

TRAINING BOOKLET



SUMMER ACADEMY 2024

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TRAINING VISION

Dear Summer Academy participants,

This year's training vision centres around knowledge sharing, reflection and collaborative action and to promote personal, organisational (NC) and network wide growth (EYP).

We hope this will be an enriching experience for you where you will make new connections across the network, gain useful tips on how to further develop your NC and practice crucial skills that contributes to your personal development.

As we want the knowledge gained during Summer Academy 2024 to spread to the whole network, we will focus on having 3 step plans after each module that highlight one thing to stop, one thing to start and one thing to continue. We will also offer some of the trainings online in a follow up event and allow the rest of the network to join.

MODULE TYPES

To apply the vision into the training structure, we differentiated between 3 different types based on their general objectives: themed-discussion, skills and knowledge.

- By nature, themed-discussions are modules where the discussions are more input based and the focus is on collaboration between NCs to tackle a network wide problem. We will conclude themed-discussions with signature promises to further encourage application of things discussed.
- Knowledge modules focus more on portfolio-based needs for the development of the NCs.
- Skill modules prioritize providing the overlooked yet important skills for personal development of participants within and outside the EYP context.

TRAINING VISION

EPIC MODULES

As the trainers team, we are working to create innovative modules that will be useful for you, your NCs and the EYP network based on the needs-assessment form. We promise our modules will be EPIC!

- Evidence-based (reflecting on lessons learned),
- Practical (easy to apply),
- Interactive (involves you),
- Creative (interesting even for experienced).

MODULE SELECTION

Recognising the differences within the network with regards to responsibilities of roles and following the theme of the direct democracy, we will give you ownership over your own learning journey. Meaning, you will get to select which modules you would like to attend based on your needs and wants, rather than assigning you based on your portfolio.

Module selection will happen via an online Qualtrics form on a first come first serve basis. To ensure that everyone has a fair chance to review the contents of the modules beforehand, we will send you the selection form for the modules a week after you receive this training booklet.

Once the quota for a training has been reached, it will no longer be possible to select that training. Please select another training that is offered at the same timeslot. We will host an online “Best of” webinar where popular modules will be offered again after the Summer Academy.

TUESDAY

PROGRAMME

Slot 1	Learning through teaching: Unleash your training potential	Financial Management Nul: Financial Organisation	Constructive feedback	International Governance from an NC's POV
Slot 2	Multi Year Budget	Introduction to the Safe Core Team & Welfare Policy	Introduction to EYP Strategy	Intercultural Communication
Slot 3	Fair Selection in EYP	Is EYP Really for Everyone?	Increasing Participation in EYP elections	What Can We Do Better?





WEDNESDAY PROGRAMME

Slot 4	Long term strategy	Financial Management I: Fundraising and Reporting	Navigating Legal Landscapes on Social Media	Membership Perks & Fostering Community
Slot 5	Plan Like a Boss	Erasmus / public grants	Crisis Management: The ticking bomb that impedes success	Active bystander Training
Slot 6	Master Plan	Networking Ninjas: Building and Maintaining Relationships with Sponsors	Looking out for Personal Development	BNC Proposals
Slot 7	Going beyond sessions	Sustainability	Musical Chairs: The never ending battle to balance responsibilities and preserve welfare	How to be the presentation yourself

THURSDAY PROGRAMME

Slot 8	What does it mean to have an office/staff	Financial Management II: Budgeting	Ethical Leadership	Emergencies at sessions
Slot 9	Stratetegising Regional Growth & Rooting Thereof	NC Project Fund - How to get funding for your NC	Building Neurodivergent Friendly Environments	Democratising the BNC, are we good representatives?
Slot 10	Oops overload, the deadline has passed	Financial Management III: Accounting and Legal Money Processing	Delegations - All That is Necessary to Know, Do, and Keep Up With	Democracy Unleashed: Empowering Members' Voices





THURSDAY PROGRAMME

Slot 11	Alumni Involvement	Escaping the darkness: How to give light to your decisions through statistical knowledge	Establishing Connections Within NCs	Make It Inclusive: NC Edition
Slot 12	European Elections/ Youth Projects	Securitisation (Codes of Conduct, Liabilities, Legal Custodians, and All Things Legal and Safety-Related)	Sustainable Social Media and Digital Engagement	How to Get Your Foot in the Door
Slot 13	Integrating the SDGs into EYP	Navigating the NSP-ESP-NC relationship	Bridging the geographical divide	In my dreams I have a plan, If I got me a wealthy IS...

FRIDAY PROGRAMME

Slot 14	Why does resotyping go wrong and how can we do better?	How to Write a Successful Bid	Beyond Words	Negotiation 101
Slot 15	Knowledge is Power	Guiding the New Generations	Pitching EYP to Schools	Playing the Big Four: Auditing your NC



DESCRIPTIONS

KNOWLEDGE

Module Title	Main Goal	Learning Outcomes (3)
Fair selection in EYP	re-evaluate the existing selection procedures for officials and jury selection in terms of biases, fairness and equity	1. introduce unconscious biases that may play a role in the selection decision, 2. reflect on the role of accessibility and equity in selection, 3. develop an NC strategy for fair selection
Introduction to EYP Strategy	make sure all NCs are aware of the strategy set for 2025-7.	1- introduce the connection between EYP values and strategy, 2- highlight the importance of census and measurement of strategy, 3- raise awareness about the measurement strategies
Plan Like a Boss	Planning the year with the bigger picture in mind	1- Highlight importance of an overall plan throughout the term. 2- Revising task division within the team 3. Discuss potential challenges or constraints in the year long plan (holidays, exams etc). 4- Create a coherent year long plan with events that build on each other
Democracy Unleashed: Empowering Members' Voices	Breaching the barrier between NC Board and members by offering them tools to voice their opinions	1. Understanding the importance of active member participation 2. Implementing strategies to amplify member voices through social media campaigns, events, and interactive platforms, promoting active participation and engagement. 3. Exploring effective ways to collect and utilise member feedback and facilitating open dialogues between NC Boards and members to foster transparency and inclusivity.
Long term strategy	Talk about different aspects of a Long Term strategy	1. Implementing a Long Term Strategy 2. Updating a Long Term Strategy 3. Working with/toward a Long Term Strategy with member's engagement

DESCRIPTIONS

KNOWLEDGE

Module Title	Main Goal	Learning Outcomes (3)
Escaping the darkness: How to give light to your decisions through statistical knowledge	Using Impact Measurement to NCs Advantage	1. Introduce the value statistical analysis have for NCs 2. Introduce different components of impact evaluation (theory of change, output vs outcome) applied to EYP. 3. revise the evaluation form created by IO for impact measurement
What does it mean to have an office/staff (The Office- NC version)	Introduce possible functions of having staff and how to manage it	1. Discuss the pros and cons of having staff/office 2. Figuring out, if staff is the right fit for an NC based on needs 3. Overview of hiring process 4. how to split tasks between volunteers and staff members for day to day management
Looking out for Personal Development	foster a good working environment that promotes personal and organisational growth	1 - what is the President (executive board's)'s role in the Board's functioning, communication and development ; 3 - how to track personal development of board members; 4 - introduce the matrix: strengths, opportunities, weaknesses and challenges
Pitching EYP to Schools	Key qualities concerning successfull broadening/deepening of HR base	1 - how to find schools; 2 - what makes them tick; 3 - how to talk to them and get them on board
How to Write a Successful Bid	Encourage NCs to apply to host the next Summer Academy	1. discuss expectations with regards to who can apply, 2. introduce the timeline for applications, 3. Q&A with the HOs and IO

DESCRIPTIONS

KNOWLEDGE

Module Title	Main Goal	Learning Outcomes (3)
Membership Perks & Fostering Community	How to administratively and simply try to keep most of your memebtrs there	1 - membership perks, customisation of communication; 2 - actual one-on-one communication, keeping up with them; 3 - gifts, holiday celebrations, other community-bound stuff
Knowledge is power	Develop a concept for knowledge management	1. Importance of knowledge management 2. Different tools to use 3. How to keep it up to date
Guiding the New Generations	A training event targeting the new members of an NC to introduce EYP, our values and how it works (in all terms such as welfare, applications, daily use of EYP skillset and more)	1- Seeing the complex network through a new member's eyes. 2- Figuring out how to help them in getting to know the network. 3- Integrating these individuals to the network properly..
European Elections/ Youth Projects	Reflecting on the campaigns and actions during and before the European Elections	1. Understand what NCs did to mobilise young voters 2. What are the takeaways of EYPers from the Elections and from the #YouthVote Campaign? 3. Further develop similar activities
Democratising the BNC, are we good representatives?	Focusing on the benefits of real member involvement in the BNC	1. Benfits of involving members in the international governance process for the process itself, but also for member retention and involvement 2. Focus on member involvement in international governance and how we can increase involvement and engagement 3. Practical action plan tailored to NCs

DESCRIPTIONS

KNOWLEDGE

Module Title	Main Goal	Learning Outcomes (3)
BNC Proposals	A crash course on how to produce something for the BNC	1 - identification of what's at stake; 2 - partnering with others in some form; 3 - time and task management concerning this; 4 - consultations with others
Delegations - All That is Necessary to Know, Do, and Keep Up With	Delegations in EYP	1 - explain how simple planning and committed communication goes far; 2 - understand the system as such, the deadlines and importance of timing; 3 - go through common mistakes and FAQ 4. create a collaboration for international delegations
International Governance from an NC's POV	IntGov 101 - the basics and how to go further	1 - understand all of the common points between NCs and IntGov, as well as other NCs; 2 - appreciate the role that these networks and systems have for NCs to influence the way Network works; 3 - dangers of passivity or not feeling relevant (i.e. do not let others overpower you or in any way intimidate you)
Multi-year budget	Learn how to create a multi-year budget and why it is necessary	- Anticipate the needs of the next mandate- Apply for multi-year sponsorship / public grants - Diversify your activities
Erasmus / public grants	Know how to apply for national public grants and Erasmus grants	- What to include and what to exclude from your application- Requirements during the project- Outcomes of the project and justification from your application

DESCRIPTIONS

KNOWLEDGE

Module Title	Main Goal	Learning Outcomes (3)
NC Project Fund	introduce different ways to utilise the Sustainable Engagement Fund by the IO	1. explain the various funds available for board members, 2. review the criteria to apply for the funds and showcase successful examples 3. introduce the timeline for the fund
Financial Management Nul: Financial Organisation	Understand how to organise NC Finances physically and legally	1-Communicate the contents and value of proper financial organisation 2-Showcase how financial organisation forms the foundation of financial management 3-Explore various systems of financial organisation
Financial Management I: Fundraising and Reporting	Explain what types of fundraising exist and how they are each reported on	1-Introduce the 5 different types of fundraising 2-Explain the benefits and drawbacks of each one 3-Connect fundraising to the reporting process
Financial Management II: Budgeting	Explain the budgeting process and what types of budget exist	1-Introduce the 4 different types of budget and their usage 2-Showcase how projects/sessions should be budgeted for 3-Connect budgeting with financial sustainability
Financial Management III: Accounting and Legal Money Processing	Explain what accounting is, how to keep track and the legal responsibility	1-Showcase accounting processes on different levels of an NC 2-Explain how a good accounting sheet works 3-Focus on financial liquidity and making the process simpler 4. establish a clear division of labor/chain of command in how money is processed, 5. highlight the legal aspects and importance of financial management

DESCRIPTIONS

KNOWLEDGE

Module Title	Main Goal	Learning Outcomes (3)
In my dreams I have a plan, If I got me a wealthy IS...	Learn more about how to fundraise an event that funds other sessions	Q&A with previous IS Head Organiser about their fundraising strategy
Navigating Legal Landscapes on Social Media	Navigating and understanding the legal aspects and best practices in external communication	1. Understanding legal frameworks including data protection, intellectual property, and data transfers 2. Identifying legal risks associated with external communication 3. Propose a series of safeguards to avoid violations and useful tools.
Sustainable Social Media and Digital Engagement	Knowledge and strategies to engage in sustainable and ethical communication practices on social media platforms, fostering positive impact and community trust	1. Understanding ethical considerations and best practices for sustainable social media communication, including transparency, authenticity, and responsible content sharing. 2. Implementing practical strategies to create engaging and impactful social media content while aligning with sustainable communication principles, such as minimising environmental impact and promoting social responsibility. 3. Measuring the effectiveness of sustainable social media communication efforts, including assessing engagement, feedback, and impact
Emergencies at sessions	Develop strategies for emergencies at sessions	1. Highlight importance of preparing for emergency situations 2. Ways to include prep for emergencies in the (pre)session planning 3. Maybe a bit of first aid
Sustainability	reflecting on the existing strategies and our environmental impact in EYP	1. Explain the impact of food consumption and fast fashion on carbon emissions for EYP sessions (meat, waste), 2. Present the idea of food waste, fast fashion and the bigger problem of climate change. 3. Provide alternative methods to decrease carbon footprint of the sessions.

DESCRIPTIONS

KNOWLEDGE

Module Title	Main Goal	Learning Outcomes (3)
Strategising Regional Growth & Rooting Thereof	How to build a base somewhere	1 - choosing areas; 2 - individual contact and people on the ground; 3 - establishing partnerships; 4 - event and/or delegation outreach
Building Neurodivergent Friendly Environments	How can we enable neurodivergent people with a safe and friendly environment.	1- Neurodivergent people are also with us in EYP. 2- The overwhelming programmes and lack of options to help one cool down. 3- Inclusivity and accessibility is not always physical.
Introduction to the Safe Core Team & Welfare Policy	Introduce the role of the safe core team, welfare policy and safeguarding policy	1. Highlight the important side of welfare and safeguarding policy, 2. introduce the safe core team 3. provide a point of contact they can reach and explain when
Securitisation (Codes of Conduct, Liabilities, Legal Custodians, and All Things Legal and Safety-Related)	How to Futureproof your events and activities	1 - Introduce the role of CoC for Liability avoidance; 2 - Understanding the situation- what to know, data protection, whether law was breached; 3 -possible actions to take 9complaints mechanism, coc) , 4. dealing with minors
Playing the Big Four: Auditing your NC	Explain what auditing is and how it works	1 - Explain why auditing is and if it's required by law or not 2 - Explain what auditors do and what documents they need and what the expected outcome 3 - Setting up an auditing procedure

DESCRIPTIONS

SKILLS

Module Title	Main Goal	Learning Outcomes (3)
Ethical Leadership	To promote ethical leadership and accountability among the NC Board members	1. Understanding ethical principles applicable to leadership roles.2. Navigating dilemmas and making responsible decisions.3. Fostering transparency and trustworthiness in organisational practices and interactions
Learning through teaching: Unleash your training potential	Teaching EYPers two basic learning theory frameworks which they can use to enhance their NC's training events and their personal modules	1. Help learner's understand the nature of natural learning through Kolb's experiential learning cycle2. Help them understand how to recreate this in an artificial environment through 4MAT3. Help them understand that non-formal education is something that has value for officials, not just delegates, and that non-conventional or fun methods of teaching can be very effective
Networking Ninjas: Building and Maintaining Relationships with Sponsors	Building and maintaining professional relationships through effective communication	1. Learn networking strategies for connecting with sponsors and partners2. Essentials of networking etiquette.3. Sustaining communication after the event
How to Get Your Foot in the Door	Become confident in delivering elevator pitches to external potential funder about EYP	1. introduce the concept of an elevator pitch and filler words, 2. discuss the important qualities of a good elevator pitch (what does the sponsors get out of investing in EYP), 3.translate EYP language into formal language 4. practice an improvised speech
Negotiation 101	Learn how to negotiate to get what you need	1. introduce the 5Cs of negotiation, 2. practice role play, 3. debrief the scenarios
Intercultural Communication	Understanding Culture Influence in Communication	1- introduce the 8 scales of culture, 2-reflect on how these scales impact self communication, 3-reflect in which areas these scales might cause conflict in EYP 4. practice respectful communication in multicultural settings

DESCRIPTIONS

SKILLS

Module Title	Main Goal	Learning Outcomes (3)
Beyond Words	Skills and strategies to engage in inclusive and sustainable communication on social media platforms, promoting diversity, equity, and ethical digital engagement.	1. Understanding of the importance of inclusive language in social media communication, including strategies to avoid stereotypes, promote diversity, and respect cultural sensitivities. 2. Implementing Inclusive Practices - practical techniques to incorporate inclusive language and diverse perspectives into their social media content, fostering a welcoming and respectful online community. 3. Evaluating the impact of inclusive language and practices on audience engagement
Constructive Feedback	practice how to give constructive feedback and non-violent communication	1. Introduce the 4 step method; 2. discuss rules of feedback, 3. practice giving and receiving feedback, 4. explore how to be assertive while avoiding conflict 5. learn about strategies to get feedback from the NC members
How to be the presentation yourself	have complementary non-verbal communication during presentations and use design techniques to enhance your message	1. Introduce basic body language cues, 2. understand 5 design elements in PPT: contrast, size, color, object and double attention. 2. Practice presentation giving, 3. receive feedback
Masterplanning	Introduce masterplanning as a concept, not just a spreadsheet and focus on how projects can be managed with a stronger welfare orientation in mind	1 - Explaining the principles and skillset linked to a Masterplan. 2 - Participants learn how to work on a creating a Masterplan with a top-down approach 3 - Adopting a welfare-oriented approach to people and time management
Crisis Management: The ticking bomb that impedes success	Communicating in a crisis	1. Why we need to prepare for crises 2. Why communication, or a lack of communication, is core to every crisis 3. How we can improve crisis communication
Oops overload, the deadline has passed	Time & Stress Management	1. Introduce time clock, time wasters. 2. introduce to pareto principle, 3. identify prioritization (have, ought and like to do) 4. introduce the optimum stress level graph, 5. evaluate the amount of stress people are under with life-events, 6. identify personal stressors and develop a personal plan
Active bystander Training	Make bystanders take an active stance against bullying, harassment in EYP.	1. Introduce the bystander effect, 2. Explain the 4D methods, 3. Practice how to intervene with the 4D in case studies.

DESCRIPTIONS

THEMED-DISCUSSIONS

Module Title	Main Goal	Learning Outcomes (3)
Musical Chairs: The never ending battle to balance responsibilities and preserve welfare	Discuss how board role allocations can be optimised in EYP to prevent board dropouts	1. Discuss how board portfolios are split up in different NCs and what deficits they have (drop-outs) 2. introduce how to develop cohesive and balanced portfolios 3. Action plan for change
Increasing Participation in EYP elections	get NCs to discuss different ways to promote active participation and fair election in national and international elections (GB/ European Election)	1- showcase the process for running as a candidate (timeline-requirements), 2- learn about the inter-NC strategy for vote announcements, 3- encourage NCs to develop an action plan to increase the election voter turn-out
Make It Inclusive: NC Edition	Discuss ways to Including the NC Members in the NC Management through different approaches such as task forces.	1- Awareness of the potential within the NC and importance of decision making with members. 2- introduce task-forces as a way to involve members more in the NC work, 3. Discuss various ways members support board in different NCs
Integrating the SDGs into EYP	how can we encourage young Europeans to be active citizens with regards to the SDGs?	1.introduce SDGs and provide overview for the EU and countries, 2. discuss what is generally known/done 3. brainstorm ways to incorporate SDGs more and create a more ambitious action plan for the network
Is EYP Really for Everyone?	How can we support a diverse network?	1. Encourage a more comprehensive understanding of equity as a guiding principle. 2- Identify various constraints that one might face when attending EYP 3. create an action plan to tackle inequalities in EYP
Going beyond sessions	Try to develop other activities than sessions (outreach activities, moving debates, etc.)	1. Know why and how to diversify the activities of your NC 2. Learn how to brainstorm new activities answering your strategic and HR objectives 3. Integrate new members from those activities in your network

DESCRIPTIONS

THEMED-DISCUSSIONS

Module Title	Main Goal	Learning Outcomes (3)
Alumni Involvement	How can we keep our alumni more active in the network?	1. revise the current alumni numbers by 10, 2. discuss various ways NCs involve alumni, 3. brainstorm more ways and develop an NC plan
Bridging the geographical divide	Discuss strategies on how to integrate the Eastern and Northern NCs into the Western and Southern events	1. review the stats about east-west/ north-south divide, 2. discuss the challenges in integration, 3. brainstorm ideas.
Establishing Connections Within NCs	Strengthening the International Cooperation	1 - importance of setting goals for international cooperation 2 - discussing ways to increase cooperation in trainings/ events
What Can We Do Better?	International Governance-oriented discussions on what could be improved to make things easier for the NCs	1 - identify all of the policies and systems we have; 2 - democratically single out some of them for the sake of time; 3 - evaluate the NCs' role (constructive, lacking, more, less) and overall functioning so that there is output which delivers on the premises of the whole training
Why does resotyping go wrong and how can we do better?	Talking about resotyping and how practices can be optimised	1. Examples of resotyping going wrong, i.e. where does it go wrong 2. How do these situations happen 3. How can we prevent this
Navigating the NSP-ESP-NC relationship	setting expectations with regards to the functioning of the ESPs in events	1. Discuss the role of NSP, ESP and NC 2. Discuss the involvement of ESPs and NSPs with the session (leadership, schedule planning, debrief), 3. Draw an ideal ESP and NSP from an NC perspective.

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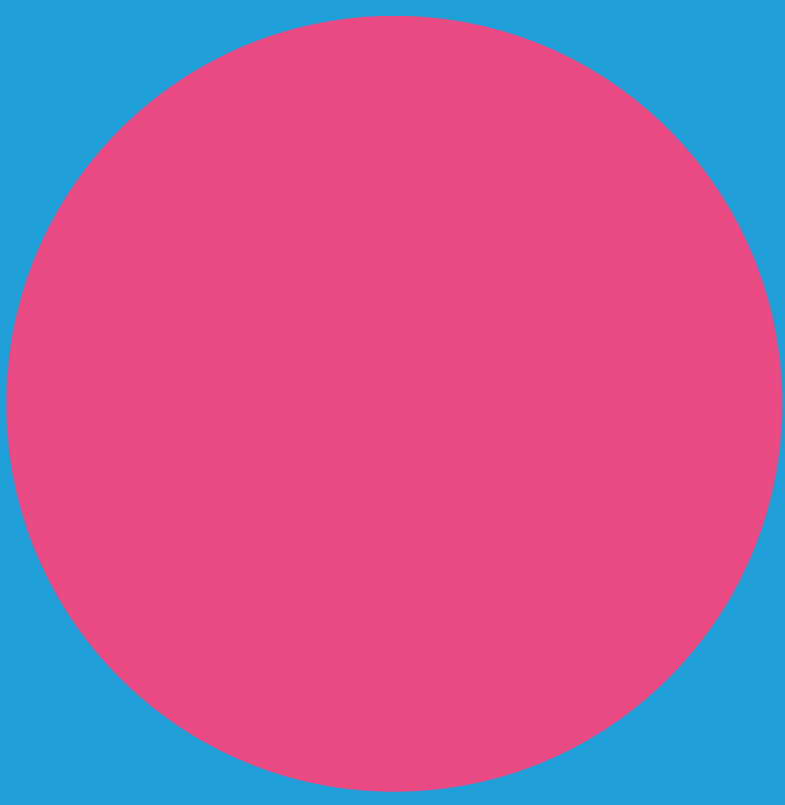


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