



GUIDELINES FOR POST-TRAINING ACTIVITY PLANS

Stage 1: Pre-Training Submission

Submit the **Post-Training Activity Plans** (attach a separate document) you have for your students/youths, together with the completed **YLDG Application Form** and the **training proposal** provided by the training provider.

Post-Training Activity Plans to include:

- Describe the profile of the youths undergoing training.
 - Which age group, class level (Sec1-5, ITE, JC, Polytechnic Year 1-3, University Year etc) and/or CCA groups/clubs/society in school do they belong to?
 - Are they in any current leadership position (prefects, councilors, class monitors, CCA leaders etc) or are they potential leaders?
 - If they are volunteers in your organisation, what are they volunteering in?
- Describe how the youths will put into practice what they've learned during the training by serving in their community.
 - Will they be serving in any leadership capacity in a project within the school?
 - Will they be planning and implementing community projects individually or in groups (max 12 pax)?
 - If they are volunteers in your organisation, how will they be serving your organisation? (e.g. organising an event/project, mentoring younger youths)

Stage 2: Post-Training Submission

Submit the detailed **Post-Training Activity Plan** together with the **training invoice(s)**, **training feedback by students/youths** and **training attendance record**, within 4 weeks of the completion of the training.

NB: Students/youths can draft the detailed Post-Training Activity Plan as a commitment to practise what they have learned during the training.

- If students/youths are implementing community projects in groups, please provide the following information about each project:
 - List of students/youths in the project team
 - Community project description (service and learning objectives)
 - Target beneficiaries
 - Implementation date / timeline
 - Name of teacher/staff overseeing the project team
 - Contact number of teacher/staff overseeing the project team
- If the students/youths are serving in their community on an individual basis, please describe how they will be doing so.