

Exercise templates for the module

FUNDAMENTALS OF NON-FORMAL EDUCATION AND FACILITATION



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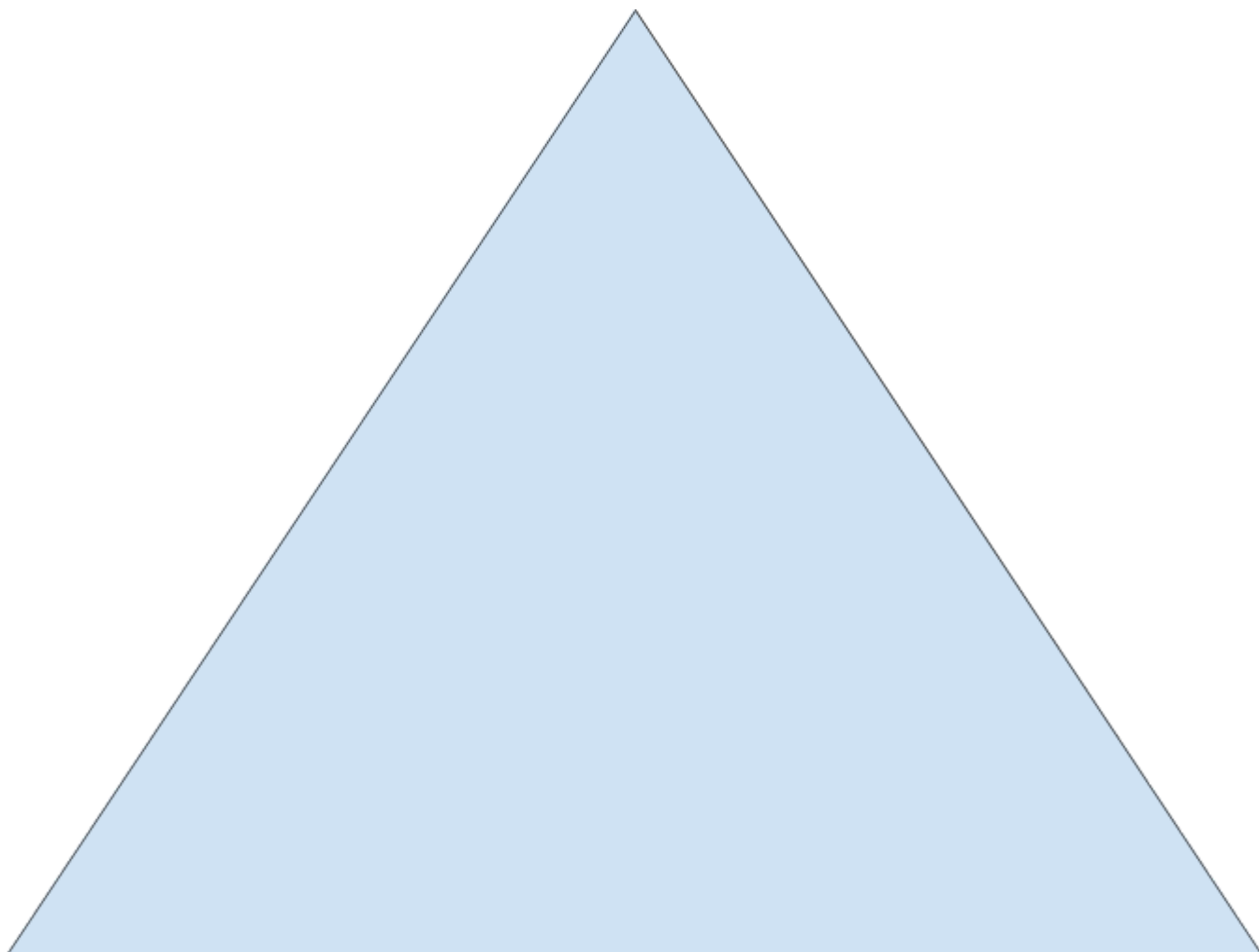
EXERCISE: “BROKEN SQUARES”

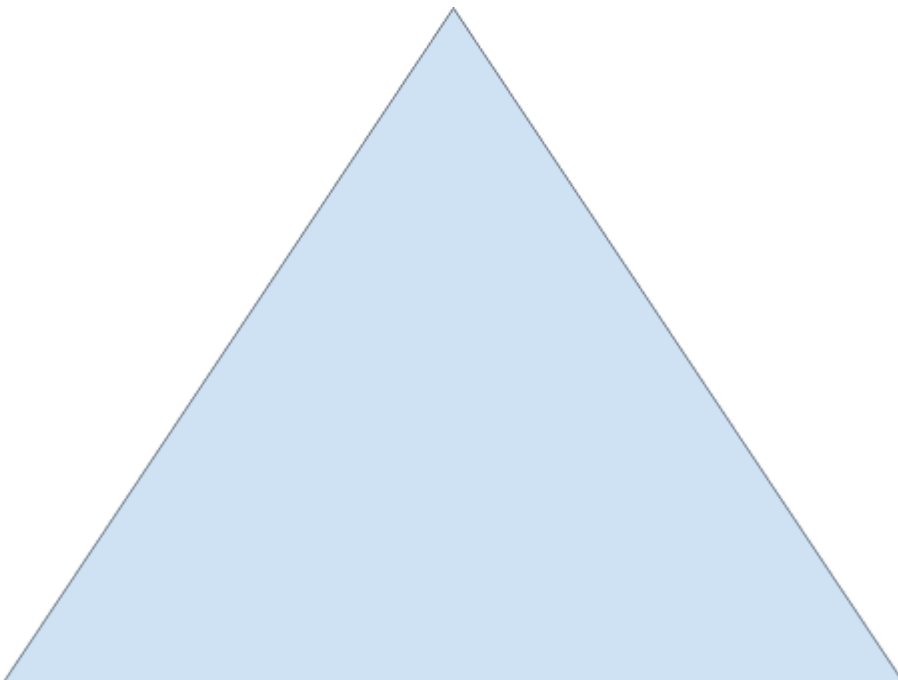
Instructions for the trainer:

- Print the template on thick paper.
- Cut out all pieces along the lines.
- Mix the pieces.
- Each participant receives 2–3 pieces.
- The group's task is to assemble equal squares without speaking.

Square A:

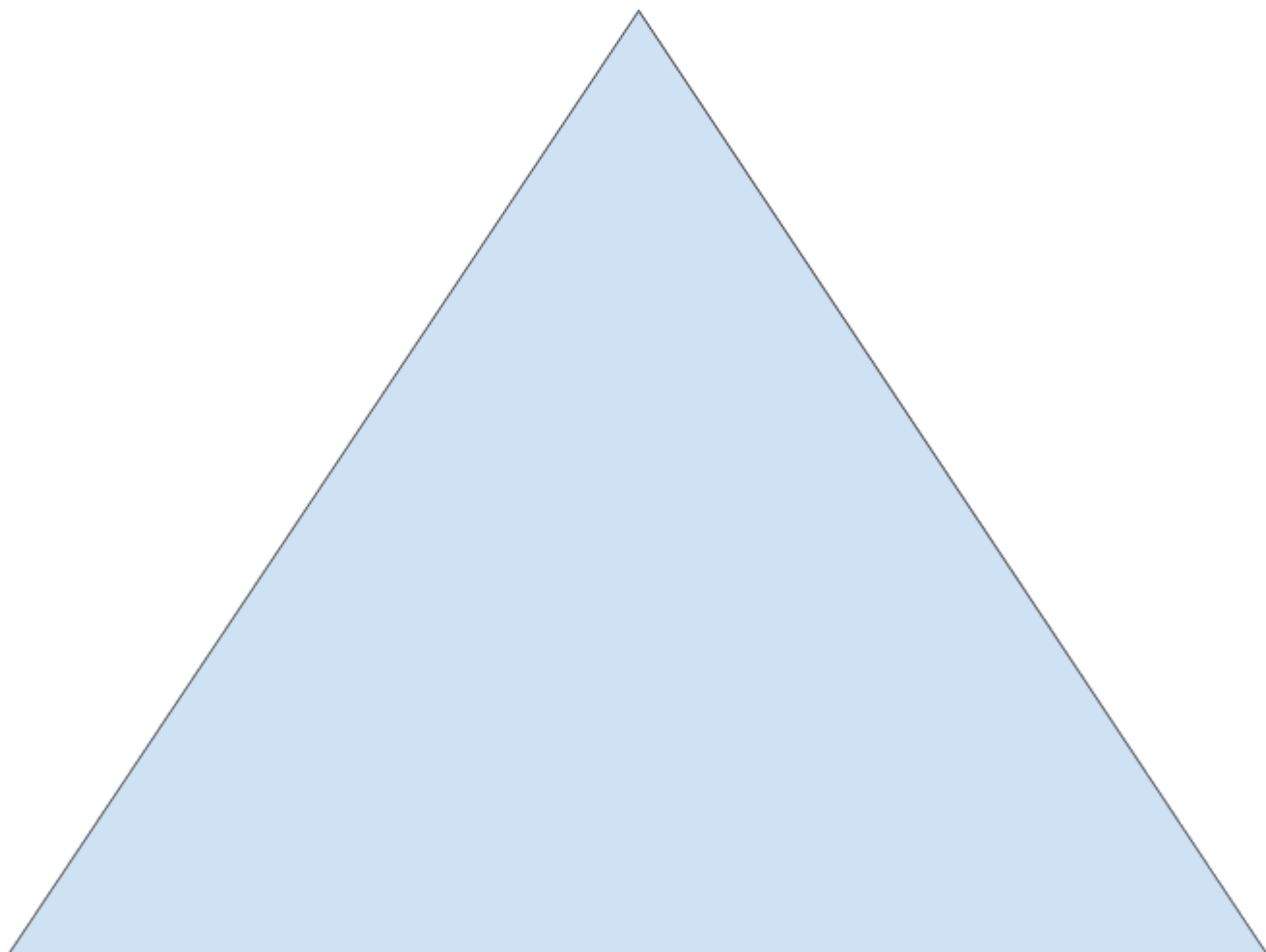
- 1 large triangle
- 1 small triangle
- 1 rectangle

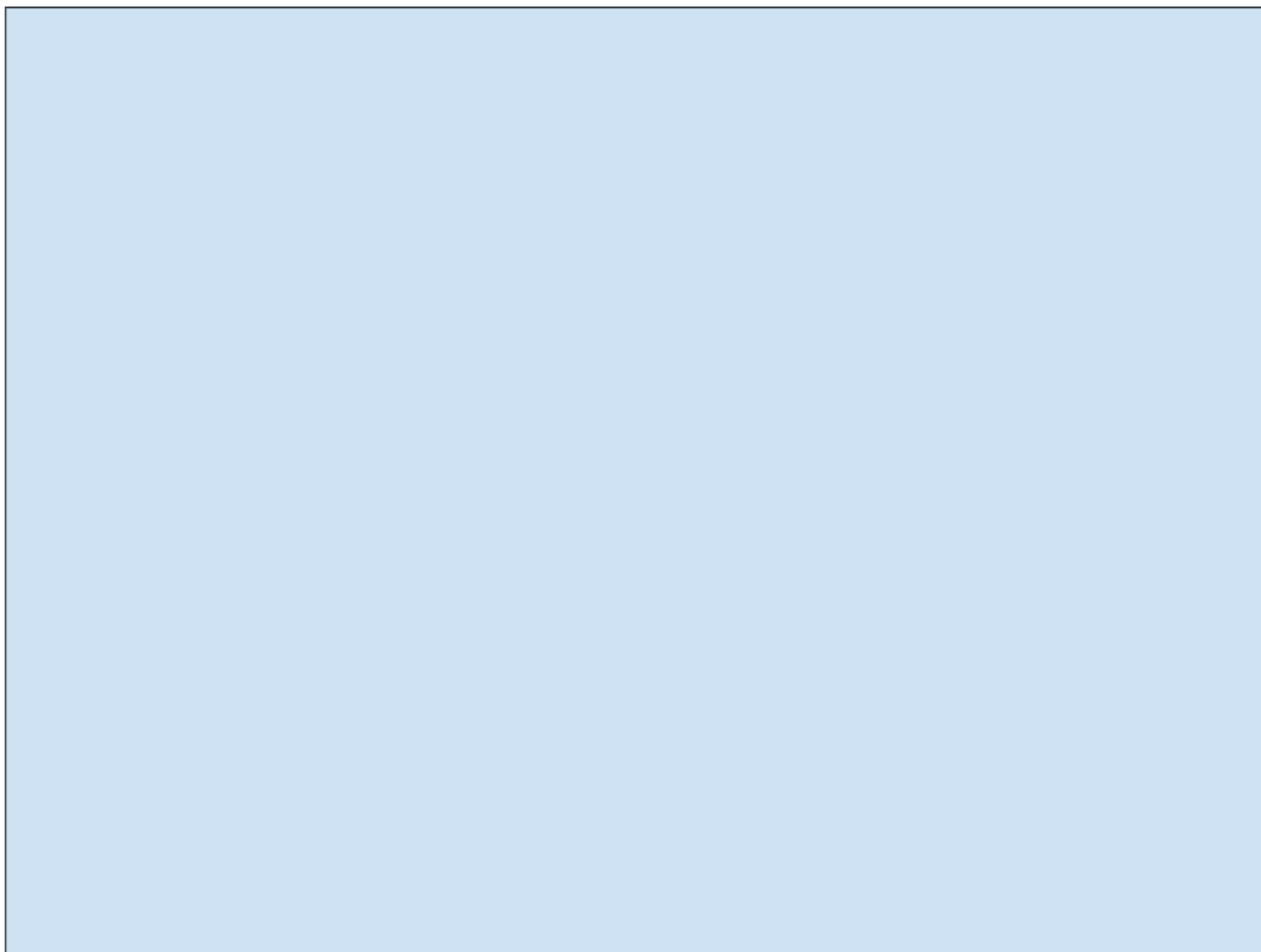




Square B

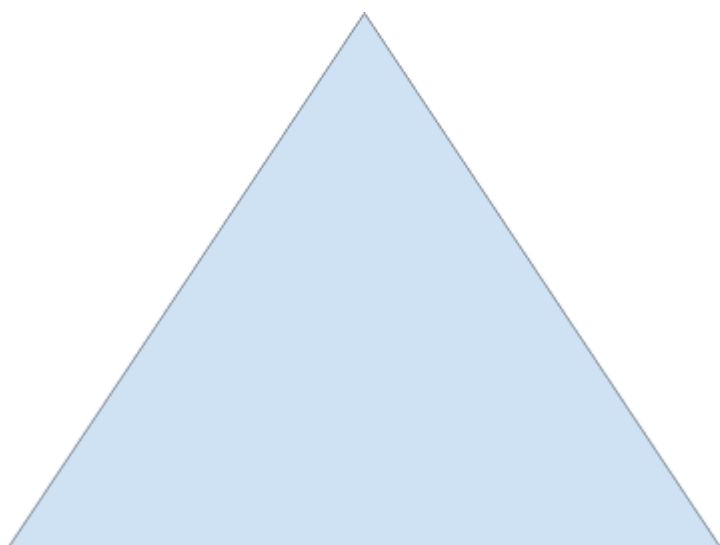
- 2 triangles
- 1 square

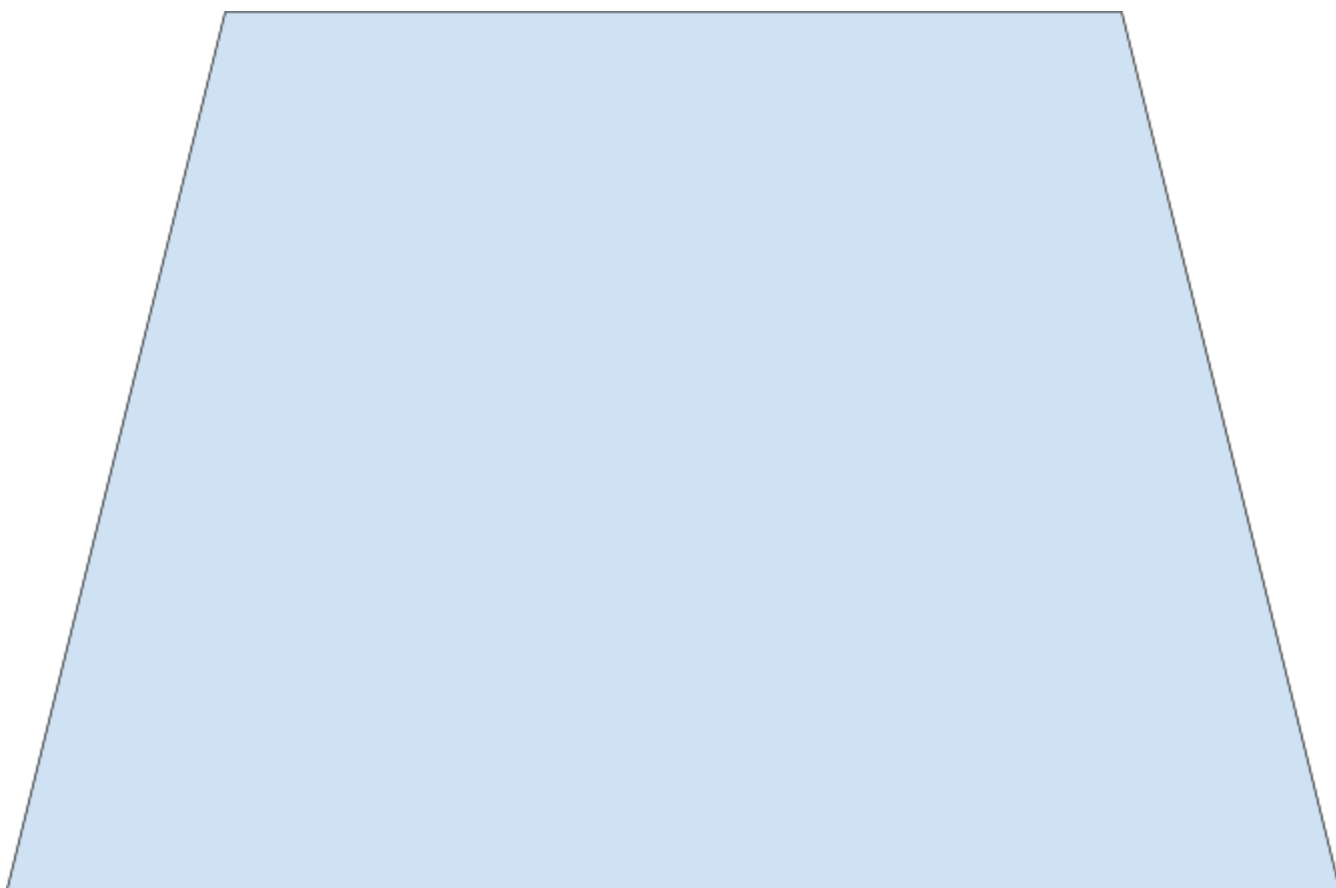




Square C

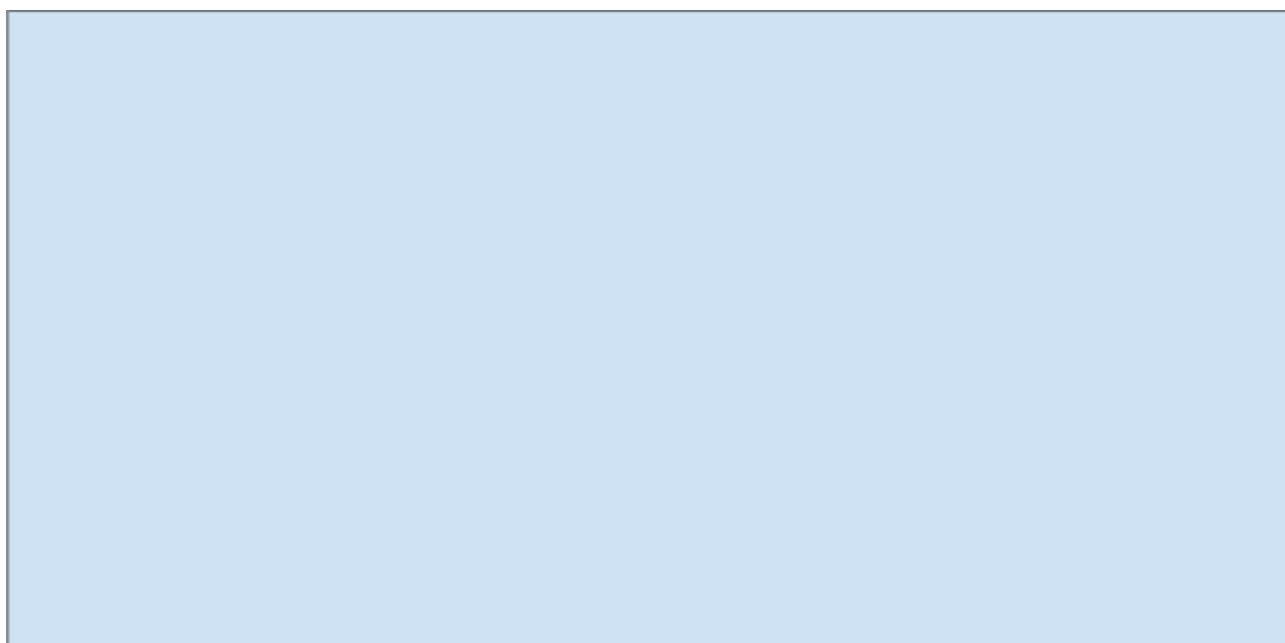
- 1 trapezoid
- 2 small triangles

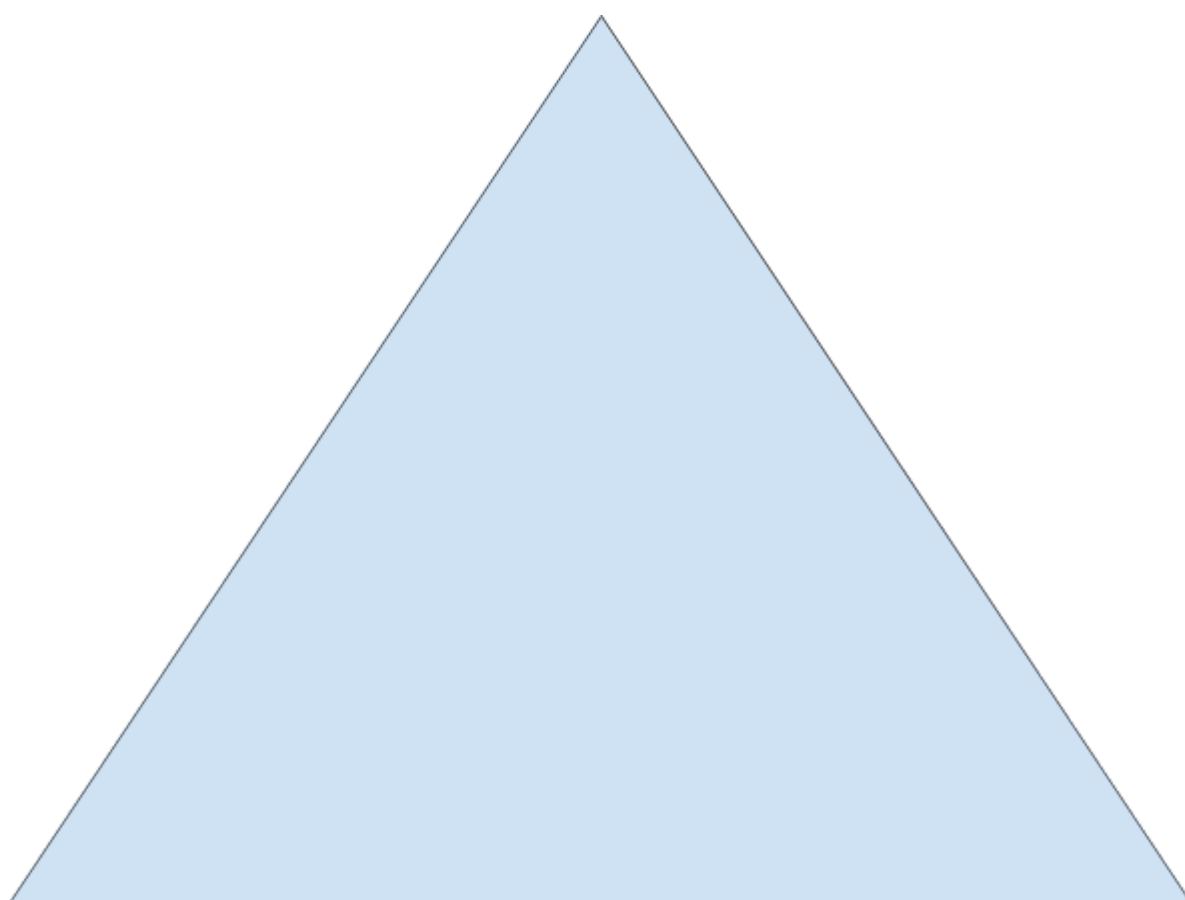
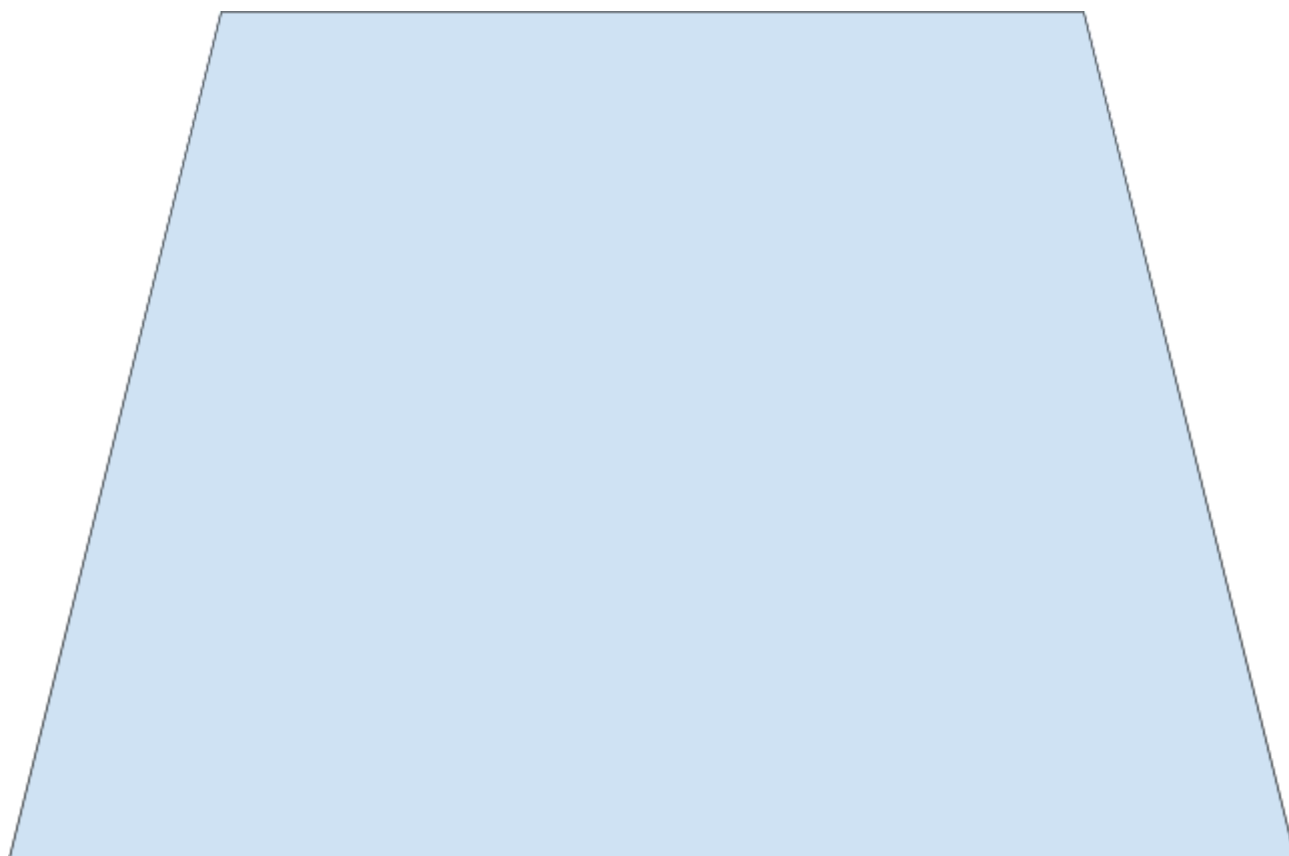




Square D

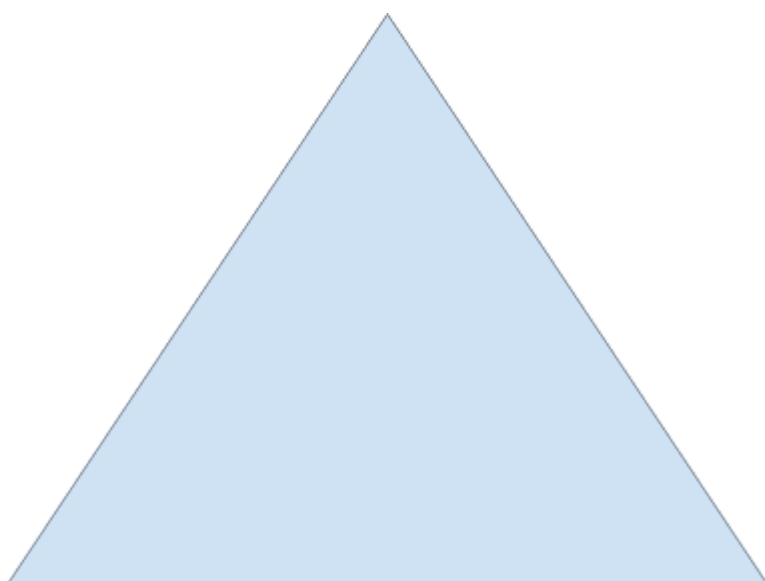
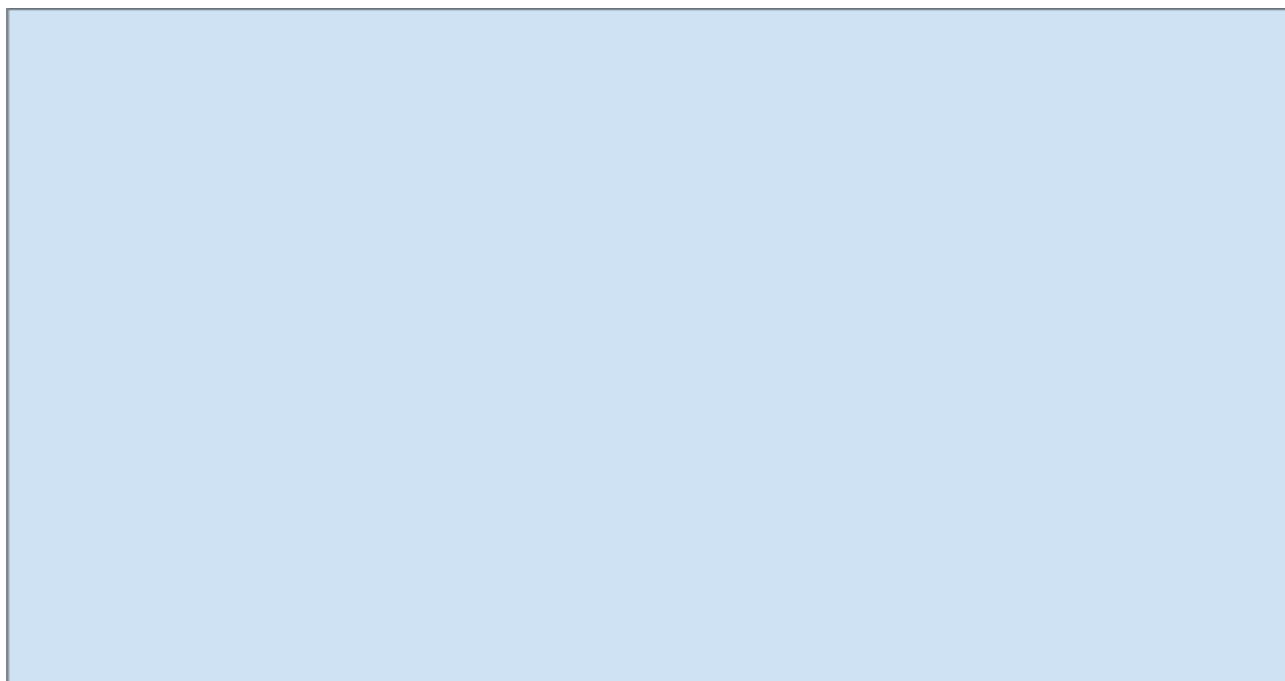
- 1 rectangle
- 1 trapezoid
- 1 triangle





Square E

- 2 rectangles
- 1 small triangle



EXERCISE: “MASK, REVEAL YOURSELF”

Role cards for participants are attached.

PAC ROLE-COORDINATOR Your role is to coordinate the process. You may: • make sure everyone can speak; • support participation; • suggest ways to improve cooperation; • help the group stay focused. Monitor the group process.	PAC ROLE-BLOCKER Your role is to block the process. You may: • disagree with the group; • express opposing opinions; • return to already solved issues; • slow the group down. Stay in character during the activity.	PAC ROLE-SHOW-OFF Your role is to show off. You may: • act like you already know everything; • demonstrate your “expertise”; • take over initiative; • emphasize your importance. Try to stay in the center of attention.
PAC ROLE-SUMMARIZER Your role is to summarize. You may: • combine similar ideas; • remind the group about agreements; • highlight agreement and disagreement; • suggest consensus solutions. Summarize the process at any time.	PAC ROLE-ENCOURAGER Your role is to encourage others. You may: • support participants; • appreciate contributions; • show respect; • create a positive atmosphere. Be friendly and supportive.	PAC ROLE-HARMONIZER Your role is to harmonize disagreements. You may: • reduce tension; • find common ground; • help people agree; • support balance in the group. Help the group work together.
PAC ROLE-INFORMER Your role is to provide information. You may: • present facts (even invented ones); • express your opinions; • suggest ideas; • share possible solutions. Be active and confident.	PAC ROLE-INFORMATION SEEKER Your role is to seek information. You may: • ask questions; • request clarification; • ask for ideas and suggestions; • encourage others to share opinions. Help the group think more deeply.	PAC ROLE-CLARIFIER Your role is to clarify and explain. You may: • explain confusing ideas; • give examples; • rephrase others' opinions; • help avoid misunderstandings. Help the group understand each other better.

EXERCISE: “WORLD CAFÉ”

Cards for group work.

BRAINSTORMING

A method used to quickly generate a large number of ideas around a topic or problem.

The main rule is: do not criticize ideas during the idea-generation process.

How it works:

- the group receives a question or problem;
- participants quickly share ideas;
- all ideas are written down;
- evaluation and analysis happen later.

Suitable for:

finding solutions, generating new ideas, and activating the group.

Advantages:

stimulates creativity, involves many participants, and helps quickly collect different opinions.

FORUM THEATRE

An interactive theatre method in which participants act out a problematic situation and search for ways to change it.

How it works:

- the group performs a conflict or problem scene;
- observers can stop the scene;
- participants suggest new actions and solutions;
- the scene is replayed using new approaches.

Suitable for:

topics of discrimination, conflicts, empathy development, and youth work.

Advantages:

helps participants experience situations emotionally, develops critical thinking, and encourages active participation.



JIGSAW METHOD

A cooperative learning method where each participant is responsible for one part of the information.

How it works:

- the group is divided into teams;
- each participant studies a separate part of the topic;
- participants with the same topics join “expert groups”;
- afterwards they return and teach their original team.

Suitable for:

working with large topics, peer learning, and developing responsibility.

Advantages:

all participants are actively involved, it develops communication skills, and strengthens explanation skills.

WALT DISNEY METHOD

A creative method for finding ideas and solutions through three roles:

- Dreamer;
- Realist;
- Critic.

How it works:

- The Dreamer generates bold ideas.
- The Realist thinks about how to implement them.
- The Critic looks for risks and weak points.

Suitable for:

project planning, idea development, and creative sessions.

Advantages:

helps participants look at ideas from different perspectives and combines creativity with practicality.

ROLE PLAY

A method in which participants receive roles and act out a specific situation.

How it works:

- participants receive roles;
- they act out the situation;
- after the activity, discussion and reflection take place.

Suitable for:

developing communication skills, practicing behavior, and working through difficult situations.

Advantages:

allows participants to experience situations directly and helps them understand different perspectives.

DEBATES

A structured discussion method where participants represent different positions.

How it works:

- the group is divided into sides;
- each side prepares arguments;
- participants discuss the topic following agreed rules.

Suitable for:

developing critical thinking, argumentation skills, and analyzing complex topics.

Advantages:

develops listening skills and helps participants form their own position.

OPEN SPACE

A self-organized working method where participants create topics and groups themselves.

How it works:

- participants suggest topics;
- working groups are formed;
- participants can freely move between groups.

Suitable for:

large groups, conferences, and searching for ideas and solutions.

Advantages:

high level of participation, freedom of choice, and shared responsibility among participants.

PAIR WORK / SMALL GROUP WORK

A method in which participants work in pairs or small teams.

How it works:

- participants receive a task;
- discuss it in small groups;
- present the results.

Suitable for:

active participation, safe discussion, and work with large groups.

Advantages:

more people speak, it reduces fear of speaking, and increases participation.

EXERCISE: "FACILITATION LABORATORY"

Activity Title

Goal. What should participants:

- understand;
- feel;
- be able to do after the activity?

Method. Which method are you using?

☐ Brainstorming

☐ Role play

☐ Pair work

☐ Discussion

☐ Other:

Timing. How much time is needed?

- Instructions:

 min.
- Activity:

 min.
- Reflection:

 min.

Instructions. What exactly should participants do?



Materials. What materials are needed?

- ☐ Flipchart
- ☐ Markers
- ☐ Sticky notes
- ☐ Paper
- ☐ Other: _____

Reflection. Reflection questions:

- What was most interesting?
- What was difficult?
- What did you learn?
- How can this be used in real life or work?

Feedback Rule

After the mini-session participants give feedback:

-  1 strength
-  1 suggestion
-  1 question

Feedback should be:

- about actions, not personality;
- specific and respectful;
- focused on support and growth.

