



## PROFINT TRAINING MODULES

### Practical Guidelines

In order to organize and implement the PROFINT Training modules please refer to the following suggestions:

#### STEP 1 - **Involve key actors**

*Communicate* on the formation to relevant actors of the accompaniment of migrants and refugees:

- Management – Direction staff
- Activities tutor
- Teachers/Trainers
- Accompaniment staff
- Other relevant staff connected with migrants/refugees accompaniment activities

Inform them about the approach and the objectives

#### STEP 2 - **Organize the training module**

Choose the **location** carefully. The room should be large enough to host the max. number of participants invited. Also consider the way to accommodate tables, displays and equipment.

Make sure it is labelled throughout the path your participants will take from entrance to the venue room to find it easily – use suitable visual aids. Also consider enough rest rooms nearby.

Plan for **breaks**. Provide food and drinks: Coffee, tea, water, healthy snacks and traditional food or organize a caterer to provide this in time before the event.

Provide **handouts**, internet access to have the needed facilities.

Consider creating a packet for each participant to take home then after the event (see the resources page)

Prepare concise **PPT** on the agenda & topics you want to share.

Consider in your agenda to have enough time that participants can discuss and give feedback – have a Q&A session and summaries from time to time.

Ideally, give participants a chance to trial and experiment some tasks themselves or in small groups (e.g. Reflect on the situation and how to use what in their assignments )

For how to design good PPTs consider having not too much text per slide, nor too many slides. If you use infographics, they should be meaningful.

### STEP 3 - Implement the training module

At the beginning of the session, it is recommended to have a brief introduction of the training approach, the PROFINT model and the content of the module related to the model (see the INTRODUCTION)

Then the testing foresees two sessions:

1. Focused around a pedagogical case.
2. Focused around the use of a concrete Tool

#### Session 1

The training can follow a focus group roundtable discussion methodology and its estimated duration is **1h30** approximately.

The mediator should have a good knowledge of the Model PROFINT and encourage the discussion of the various topics pointed out in the Case description.

- Participants can see the case presentation and also read the case description provided
- They take notes on aspects that seem important to them
- After reading/viewing the case description, they are invited to focus on the perspective of the actors and a potential solution approach to the problem
- The reflecting questions function as orientation for the description of the approach and should be answered by the different participants

The discussion with the focus group can be enriched by the Mediator by different statements to be discussed, on strengths and weaknesses of the organisation for example

Strengths of the initiative

*The emerging strengths points could be the same in our organization? Why?*

Weaknesses of the initiative

*The emerging weaknesses could be the same in our organization? Why?*

Threats for the organisation

*The emerging threats could be the same for our organization? Why?*

Opportunities for the organisation

*The emerging opportunities could be the same for our organization? Why?*

*How the weak point have been transformed into Strengths ones by the Responsible Organization?*

*What could it be in our context? For our staff?*

*How the Treats have been converted into Opportunities, by Whom?*

*What could it be in our context? For our staff?*

Reflective questions about the learning experience:

- How would you describe your approach to find a solution to the weaknesses arising from the described situation?
- How can theoretical discussion of the practical example contribute to professional practice?
- What could an alternative solution to approach to the described situation look like?

#### Session 2

The **training** follows a practical activity (like a project work activity) focusing on the use of a concrete Tool connected to the Pedagogical case

Its estimated duration is **2 h30** approximately and follow the steps:

- Presentation of the Project Work steps
- Implementation of the project work (implementation of the proposed tool )
- Feedback from participants

Possible Reflective questions about the learning experience:

- Do you think you achieved the goals of the activity?
- What are the main features of the output created?
- What does it take into consideration?
- How and by whom can it be used/useful for?
- What is new according the used resources?
- Which difficulties have you encountered?

#### **STEP 4 – Evaluate the training module**

At the end of the event, make sure to collect evaluation feedback from each participant.

Use the provided evaluation tool (see the page EVALUATION)

Give internal feedback

Present the results (in-house)

Summarize evaluation results and give feedback to the participants

