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## Trainer's Manual



*Entrepreneurial youth camp*

*Youth camp for fostering entrepreneurship among youth in Europe  
(Entrepreneurial youth camp)*

Project Nr: 2016-2-HU02-KA205-001831

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## **PREPARING FOR THE TRAINING**

The Entrepreneurial Youth Camp is a training proposal for young people that fosters the development of personal, social and entrepreneurial skills, in order to become more self-confident and increase their job chances. It is in this sense, the project “Entrepreneurial Youth Camp” will be named “The course” in this document.

Before starting the training, trainers will make sure that they understand all the activities included in the course and get familiar with course materials.

Course materials are:

- this Trainer's Manual
- The Training Curriculum
- the Training Kit.
- Handouts for participants in the course

### **Aims and Objectives of the training**

The expected added values of these learning, teaching and training activities with regard to achievement of project activities are that they will:

- Develop solidarity among young people
- Promote young people's respect for cultural diversity
- Enhance intercultural dialogue
- Develop key competences of young people (focusing on social and entrepreneurial skills)
- Foster the development of future educational perspectives of young people
- Promote European cooperation in youth field
- Foster a better understanding of the interconnections between formal, non-formal and informal learning/ education.
- Support the recognition of non-formal and informal learning.

Besides, the effects on participants are also clearly identified:

Effects of the project on the participants is identified as they would better:



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- appreciate cultural diversity
- feel more European
- have a clearer idea about their professional career aspirations and goals.
- believe that their job chances have increased.
- become more self-confident.
- know their strengths and weaknesses

Skills of participants will also develop through their participation in the learning and training activities as they will be able to:

- cooperate and work in a team
- identify opportunities for their personal or professional future.
- learn or to have more fun when learning
- identify opportunities for their personal or professional development.
- think logically and draw conclusions
- have a better understanding of their career options
- reach a "mindset" in their way of thinking about their capabilities and skills

## Training Structure

To achieve the objectives, training activities have been organized in four different areas:

- AREA „A” Increasing motivation and openness for pro-activeness
- AREA „B” Becoming the CEO of your own life
- AREA „C” Developing fundamental social skills
- AREA „D” Acquire basic business knowledge

Together, all these activities should take five days to complete. The length of the proposed activities is varying and can be adjusted to fit the needs of future courses, depending on profile of participants, new objectives or new length of the course. If trainers adjust the timing, by extending or reducing the time given to any activity, they should write the new timing down in a new Agenda and run the training tightly to fit into the timeframe specified.

The fifth day will be dedicated to review the contents of the course, get conclusions and assess the participants.



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## Directions

All activities are clearly described, indicating whether they are run in groups or individually, and showing the steps that should be followed to ensure that outcomes proposed for each activity are achieved.

Trainers have to make sure that everybody understands what has to be done. They also have to encourage everybody's participation. This can be made by walking around the class while talking to engage the participants, keeping eye contact with all participants, always being positive to reinforce the participant's, even when they are not right ("that is a good point but we can look at it in this other way", instead of saying "no, that was wrong"), trying to include statements that were made by the participants in the subsequent activities to show that you are listening to them, posing questions to make sure they are understanding everything, using the flip chart or blackboard to write the key issues and turning back to the participants continuously to be able to maintain eye contact and reinforce positive answers and, finally, going back over matters that can be not clear to make sure everything goes smooth and all objectives are covered.

It is also important that trainers dominate the timing, know everything about logistics such as time and place for lunch or coffee, who is responsible for IT, if there are certificates ready for participants and how they will receive them, or any other practical issue. Maybe someone else has prepared the logistics and agenda, but the trainer is the one that is facing the participants and needs to know the answers. In any case, show that everything is under control.

Trainers have to take responsibility over the course, both when they are doing the training or when there is another colleague in charge of the group. They can help, for example, if IT is not working well looking for a solution while the colleague keeps the attention of the group, or, if they have different language skills they can help to make sure if everybody has understood what they have to do, if they are asked. It is important to respect the trainer in charge of the session and, if anyone is going to take more time to finish the session that was planned, it is important to speak with the trainer in charge of the next session to ask for permission and plan the rest of the day.

Get prepared for the course. Make sure you have all the materials for the course, including presentations ready and that you understand all the exercises, and you know how to introduce and develop them. It is important to have a meeting with the group of trainers before the course starts, to know exactly who is in charge of what.



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During the course things may not run as planned. Be ready to make changes, always with the agreement of your colleagues and being transparent to the participants. For example, participants may want to focus more in a certain issue or the main objectives of an exercise may be reached before expected. Also, if you know any activity that you think will be better for the group you can use them, but always make sure that everybody -participants and colleagues- know what you are doing and that everything is clearly explained.

Make sure groups know exactly what they have to do by giving instructions very clearly although they are written down. Then repeat them. After two minutes go to every group to ensure they are doing what they have to do. In the middle of the exercise go to every group again to supervise what they are doing and answer their questions.

### **The room**

The room has to be big enough and some aspects should be taken into consideration before choosing the place, such as lighting, temperature or quietness of the environment.

It is recommended to organized the room with tables in "cabaret" style, not in a "U", because many of the activities are to be done in small groups. This way, the groups are organized from the first moment and participants don't have to move, wasting time

Make sure everything is ready in the room before starting the course.

When participants enter the room, they may sit where they want, but interaction between people from different nationalities is part of the training. For this reason, it is important to prepare in advance how groups will be made. The pilot course was made with 30 participants from 3 countries. Groups were made with 6 people, 2 from each country.



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## SUGGESTED AGENDA FOR FOUR DAYS OF TRAINING

### DAY ONE

ACTIVITY	No participants	Time	Duration
<b>INTRODUCTION AND ORGANIZATION OF GROUPE</b>	30	9.00	20
<b>AREA "A" Increasing motivation and openness for pro-activeness</b>			
<b>It's going to be a good course!</b>			
Introduce yourself in your group	6	9.20	10
How was your morning? How did you look at the course when coming here?	6	9.35	15
visualise your results on small sheets of paper and design together 2 posters	6	9.50	15
Introduce the members in your group to the others	30	10.15	25
Present the findings from your group discussion on the quality of courses and stick the visualising papers	30	10.30	15
<b>Break</b>			15
<b>What does work mean to me?</b>			
Discussion in small groups	6	10.45	15
Discussion	30	11.00	30
<b>My personal profile</b>			
Asses yourself	1	11.30	10
<b>Wishes exercise</b>			
Answer personal questions	1/6	11.40	10
Group discussion	30	11.50	15
<b>Personal situation analysis</b>			
Answer personal questions	1	12.05	15
Group discussion	30	12.20	15
<b>AREA „B” Becoming the CEO of your own life</b>			
<b>Work - Life Balance</b>			
Trainer's presentation	30	12.35	5
video	30	12.40	5
Self reflection	1	12.45	10



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Discussion in small groups	6	12.55	15
Discussion	30	13.10	15
<b>Lunch</b>		<b>13.25</b>	

## DAY 2

ACTIVITY	No participants	Time	Duration
<b>The Entrepreneurial Mindset – The Entrepreneurial Self</b>			
Personal reading/ Trainers presentation	1 or 30	9.00	5
<b>Success stories of young entrepreneurs</b>			
Small groups for reading and answering the questions	3 or 6	9.05	55
Discussion	30	10.00	15
<b>Break</b>		10.15	
Self reflection and answer the 7 questions	1	10.30	15
<b>Risk Taking Game</b>			
Game	30	10.45	60
Reflection in groups	6	11.45	15
<b>Successful people on Facebook</b>			
Search in facebook and answer the questions in groups	6	12.00	30
Discussion	30	12.30	30
<b>Self-promotion on Facebook</b>			
Self reflexion and answer the questions	1	12.40	10
Discussion	30	12.50	15
<b>Lunch</b>		13.00	
<b>Work-Life-Balance</b>			
self exercise	1	14.00	10
Reflection in Groups	6	14.10	15
Discussion	30	14.25	15
<b>Good Tips for Entrepreneurs</b>			
Your tips	6	14.40	15
Discussion	30	14.55	45
<b>End of sessions</b>		<b>15.40</b>	



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DAY THREE

ACTIVITY	No participants	Time	Duration
<b>AREA „C” Developing fundamental social skills</b>			
<b>Bonus questions</b>			
Important notions from training day 1	30	9.00	15
Important notions from training day 2	30	9.15	15
distribute cards. Explain cards to the rest of the group / or Exercise with cards. they think is the most important/they possess/they lack /or	6	9.30	15
handing participants 2-3 notions and ask them to find a connection between them.	6	9.30	15
Discussion: How was your first impression when you started this training? How is your impression after two days? Is there a difference?	30	9.45	15
<b>Role play scenario</b>			
You are an executive... self reflection and take notes	1	10.00	15
Discussion	30	10.15	30
<b>Break</b>			
<b>10.45</b>			
<b>Communication, express yourself, create your image</b>			
Trainer's presentation	30	11.00	10
Card game	6	11.10	20
Summarise	30	11.30	15
Trainer's presentation	30	11.45	15
<b>Role play (with cards)</b>			
First day in job	2	12.00	15
Summarise	30	12.15	10
<b>Telephone</b>			
Video	30	12.25	5
Cell-phone etiquette	30	12.30	15
<b>Professional attitude - you would be taken seriously</b>			
Video Mr. Bean	30	12.45	6
Presentation	30	12.50	10
Card game	6	13.00	15
<b>Lunch</b>			
<b>13.15</b>			



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**Activity No 7: Optional Games**

	14.15	20
Tied	6	
Star power	6	
Spaghetti tower	6	
Minefield game	6	
Traffic jam	6	

**Compose your CV**

Trainer's instructions	1	14.35	10
Personal work on the CV	1	14.45	20
<b>Profile on social network</b>	1	15.05	15
<b>Online job searching</b>	1	15.20	15

**One-week Jobsearch Plan**

Trainer's presentation	30	15.35	10
Reflection	30	15.45	30
Personal Jobsearch plan	1	16.15	15
<b>End of sessions</b>		<b>16.30</b>	

**DAY FOUR**

ACTIVITY	No participants	Time	Duration
<b>AREA „D” Acquire basic business knowledge</b>			
<b>video interview with an employer</b>	30	9.00	2.10
Trainer's presentation about the video	30	9.05	10
<b>Job description</b>	30	9.15	30
<b>Labour contract</b>	30	9.45	30
<b>Pizza Game</b>			
Instructions and process trial	30	10.15	15
Round 1 - part 1		10.30	20
Discussion in groups	6	10.50	10
Round 1 - part 2	6	11.00	20
Quality control and price		11.20	15
<b>Break</b>		11.35	



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Round 2			
Instruction and role assignment		11.50	10
Scenario 1		12.00	15
Scenario 2		12.15	15
Discussion and debrief		12.30	15
<b>Self organization at work</b>		12.45	40
mind map			
list of activities in order			
Answer the questions			
<b>Quiz</b>		13.25	5'
<b>Lunch</b>		<b>13.30</b>	
<b>Knowledge circles</b>			
Individual exercise	1	14.30	15
Discussion	30	14.45	30
<b>End of sessions</b>		<b>15.30</b>	



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## Summary of activities (to be used with the training kit)

<b>It's going to be a good course!</b>	
<b>Suggested duration</b>	<b>80 min total</b>
	10 min Introduce yourself
	15 min How did you look at the course
	15 min Visualize results
	25 min Present members of your group to the others
	15 min Present findings
<b>Methodology</b>	Presentation and Group activity
<b>You will need</b>	Pen and paper
<b>Participants will need</b>	Pen, paper, paper sticker

<b>What does work mean to me?</b>	
<b>Suggested duration</b>	<b>45 min total</b>
	15 min In small groups
	30 min All participants together
<b>Methodology</b>	Discussions
<b>You will need</b>	List of provoking sentences
<b>Participants will need</b>	Pen and paper



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<b>My personal profile</b>	
<b>Suggested duration</b>	<b>10 min total</b>
	10 min Asses yourself
<b>Methodology</b>	Reflection and assesment
<b>You will need</b>	Student's handouts
<b>Participants will need</b>	Pen, hangout

<b>Wishes exercise</b>	
<b>Suggested duration</b>	<b>25 min total</b>
	10 min Answer personal questions
	15 min Group discussion
<b>Methodology</b>	Reflection to answer in small groups and discussion all group together
<b>You will need</b>	Handout with questions
<b>Participants will need</b>	Pen and handout

<b>Personal situation analysis</b>	
<b>Suggested duration</b>	<b>25 min total</b>
	15 min Answer personal questions
	15 min Group discussion
<b>Methodology</b>	Personal reflection and discussion all group together
<b>You will need</b>	Handout with questions
<b>Participants will need</b>	Pen and handout



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**Work – Life Balance**

<b>Suggested duration</b>	<b>50 min total</b>
	5 min Trainer's presentation
	5 min video
	10 min Self reflection
	15 min Discussion in small groups
	15 min Discussion all groups together
<b>Methodology</b>	Presentation, video show, reflection, discussions
<b>You will need</b>	Video/computer, screen and projector, list of helpful questions
<b>Participants will need</b>	List of helpful questions, pen and paper

**The entrepreneurial mindset – the entrepreneurial set**

<b>Suggested duration</b>	<b>5 min total</b>
	5 min Definition of concept
<b>Methodology</b>	Students reading or trainer's presentation
<b>You will need</b>	White board or presentation
<b>Participants will need</b>	Text with definition



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**Success stories of young entrepreneurs**

<b>Suggested duration</b>	<b>70 min total</b>
	20 min Read story 1 and answer the questions about it in groups
	20 min Read story 2 and answer the questions about it in groups
	15 min Answer personal questionnaire
	15 min Group discussion
<b>Methodology</b>	Group reading, group reflection, personal reflection, discussions
<b>You will need</b>	Computer with internet access/ text with the stories. list of questions, personal questionnaire
<b>Participants will need</b>	Computer with internet access/text with the stories for each group. List of questions, personal questionnaire

**Risk taking game**

<b>Suggested duration</b>	<b>75 min total</b>
	5 min Game explanation
	5 min Game preparation
	50 min Game
	15 min Discussion in groups
<b>Methodology</b>	Group activity: throw of paper balls to a basket. Reflection and discussion
<b>You will need</b>	Container, Masking tape, paper balls (three per participant), marking pen and paper. Black board. List of suggested questions for reflection
<b>Participants will need</b>	List of suggested questions for reflection and discussion



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**Successful people in Facebook**

<b>Suggested duration</b>	<b>60 min total</b>
	15 min Search for person 1 and answer the questions in groups
	30 min Search for person 2 and answer the questions in groups
	30 min Group discussion
<b>Methodology</b>	Search in Internet, group reflection, discussions
<b>You will need</b>	Computer with internet access. list of questions
<b>Participants will need</b>	Computer with internet access/text with the stories for each group. List of questions, pen.

**Self-promotion on facebook**

<b>Suggested duration</b>	<b>25 min total</b>
	10 min Analysis and answer questions
	15 min Group discussion
<b>Methodology</b>	Personal reflection and discussion all group together
<b>You will need</b>	Pen and questionnaire
<b>Participants will need</b>	Computer/telephone with internet connection. Worksheet from "Successful people in Facebook". Pen and questionnaire



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<b>Work-life balance</b>	
<b>Suggested duration</b>	<b>40 min total</b>
	10 min Search for definition in Internet and answer personally
	15 min Reflection in small groups
	15 min Group discussion all groups together
<b>Methodology</b>	Search in Internet, group reflection, discussions
<b>You will need</b>	Computer with internet access. list of questions
<b>Participants will need</b>	Computer/telephone with internet access. List of questions, pen and paper

<b>Good tips for entrepreneurs</b>	
<b>Suggested duration</b>	<b>60 min total</b>
	15 min Your tips in small groups
	45 min Group discussion
<b>Methodology</b>	Reflection and discussion
<b>You will need</b>	Questions for reflection. White board and pen
<b>Participants will need</b>	Worksheet and pen



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**Bonus questions (summarizing the two first days)**

<b>Suggested duration</b>	<b>60 min total</b>
	15 min Important notions from training day 1
	15 min Important notions from training day 2
	15 min Distribute cards and explanation to the rest of the group or exercise with cards: what they have/they lack/... or ask participants to find a connection between 2-3 notions
	15 min Discussion about impression after two days
<b>Methodology</b>	Presentation, game with cards, discussion
<b>You will need</b>	Presentation. Computer, screen and projector. Cards with different notions
<b>Participants will need</b>	Paper and pen

**Role play scenario**

<b>Suggested duration</b>	<b>45 min total</b>
	15 min Role play scenario – Self-reflection and take notes.
	30 min Group discussion
<b>Methodology</b>	Reflection and discussion
<b>You will need</b>	Presentation with photos printed / computer with projector and screen. Handout
<b>Participants will need</b>	Handout



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<b>Communication, express yourself, create your image</b>	
<b>Suggested duration</b>	<b>45 min total</b>
	10 min Trainer's presentation.
	20 min Card game
	15 min Summarize
	15 min Trainer's presentation
<b>Methodology</b>	Presentation, reflection, role play, discussion
<b>You will need</b>	Presentation, computer with projector and screen. Message cards. Target cards, white board and pen
<b>Participants will need</b>	Handout 2

<b>Role play (with cards)</b>	
<b>Suggested duration</b>	<b>25 min total</b>
	15 min First day in job.
	10 min Summarize
<b>Methodology</b>	Role play, discussion
<b>You will need</b>	Message cards
<b>Participants will need</b>	Message cards



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<b>Telephone</b>	
<b>Suggested duration</b>	<b>25 min total</b>
	5 min Video.
	15 min Presentation
<b>Methodology</b>	Trainer's presentation after watching a video
<b>You will need</b>	Computer connected with Internet, screen, projector, presentation
<b>Participants will need</b>	Paper and pen

<b>Professional attitude (you will be taken seriously)</b>	
<b>Suggested duration</b>	<b>30 min total</b>
	5 min Video.
	10 min Presentation
	15 min Card game
<b>Methodology</b>	Trainer's presentation after watching a video. Role play
<b>You will need</b>	Computer connected with Internet, screen, projector, presentation, message cards.
<b>Participants will need</b>	Cards. Paper and pen



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**Optional game: Tied**

<b>Suggested duration</b>	<b>20 min total</b>
	5 min Trainer's explanation
	15 min Game
<b>Methodology</b>	Participant's performance
<b>You will need</b>	Scotch tape or something to set a start line and a finish line
<b>Participants will need</b>	nothing

**Optional game: Star power**

<b>Suggested duration</b>	<b>20 min total</b>
	5 min Trainer's explanation
	15 min Game
<b>Methodology</b>	Participant's performance
<b>You will need</b>	10-15m rope for every team
<b>Participants will need</b>	nothing



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**Optional game: Star power**

<b>Suggested duration</b>	<b>20 min total</b>
	5 min Trainer's explanation
	15 min Game
<b>Methodology</b>	Participant's performance
<b>You will need</b>	20 sticks of uncooked spaghetti, 1 roll of masking tape, 1 meter of string, and 1 marshmallow for every team
<b>Participants will need</b>	nothing

**Optional game: Minefield**

<b>Suggested duration</b>	<b>20 min total</b>
	5 min Trainer's explanation
	15 min Game
<b>Methodology</b>	Participant's performance
<b>You will need</b>	Something to cover the participant's eyes (one from each team), different "obstacles" (chairs, tables...) Scotch tape or something to mark a start line and a finish line
<b>Participants will need</b>	nothing



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**Optional game: Trafficjam**

<b>Suggested duration</b>	<b>20 min total</b>
	5 min Trainer's explanation
	15 min Game
<b>Methodology</b>	Participant's performance
<b>You will need</b>	Something to form a walkway (for example, sheets of paper)
<b>Participants will need</b>	nothing

**Compose your CV**

<b>Suggested duration</b>	<b>30 min total</b>
	10 min Trainer's instructions
	20 min Personal work on the CV
<b>Methodology</b>	Trainer's presentation. Self-working
<b>You will need</b>	Computer connected with Internet, screen, projector, presentation.
<b>Participants will need</b>	Paper and pen or computer



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Profile on social network	
<b>Suggested duration</b>	<b>15 min total</b>
	15 min Reflection about personal profile on social media
<b>Methodology</b>	Self-working
<b>You will need</b>	Computer connected with Internet.
<b>Participants will need</b>	Computer connected with internet

Online job searching	
<b>Suggested duration</b>	<b>15 min total</b>
	15 min Personal working
<b>Methodology</b>	Self-working
<b>You will need</b>	Computer connected with Internet.
<b>Participants will need</b>	Computer connected with internet



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**One-week job search plan**

<b>Suggested duration</b>	<b>55 min total</b>
	10 min Trainer's presentation
	30 min Reflection in group
	15 min Personal job-search plan
<b>Methodology</b>	Trainer's presentation. Discussion. Personal working
<b>You will need</b>	Computer connected with Internet, screen, projector, presentation. Handout. List of questions
<b>Participants will need</b>	Computer connected with Internet. Paper and pen. Handout. List of questions

**Video interview with an employer**

<b>Suggested duration</b>	<b>15 min total</b>
	5 min Video
	10 min Trainer's presentation about the video
<b>Methodology</b>	Watch video. Trainer's presentation.
<b>You will need</b>	Computer connected with Internet, screen, projector, presentation.
<b>Participants will need</b>	Paper and pen.



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Job description	
<b>Suggested duration</b>	<b>30 min total</b>
	10 min Trainer's presentation
<b>Methodology</b>	Presentation.
<b>You will need</b>	Computer, screen, projector, presentation.
<b>Participants will need</b>	Paper and pen.

Labour contract	
<b>Suggested duration</b>	<b>30 min total</b>
	10 min Trainer's presentation
<b>Methodology</b>	Presentation.
<b>You will need</b>	Computer, screen, projector, presentation.
<b>Participants will need</b>	Paper and pen.



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**Pizza Game**

**Suggested duration**

**130 min total**

- 15 min Explanation and pilot test
- 20 min Round 1 – part 1: produce 15 in 20 minutes
- 10 min Group discussion
- 20 min Round 1 – part 2: produce 20 with less defects and less spoiled
- 15 min Quality control and pricing
- 10 min Instructions and role assignment
- 15 min Scenario 1
- 15 min Scenario 2
- 15 min Discussion and debrief

**Methodology**

Performance of a game. Role play. Discussion

**You will need**

Post-Its in three colors: yellow (pineapple), pink (ham\*) and green (rucola i.e. rocket salad). Printer paper to cut pizza bottoms from (A4/Letter works fine but you can also use other sizes). Red markers as tomato sauce. Glue or transparent tape (to make the Post-Its stick better). Masking tape (aka. painter's tape) Scissors (one small + one large per team) Stopwatch. order cards from Customers - one set per team. Oven plate - one per team. Rule Sheets

**Participants will need**

Post-Its in three colors: yellow (pineapple), pink (ham\*) and green (rucola i.e. rocket salad). Printer paper to cut pizza bottoms from (A4/Letter works fine but you can also use other sizes). Red markers as tomato sauce. Glue or transparent tape (to make the Post-Its stick better). Masking tape (aka. painter's tape) Scissors (one small + one large per team) Stopwatch. order cards from Customers - one set per team. Oven plate - one per team. Rule Sheets



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<b>Self-organization at work</b>	
<b>Suggested duration</b>	<b>40 min total</b>
	20 min Discussion about Pizza game and mind map
	10 min List of activities in order
	10 min Answer the questions
<b>Methodology</b>	Discussion. Group work
<b>You will need</b>	Diagram for the mind map. List of question. White board or computer with screen and projector
<b>Participants will need</b>	Diagram for the mind map. List of questions. Pen and paper

<b>Quiz</b>	
<b>Suggested duration</b>	<b>5 min total</b>
	5 min Quiz
<b>Methodology</b>	Mark the correct answer
<b>You will need</b>	Questionnaire and list of correct answers
<b>Participants will need</b>	Questionnaire



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<b>Knowledge circles</b>	
<b>Suggested duration</b>	<b>45 min total</b>
	15 min Individual exercise
	30 min Group discussion
<b>Methodology</b>	Self-reflection. Discussion
<b>You will need</b>	Handout with list of questions and diagram. White board or computer with screen and projector
<b>Participants will need</b>	Handout. Pen and paper



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**Trainer's pre-training list Trainer's pre-training list Trainer's pre-training list**

	Done?	Comments
Agenda reviewed and agreed upon		
Other trainers clear on agenda		
Materials reviewed and amended		
PowerPoint presentations and revised materials agreed upon with other trainers		
All PowerPoint slides approved and copied onto core laptop		
Spare copy of PowerPoint slides on a USB stick		
Participants' materials translated		
Participants' materials printed		
Packs sent to (and arrived) at venue		
Evaluation forms printed		
Certificates prepared		
Pre-meeting held with other trainers		
Room layout communicated to venue		
Participant list checked for potential difficulties and issues		
Presentations prepared		



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Group exercises prepared		
Room layout physically checked (and changed if necessary)		
Lunch, coffee and other arrangements clarified		
IT and video equipment checked		

**FINAL CONSIDERATION:**

This manual is complementary to the training kit and is to be used together