2021 - 2023

Erasmus+

PROJECT MANAGEMENT GUIDE

COACHING TOOLS FOR YOUTH PERSONAL DEVELOPMENT

KA205 - F6196140

Fundacja

Centrum
Aktywności
Twórczej

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About the project

Aims and objectives.

- To create a sustainable practice focused on orientation and didactive method in order to develop self-awareness and self-entrepreneurship in youngsters to reduce NEET problems.
- To implement orienting behaviours that support youngsters in their individual growth, especially in what concerns maturity:
  - Knowing how to listen/ acknowledge and recognize or raise awareness on the importance of active listening.
  - To motivate educational choices to the students in order to stimulate and encourage the development of decision-making autonomy; placing youngsters in situations of cognitive conflict so that they can develop problem-solving strategies on their own.
- Provide theoretical support to teachers for the acquisition of skills to identify resources, needs and difficulties in youngsters.
- Provide theoretical support for the planning of strengthening, development, in-depth analysis, recovery and support in the educational field.

Project workstreams and activities

- TPM 1 - Kick Off Meeting
- TPM 2 - Strategic meeting pilotage evaluation, MOOC consultation.
- TPM 3 MOOC Course evaluation and development meeting
- TPM 4 - Finalization Meetings. Evaluation meeting connected with dissemination event in Poland.
- Pilot training.
- Guidebook - Coaching tools to support personal and professional development of Young People.
- MOOC Course for Youth Workers on Coaching Methods to develop support for young people.
- E1 - Dissemination Event – Sardinia, Italy.
- E2 - Dissemination event – Murcia, Spain.
- E3 - Dissemination Event – Leszno, Poland.
- E4 - Dissemination Event – Mainland, Italy.

Outputs

- O1 – Guidebook - Coaching tools to support personal and professional development of Young People.
- O2 – MOOC Course for Youth Workers on Coaching Methods to develop support for young people.

Partnership of the project

Contacts

Applicant organization

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Partner organizations

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Project coordination

Management group

Training and education:

- Vocational Teaching activities.
- University Teaching Activities.
- Expertise in using ECVET tools for the design of flexible and output-oriented innovative training programmes.
- Design and organization of educational and training activities to guarantee personal and community life projects.
- Management and organization of didactic methodologies according to a flexible learning approach.
- Use of theories and methods of counselling.
- Analysis, planning, monitoring and evaluation of educational and training interventions.
- Coaching practices for career guidance and development.
- Diversity Management.
- Management and implementation of training projects, especially within the Erasmus+ Programme, with the support of a specific software for Training Projects' Data Management – powered by OpenCom.

Project management

- Design, planning and elaboration of Projects according to PRINCE2 Methodology in response to all European Programmes' calls for proposals or Private funding.
  - Management of Projects according to the PRINCE2 Methodology, with the support of a specific Project Data Management software – powered by OpenCom.
- Risk Management, Quality Management, Communication Management, Product Based planning approach, Financial Management according to Programmes' rules.
- Project progressive control and monitoring through indicators.
- Innovative project management approaches tailoring the project to the specific environment and dimension.
- European and International collaboration with networks of excellence, in order to support transfer of knowledge and best practices.

ICT

- PHP Programming.
- HTML/CSS programming.
- Web consultancy (creation and assistance of websites).
- WordPress (implementation, consulting, resolution problems on CMS WordPress).
- IT and technical assistance (hardware and software).
- System assistance (assistance on networks and servers).

Social media management

- Creation and optimization of social communication strategies.
- Graphics (graphic design for online and off-line campaigns).
- Audio (audio editing).
- Video (from video recording to video editing).
- Photography (photography for on-line and off-line campaigns).

Communication and Dissemination

- Planning of projects' Communication and Dissemination Management Approach.
- Monitoring of dissemination and visibility activities through quantitative and qualitative indicators.
- Editorial competences.

- Writing of briefing documents for implementation of support activities (graphics, service videos, etc.).
- Writing of printing and web contents.
- Writing of radio contents.
- Radio voice and conduction activities.
- Organization of events (e.g., press conferences).

Sustainability

- Definition and elaboration of Materiality Analyses and Stakeholder Engagement activities.
- Definition, planning and implementation of Corporate Social Responsibility initiatives.
- Planning and elaboration of Corporate Sustainability Reports.

Data Analysis and Statistics for Research

- Statistical and econometrics methods for social research.
- Qualitative methods for social research.
- Cluster analysis.
- Focus group analysis and management.
- Online survey management.
- Data management and big data management.

Accounting and Management Control

- Design and elaboration of Management Control Systems.
- Corporate Financial Analyses.
- Accounting and Booking activities.

Art, theatre and music

- Educational methods through theatre.
- Development of innovative creative professionals, in order to foster employability of the youngest.
- Transfer of soft skills through creative laboratories, which include art, theatre and music, involving both students and teachers, facilitating self-esteem, empathy and flexibility of teaching.

Management style

- <u>HORIZONTAL</u>: Supporting people in acquiring and improving basic skills and key competences.
- Youth: promoting the involvement, cooperation and empowerment of young people.
- Youth: promoting quality, innovation and recognition in youth work.

Internal Communication Channels

4 transitional project meetings (TPM):

►TPM1, IT: hosted by Onlus: 3 days event which will gather 5 project coordinators, in total: 1 representant/ partner, key staff member/project coordinator, from IT, Onlus, IT, Opencom and SP. PL is being represented in the meeting by the coordinator and the financial coordinator, who will clarify the project cycle, activities, deadlines and agreements.

Goals:

- For the representants of the project to meet and discuss project details.
- To set working timelines for all partners involved, according to each project activity and stage.
- To agree and clarify detailed action plans, share responsibilities, set deadlines.
- To sign agreements, set documentation, monitoring and ongoing reporting.
- To clarify, remind and agree financial agreements and budget flow per activity (TPM, LW, IOs, MEs).
- To introduce external and internal channels of communication.
- To share tools to be used for progress monitoring and share resources on topic of the project.

►TPM 2, SP - hosted by Cazalla (M8): 3 days event which will gather a total of 8 people (2/organisation): 1 person in charge of the outputs and 1coordinator/country. The Onlus will have 1 person responsible for running and coordinating the IO1 and 1 person in charge of coordinating the project. Cazalla sends 1 project coordinator and 1 IT specialist who will understand how the handbook can be adapted to IO2.

Goals:

- To share feedback from testing stage (from M6-7), draw conclusions from it and gather feedback from the partners' involved.

- To finalize the handbook and give last remarks, so the final version can be finished, up to M10 as planned by the project.
- To present the MOOC structure, discuss the content and its preparation, record videos for it.
- To discuss the ways the handbook will be adapted and used as resource to the MOOC.
- Remind tasks, responsibilities and deadlines from each partner on IO2.

►TPM 3, IT - hosted by OpenCom (M14): 3 days event which will gather a total of 8 people: 2/organisation. There will be 1 person responsible for content for IO2 project coordinator from PL Onlus. OpenCom sends IT/graphic coordinator and SP sends the coordinator of the IO2/IT specialist and the project coordinator.

Goals:

- To share feedback from testing stage (from M7-14), draw conclusions from it gather feedback from the partners involved.
- To finalize the IO2 and give last remarks, so the final version can be finished, up to M16 as planned by the project, so we ensure the time& tasks management will be ready to tun the tools w young people on M16-18.
- To present discuss the final version of the MOOC.
- Remind tasks, responsibilities and deadlines from each partner after IO2 is ready.

►Evaluation Meeting in PL and TPM4, hosted in PL by Fundacja CAT(M23-24):1 day evaluation, connected with dissemination event, bringing together 1 project coordinator from each partner, to evaluate the whole project.

Goals:

- To evaluate the whole project, stage by stage in matter of communication, project results achievement and process, project timeline.
- To discuss future cooperation.

Monitoring and evaluation plan

Quantitative indicators:

- Number of participants joining each activity/ country.

- Evaluation done at quantitative scale, after the Training Mobility and after testing tools.
- Nr of participants joining the testing stage.
- Nr of participants working on the IOs.
- Nr of young people joining the implementation of the coaching tools and being empowered to develop dissemination.
- Nr of youth workers/ people in general joining the project at local and European level - nr of people reached through these activities.
- Nr of people accessing the online platform.
- Nr of people taking advantage of the tools - directly and indirectly (through workshops, peers, stakeholders);
- Nr of views on the project in the social networks.
- Nr of people engaged in dissemination and ME.

Direct indicators

- Youth workers, trainers, educators:
  - Satisfaction of youth workers, trainers, educators after training, self-reported
  - Improvement of skills perceived by coordinators, outputs, youth workers, trainers, educators after having taken part in the project.
  - Feedback from trainers and youth workers during testing stage, based on surveys.
- Other stakeholders:
  - Type of organisation participating at the activities and relevance for the project field, after tools are tested and dissemination is implemented - stakeholders will be asked to fulfil surveys, give feedback and describe plans for implementation of the tools.
  - Local, regional, national or European scope of the organisation - through online views, posts and people reached.
  - Level of involvement of the youth workers and coordinators in project activities and support in their dissemination - this includes the observation of how coordinators of the project will use these tools, how often, the impact on young people's development.

- o Satisfaction of career counsellors, Universities, Municipalities and institutions at local level after the project - measured by observation on the activities implemented.
  - o Self-improvement of skills perceived by other stakeholders (youth workers not involved in the project, career counsellors, Universities, Municipalities and institutions), based on direct feedback written and shared during the project development.
- Young people
  - o Results from the research analysis will be summed up and compared to the results of running tools months (16-18), as well as survey on how they feel they have improved at the end of the project and how youth workers notice the tools have improved capacity and competences of young people through the project.

Indirect indicators

- A. Teachers/educators/youth workers:
  - o n. of educators/youth workers that tried the new tools.
  - o n. educators/youth workers that use the new tools in different country and in different context.
  - o n. of educators/youth workers participating actively on project.
  - o n. of educators/youth workers applying to participate at training mobility abroad.
  - o n. of teachers activating use of "Guidance tools book".
  - o n. of users of the MOOC
  - o nr. of new tools and ideas created by the people involved in the project (youth workers, young people, stakeholders and coordinators)
- Other stakeholders:
  - o -n. of school/ youth clubs, NGOs that start to use the tools
  - o -n. of participants in the multiplier events.
  - o -n. of participants per identified stakeholder participation at local events.
  - o -n. of events organized locally.
  - o -n. of schools/ youth clubs/ NGOs/ stakeholders interested in taking part in project activities locally, regionally and nationally.

Project timeline

2021:

Months	1	2	3	4	5	6	7	8	9	10	11	12
Project activities												
TPM1							■					
TPM2												■
TPM3					■							
TPM4					■							
E1												
E2												
E3												
E4												
C1- PILOT TRAINING					■							
Guidebook												
MOOC Course												
O1						■	■	■	■	■	■	■
O2												

2022:

Months	1	2	3	4	5	6	7	8	9	10	11	12
Project activities												
TPM1												
TPM2												
TPM3												
TPM4												
E1												■
E2												
E3												

	Months	1	2	3	4	5	6	7	8	9	10	11	12
E4													
C1- PILOT TRAINING													
Guidebook													▓
MOOC Course													▓
O1		▓	▓										
O2					▓	▓	▓	▓	▓	▓	▓	▓	▓

2023:

	Months	1	2	3	4	5	6	7	8	9	10	11	12
Project activities													
TPM1													
TPM2													
TPM3													
TPM4													
E1		▓	▓										
E2		▓	▓										
E3				▓									
E4		▓	▓										
C1- PILOT TRAINING													
Guidebook		▓	▓	▓									
MOOC Course		▓	▓	▓									
O1													
O2		▓											

Project dissemination and exploitation

The project coordinators and people responsible for outputs will be responsible for making the project visible online and offline and disseminate its results, as we all believe in the bigger achievements, we can reach this way.

Activities:

- During the research analysis on soft skills, the partners already disseminate the project and its aims, joining forces with local actors to better understand the youth needs at local level among young people. This way, we learn more about our target groups, while sharing the project and our work to young people and public at local level. The previous local and European projects (KA1,2&3) in which the partners were involved were the milestones for this KA2 to be set, giving raw material for research which drove into the coaching methodology recognition as a need at local level. By making the research and implementing some coaching activities at local level, the partners have developed already activities which have promoted this KA2 strategic partnership, those will continue in the future, with the implementation of the project and its IOs.

- Through the local testing and when the IO1 is finished - the Didactic Tools Handbook - the dissemination activities will be also among local partners, whom we will look for support and for feedback for future improvement. This means mainly, Schools, HS and Municipality which support with room and visibility of the project.

- The testing phase at local level, when the group of young people will be together to explore the activities in the IO1: These young people are students and active volunteers at local level. They will try the tools and share it with peers, while the person in charge of output will discuss the tools with educators and local coaches who can give hints for improvement. Some of these educators are members of other partner NGOs, not involved in the project, or active leaders at local level.

- Dissemination of the coaching tools, led by all partners: who will share the materials at local, national and European level. This means reaching partners in a multiplied effect, via email and running workshops, both online and offline as the project gives the advantage of dissemination through the platform created as well.

- Dissemination in the MEs in PL, ES and IT - the one day conference when all actors involved before will be also invited at this moment, additionally to other target relevant to the tools implementation and relevant for the benefit of the youth grow. The conference will gather members from different sectors: public

and private sector, Universities, Schools, National Institutes, NAs, youth workers, educators, general public and youth.

- Online dissemination: the up-to-date project developments and materials will be available online in the partners websites and social networks.

    Participants joining the activities will be asked to give general feedback to be shared online and shared by partners, translated into national languages. The resources from the Handbook and the MOOC will be also available in ENG, but also ES, IT and PL.

    The partners ensure a summary of project development per each activity implemented and a final article summing up the project and its results.

- Contact with local media: Requesting to spread the project, at least when is granted, when the IO1&2 is finished and in the end of the project.

Provisions

- All partners will be equally involved in disseminate the project activities in a consortium and partnership basis. The partners have access to different networks on its own, which will ensure the project results are visible and disseminated as planned. As such, in order to ensure the project is followed as discussed between partners in matter of reaching aims set, implementing activities as planned to reach results discussed towards its impact on individuals and organisations.

- Each partner has a project coordinator who will be responsible for following the project timeline and its development, compare it with initial plan and communicate with partners. The coordinator will be also in charge of communication in matter of dissemination of project results to each coordinator involved in the project.

Visibility rules

All intellectual outputs produced will be available online in the project website and in the partners' website, properly identified with the project and programme. The results will be public and available for download with instructions and the translation into the national language.

Moreover, they will be also shared on Erasmus+ Project Results Platform, so we ensure they will be available for a long time, in the future. All additional materials created,

as videos and photos taken during the project will be an open resource - on YouTube channel and open platforms.