> <p>Furthermore, participants should be made aware of the fact that their constructive contribution in discussions, questions, and insights on the other participants presentations is important and they</p>	<ul style="list-style-type: none"> <li>Each participant should learn how to reflect on their own personal goal mapping and how to contribute insights to others in similar positions</li> </ul>	<ul style="list-style-type: none"> <li>Participants will gain valuable insights and discussions, and be able to learn from each other's ideas on processes and goals</li> <li>Participants will gain experience presenting their ideas and plans</li> <li>Participants will gain a network of people who they might be able to pursue opportunities with</li> <li>Facilitators should be able to assess what progress has been made amongst participants and their personal</li> </ul>	<p>The facilitator should be prepared to ask questions and provide insights and to lead other participants into doing the same through creating a constructive, positive and sharing environment.</p> <p><b>Preparation time:</b></p> <p>5min</p> <p><b>Materials needed:</b></p> <p>For offline trainings there should be seating for all participants and a screen where pictures can be shared</p>



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		can use the raise hand function when they wish to speak.		goal mapping plans	For online training each participant should have a computer with a web camera and an online platform such as soon with a screen sharing function.
<b>Coffee Break 16:00-16:10)</b>					
<p><b><u>Session 1.5</u></b></p> <p>16:30 – 17:15</p> <p><b><u>Evaluation Session</u></b></p>	Evaluation session aimed to encourage participants to share what they've learned in the training and to inform them of what will occur in the training days to come.	<p>Participants will be encouraged to vocalize their thoughts on the exercises completed and what they've learned.</p> <p>A questionnaire will be provided for participants to complete.</p>	The evaluation will enable participants to express what they have gained out of the session and what they hope to gain in the rest of the training.	<ul style="list-style-type: none"> <li>- Overview of what has been gained from participants' perspectives</li> <li>- Facilitators will also learn which participants are off to a good start with their personal goal mapping and implementation plan, and which participants</li> </ul>	<p>Facilitator should prepare an evaluation questionnaire that can be completed online and distributed to participants.</p> <p><b><u>Preparation time:</u></b></p> <p>40 min</p>



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				might need more guidance.	<b>Materials needed:</b> Evaluation Questionnaires
Dinner					
Free evening					



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### Training 1: Personal Goal Mapping and Implementation Plan

Day 2	What?	How?	Learning outcomes	Objectives	Preparation
<p><b>Session 2.1</b> 09:00 – 10.00am</p> <p><b>Energiser activity and presentation</b></p>	<p>A presentation from the trainer about the program of the day and what things are to come.</p> <p>A small presentation from the facilitator about how they can develop an abstract idea to a practical and realistic one.</p> <p>A quick brainstorming among the participants, with the trainer acting as facilitator, about what resources are in general and what kinds might be needed for their individual ideas.</p>	<p>Powerpoint presentation about the program of the day.</p> <p>Powerpoint presentation about possible ways to make an abstract idea into a practical/concrete one.</p> <p>The trainer/facilitator will lead the participants through a brainstorming exercise, discussing what resources are and how they can be used.</p>	<ul style="list-style-type: none"> <li>Through the PP presentation, the participants will begin to learn about idea development and critical thinking.</li> <li>The brainstorming exercise will make the participants start thinking about resources.</li> </ul>	<p>Introduce the participants to how an idea can be transformed and put into action.</p> <p>This should result in the participants being refreshed in thinking about their ideas and what resources are potentially needed for them,</p>	<p>The facilitator should prepare the powerpoint presentation.</p> <p><b>Preparation time:</b> 1 day</p> <p><b>Materials needed:</b> For offline trainings there should be seating for all participants and a screen where the presentation can be shared For online training each participant should have a computer with a web camera and an online platform such as Zoom.</p>



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<p><b>Session 2.2</b> 10:00-11:45am</p> <p><b>Ressources</b></p>	<p>A short presentation from the trainer about finding resources for their goals.</p> <p>What options are available? What is a resource?</p> <p>Participants will continue working on their treasure map, but now in a more practical way. The aim will be to prioritize goals on the maps to figure out which things should come first.</p> <p>What resources are available in the local community to achieve the goals? Are resources from “the outside” needed?</p>	<p><b>Offline Implementation:</b> The participants will make use of their treasure maps to start thinking about where they could find the ressources for their idea.</p> <p>The facilitator will let the participants know that they should view their local area as a place of possibilities. They know their own community and therefore know it's potential and limitations.</p> <p><b>Online Implementation:</b> This training can easily be implemented online through a platform like Zoom and the function of breakout rooms.</p>	<ul style="list-style-type: none"> <li>• Make the participants think about their idea in a more practical way.</li> <li>• The participants might see their local area as a place that lacks opportunities.</li> <li>• This part will hopefully help see the possibilities that are available and start their thoughts of how they can potentially find the ressources for their idea.</li> </ul>	<ul style="list-style-type: none"> <li>• Making the participants think creatively about their periphery areas ressources.</li> </ul>	<p><b>Facilitator should prepare presentation and learn about resources:</b> A presentation about how to find and use resources should be prepared before.</p> <p><b>Preparation time:</b> 1 day</p> <p><b>Materials needed:</b></p>
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## Training 1: Personal Goal Mapping and Implementation Plan

Coffee (11:45am-12:00pm)	Break					
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### Training 1: Personal Goal Mapping and Implementation Plan

<p><b>Session 2.3</b> 12:00pm – 1:30pm</p>	<ul style="list-style-type: none"> <li>- Small network exercise like speed dating.</li> <li>- Presentation on networking and tips.</li> <li>- The participants should then continue working on their idea by thinking about what kind of network is needed to get it implemented and start preparing a presentation of their idea for the end of the day.</li> </ul>	<p>The speed dating will work as a warm up for the participants to try and sell their idea.</p> <p>Trainer will do a short presentation on how important networks are for a project to be implemented and tips for getting them.</p> <p><b>Online Implementation:</b> This can be easily implemented online through the use of Zoom. Breakout rooms can be used through Zooms.</p>	<ul style="list-style-type: none"> <li>• Speed dating is to help the participants get more out of their shell and train them in how to sell themselves.</li> <li>• Participants will learn about networking and the importance of it.</li> </ul>	<ul style="list-style-type: none"> <li>• Training networking in</li> </ul>	<p>The trainer should prepare a speed dating exercise and a powerpoint presentation on networking,</p> <p><b>Preparation time:</b> 1-2 hours</p> <p><b>Materials needed:</b> Screen for powerpoint presentation-</p>
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Lunch (13.00-14.00)					
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<p><b>Session 2.4</b> 14:00 – 16:00</p> <p><b>Group discussions</b></p>	<ul style="list-style-type: none"> <li>- Each participant will be asked to go back to their treasure map and try to apply the things they've learned about today individually. (1 hour)</li> <li>- This could be combined with a group discussion session where 2-3 participants discuss their ideas together. (1 hour)</li> <li>- If the participants or trainer feel like the individual exercise is more needed then that can be worked on for 2 hours.</li> </ul>	<p><b>Offline Implementation:</b> Participants will split up and work individually on their treasure maps with the things about resources and networking they've learned about today for 1 hour.</p> <p>Group discussions for 1 hour will then be giving as an option, if some participants rather want to continue working on their map individually, that is also possible.</p> <p>The group discussions are to make the participants draw inspiration, contacts and ideas from each other.</p> <p>Discussions and feedback among the participants should be encouraged by the facilitator.</p> <p><b>Online Implementation:</b> This can be easily implemented online through the use of Zoom and breakout rooms.</p> <p>Furthermore, participants should be made aware of the fact that their constructive contribution in discussions, questions, and insights on the other participants' presentations is important and they can use the raise hand function when they wish to speak.</p>	<ul style="list-style-type: none"> <li>• Each participant should learn how to reflect on how their idea has developed step by step.</li> <li>• Reflection on how their idea has possibly changed or evolved since yesterday.</li> <li>• Experience in receiving and giving critical feedback, through group discussions.</li> </ul>	<ul style="list-style-type: none"> <li>• By going back to their maps, participants will be able to work on their idea with fresh eyes and newfound inspiration.</li> <li>• Participants will gain valuable insights and discussions, and be able to learn from each other's ideas on processes and goals</li> <li>• Facilitators should be able to assess what progress has been made amongst participants</li> </ul>	<p>The facilitator should be prepared to ask questions and provide insights and to lead other participants into doing the same through creating a constructive, positive and sharing environment.</p> <p><b>Preparation time:</b></p> <p><b>Materials needed:</b> For offline trainings there should be seating for all participants and a screen where pictures can be shared if needed. For online training each participant should have a computer with a web camera and an online platform such as soon with a screen sharing function (if needed).</p>
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<b>Coffee Break 16:00-16:10)</b>					
<b>Session 2.5</b> 16:30 – 17:15  <b>Evaluation Session</b>	Evaluation session aimed to encourage participants to share what they've learned in the training and to inform them of what will occur in the training days to come.	Participants will be encouraged to vocalize their thoughts on the exercises completed and what they've learned.  A questionnaire will be provided for participants to complete.	The evaluation will enable participants to express what they have gained out of the session and what they hope to gain in the rest of the training.	<ul style="list-style-type: none"> <li>- Overview of what has been gained from participants' perspectives</li> <li>- Facilitators will also learn how the participants are in the process of an implementation plan, and which participants might need more guidance.</li> </ul>	Facilitator should prepare an evaluation questionnaire that can be completed online and distributed to participants.  <b>Preparation time:</b> 40 min  <b>Materials needed:</b> Evaluation Questionnaires
<b>Dinner</b>					
Free evening					



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Day 3	What?	How?	Learning outcomes	Objectives	Preparation
<p><b>Session 3.1</b></p> <p>09:00 – 10.30am</p> <p><b>Success stories</b></p>	<p>A presentation from the trainer about the program of the day and the things to come.</p> <p>The trainer will lead a very small discussion/brainstorming about what success can be defined as.</p> <p>A speaker will give a presentation of their success story from a peripheral region (i.e an entrepreneur from a periphery)</p> <p>If it isn't possible to bring a speaker to the training to share their success story the facilitator will give examples of success stories, if possible from the local periphery area or</p>	<p><b>Offline Implementation:</b></p> <p>Powerpoint presentation about the program of the day.</p> <p>Open discussion or brainstorming about how success can be viewed or defined.</p> <p>Powerpoint presentation from the facilitator about different success from periphery areas. The best thing would be to find stories from the actual area that the participants are concerned about.</p> <p><b>Online Implementation:</b></p> <p>This training can easily be implemented online through a platform like Zoom with the functions of share screen and raise hand.</p>	<ul style="list-style-type: none"> <li>The discussion/brainstorming is to make the participants start thinking about how success can be viewed.</li> <li>The PP presentation about success stories will give the participants inspiration and examples of how success can be achieved in a periphery area.</li> </ul>	<p>Introduce the participants to how an idea can be turned into success.</p>	<p>The facilitator should prepare the powerpoint presentation. Again the best thing would be if the success stories are from the actual area which is in focus.</p> <p><b>Preparation time:</b></p> <p>1-2 days</p> <p><b>Materials needed:</b></p> <p>For offline trainings there should be seating for all participants and a screen where the</p>



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	<p>then from other periphery areas.</p> <p>If the participants have success stories to tell themselves, they are of course welcome to share them as well, but again preferably from their own area.</p>				<p>presentation can be shared</p> <p>For online training each participant should have a computer with a web camera and an online platform such as Zoom.</p>
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<p><b>Session 3.2</b></p> <p>10:30-11:45am</p> <p><b>Discussion</b></p>	<p>The success stories will be discussed where the participants can draw inspiration from them to their own idea.</p> <p>This can be as an open discussion or in groups.</p>	<p><b>Offline Implementation:</b></p> <p>The participants will discuss the success stories with the facilitator moving around helping them on their way and observing the direction of the discussions.</p> <p>The participants should be drawing on the things they have been learning the last two days, thinking about their resources, network and treasure maps.</p> <p><b>Online Implementation:</b></p> <p>This training can easily be implemented online through a platform like Zoom and potentially the function of breakout rooms.</p>	<ul style="list-style-type: none"> <li>The participants will be reflecting about how they can turn their ideas into success.</li> </ul>	<ul style="list-style-type: none"> <li>The participants will start applying the success stories into their own ideas.</li> </ul>	<p><b>Facilitator should prepare</b></p> <p>Facilitator should be prepared to facilitate discussion related to the success stories and link them to the participants ideas where possible. This would require being able to foresee links between the success stories and the overall teachings of the trainings so far. i.e knowing how a success story can inspire participants to add to their plans.</p> <p><b>Preparation time:</b></p> <p>30 mins</p> <p><b>Materials needed:</b></p>
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					<p>Blackboard and maybe screen for presentation for offline setting.</p> <p>Online: a platform where ideas can be written down for everyone to see.</p>
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Coffee Break (11:45am-12:00pm)					
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<p><b>Session 3.3</b></p> <p>12:00pm – 1:00pm</p> <p><b>Prepare final presentation of their idea</b></p>	<ul style="list-style-type: none"> <li>- The participants will prepare a max 10 min presentation about how their idea has developed through the workshop days and how they imagine it in it's final stage, by thinking about the success stories.</li> </ul>	<p>Participants will be working individually on a presentation of a maximum of 10 mins.</p> <p>The facilitator will move around and assist the participants.</p> <p>Participants are also welcome to ask each other for help.</p> <p><b>Online Implementation:</b></p> <p>This can be easily implemented online through the use of Zoom. Breakout rooms can be used which the facilitator can move around in to help the participants individually.</p>	<ul style="list-style-type: none"> <li>• The idea is to make the participants reflect on how their idea has developed step-by-step.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in how to prepare a plan.</li> </ul>	<p>The trainer should be knowing at least roughly what the participants are dealing with individually in order to provide good individual supervision. This can be done through revisiting treasure maps prior to the meeting (which would require that participants send in pictures of their treasure maps before the meeting)</p> <p><b>Preparation time:</b></p> <p>60 mins</p> <p><b>Materials needed:</b></p>
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					Different rooms with tables and chairs or breakout rooms for online setting.
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Lunch (13.00-14.00)					
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<p><b>Session 3.4</b></p> <p>14:00 – 16:00</p> <p><b>Presentations</b></p>	<ul style="list-style-type: none"> <li>- Participants will make individual presentations on the final stage of their ideas.</li> </ul>	<p><b>Offline Implementation:</b></p> <p>Each participant will be given 5-10 minutes to present how their idea has grown and maybe changed since yesterday. This will focus on what resources and networks they think will be needed to implement to make the idea successful.</p> <p>Participants should be heavily encouraged to give constructive feedback to each other after each presentation. The facilitator should also give feedback.</p> <p><b>Online Implementation:</b></p> <p>This can be easily implemented online through the use of Zoom and raise hand function if they wish to speak.</p>	<ul style="list-style-type: none"> <li>• Each participant should learn how to reflect on how their idea has developed step by step.</li> <li>• Reflection on how their idea has possibly changed or evolved since they started.</li> <li>• Participants will gain experience presenting their ideas and plans</li> <li>• Experience in receiving and giving critical feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in potentially selling an idea</li> <li>• Networking and idea-sharing with fellow participants who are likely also budding entrepreneurs in their area.</li> </ul>	<p>The facilitator should be prepared to ask questions and provide insights and to lead other participants into doing the same through creating a constructive, positive and sharing environment.</p> <p><b>Preparation time:</b></p> <p>15 min</p> <p><b>Materials needed:</b></p> <p>For offline trainings there should be seating for all participants and a screen where pictures can be shared if needed.</p> <p>For online training each participant</p>
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					should have a computer with a web camera and an online platform such as soon with a screen sharing function (if needed).
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<b>Coffee Break 16:00-16:15)</b>					
<p><b><u>Session 3.5</u></b></p> <p>16:15 – 17:00</p> <p><b><u>Evaluation Session</u></b></p>	<p>Evaluation session aimed to encourage participants to share what they've learned in the training.</p> <p>What was useful?</p> <p>What was not useful?</p> <p>What will they take with them into the future?</p>	<p>Participants will be encouraged to vocalize their thoughts on the exercises completed and what they've learned.</p> <p>A questionnaire will be provided for participants to complete.</p>	<p>The evaluation will enable participants to express what they have gained out of the session and what they will be using in the future.</p>	<p>- Overview of what has been gained from participants' perspectives</p>	<p>Facilitator should prepare an evaluation questionnaire that can be completed online and distributed to participants.</p> <p><b><u>Preparation time:</u></b></p> <p>40 min</p> <p><b><u>Materials needed:</u></b></p> <p>Evaluation Questionnaires</p>
<b>Dinner</b>					
Free evening					