



GUIDELINES FOR TRAINING PROGRAMMES

A) Leadership Development

Training content on essential leadership skills and competences for effective youth leadership on a personal, organisational or community level:

<p><u>Leadership</u></p> <ul style="list-style-type: none"> ▪ Role of the leader ▪ Skills of an effective leader ▪ Decision making ▪ Planning and facilitating ▪ Coaching and delegating ▪ Different leadership style ▪ Personal Leadership ▪ Group Leadership ▪ Shared Leadership ▪ Cultivating future leaders ▪ Mentoring 	<p><u>Interpersonal Skills</u></p> <ul style="list-style-type: none"> ▪ Interpersonal relationship techniques ▪ Interpersonal communication skills ▪ Listening to others ▪ Conflict resolution
<p><u>Teamwork and Group Dynamics</u></p> <ul style="list-style-type: none"> ▪ Importance of teamwork in achieving group goals ▪ Working effectively in a team ▪ Discovering group dynamics ▪ Appreciating self and others ▪ Motivating self and others ▪ Achieving highly effective teams ▪ Establishing group goals ▪ Celebrating team success 	<p><u>Dealing with Challenges</u></p> <ul style="list-style-type: none"> ▪ Creative problem-solving skills ▪ Developing resilience in overcoming challenges ▪ Being proactive and confronting challenges ▪ Thinking outside the box ▪ Constant awareness and learning ▪ Learning from mistakes ▪ Learning from others
<p><u>Personal Development</u></p> <ul style="list-style-type: none"> ▪ Goal setting ▪ Identifying strengths and weaknesses ▪ Developing self-confidence ▪ Establishing core values ▪ Maintaining a positive attitude ▪ Finding your passion ▪ Ensuring personal growth ▪ Staying true to yourself 	<p><u>Adaptability</u></p> <ul style="list-style-type: none"> ▪ Change management ▪ Adapting to new environments ▪ Being culturally aware ▪ Bridging differences ▪ Learning to follow ▪ Taking chances ▪ Understanding yourself and your environment

B) Project Management

A methodical approach to planning and guiding project processes from start to finish. Project management content may include:

- Planning the project
- Setting clear objectives and goals
- Communicating project idea to relevant stakeholders
- Organising and managing resources
- Publicity and Promotion
- Logistics
- Budgeting and Accounting
- Sourcing for funding and sponsors
- Contingency plans
- Managing volunteers
- Liaising with resource persons
- Evaluation

C) Service-Learning Application

Service-Learning stems from experiential education and is a learning and teaching approach whereby youths are developed through their experience of serving their community. As the youths are involved in meeting real community needs, experiential learning facilitation methods are used to draw out the learning points for them.

S-L places equal emphasis on service outcomes and learning goals, where learning enhances the service and in turn, the service enhances learning.

Topics of Service-Learning application can include:

- What is Service-Learning
- Why use the Service-Learning approach
- Community Needs Assessment/Survey
- Planning to address real community needs;
- Setting service and learning objectives
- Planning the Service-Learning project
- Connecting the service to learning outcomes
- Preparing to serve
- Implement the service
- Evaluation of whether service and learning objectives were met
- Reflection to draw out learning points from the service experience through the project duration