

## Module 1: Training Course Welcome

### NGEurope Lesson Plan

**Learning Outcomes:** On completion of this module, the trainees will be able to:

- ❖ Understand the main goals of the NGEurope project;
- ❖ Understand how NGEurope can help them become more active in their community;
- ❖ Use the available NGEurope resources;
- ❖ Identify the main challenges of NGOs daily management.

Contents	Instruction Method	Timing	Materials/ Equipment Required	Advice/Tips for the Trainer	Assessment/ Evaluation	Further Reading/ Link to Resources
<p><i>Get together and welcome</i></p> <p><i>Presentation of the NGEurope project</i></p>	Formal presentation	25 minutes	<ul style="list-style-type: none"> <li>• Training Venue</li> <li>• Projector and laptop</li> <li>• PPT slides</li> </ul>		Learners will understand the main objectives of the NGEurope project	<a href="http://www.ngeurope.net">www.ngeurope.net</a>
<p><i>Icebreaker activity</i></p> <p>Small group activity:</p> <ul style="list-style-type: none"> <li>• The Trainer gathers the trainees in a circle and delivers the icebreaking activity as described in Annex 1.</li> <li>• After this activity, the trainer hosts a short group discussion and reflection to ascertain how the learners found the experience.</li> </ul>	<p>Icebreaker exercise</p> <p>Whole group discussion</p>	45 minutes		<ul style="list-style-type: none"> <li>• Involve learners and encourage participation;</li> <li>• Speak clearly and bridge one topic to the next;</li> </ul>	Learners will engage fully in the icebreaker and group discussion exercises.	N/A

<p><b>Field Visit</b> Field visit to a local NGO that develops important work in their local community</p> <ul style="list-style-type: none"> <li>• The whole group goes to visit a local NGO to their headquarters (or other work place);</li> <li>• The NGO leader presents the NGO. Main topics to cover: <ul style="list-style-type: none"> <li>– who they are;</li> <li>– the projects they are working on;</li> <li>– how they are organized as an institution;</li> <li>– how they manage daily their NGO;</li> <li>– how they get their funding;</li> <li>– main struggles of managing an NGO and how to overcome them;</li> <li>– benefits of working/founding in an NGO;</li> <li>– advice and tips for those wanting to start their own NGO.</li> </ul> </li> <li>• After the NGO presentation, the Trainer makes a short reflection about what was said by the NGO leader and promotes Q&amp;A time for the trainees to ask their questions;</li> <li>• After this activity, the trainer hosts a short group discussion and reflection to ascertain how the learners found the experience.</li> </ul>	Field visit	120 minutes		<ul style="list-style-type: none"> <li>• Involve learners and encourage participation;</li> <li>• Encourage questions and provide feedback.</li> </ul>	Learners will get to know the backstage of an NGO and how these institutions are organized and managed. They will be able to ask questions and clarify doubts they may have regarding their won projects and ideas.	
	<b>Total time:</b>	<b>3h 10min</b>				