

# Facilitator Training Package

Downloadable Handouts, Templates  
and Activity Sheets



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## D3.2 Facilitator Training Package

Downloadable Handouts, Templates and Activity Sheets

### Participant Workbook

<b>Project</b>	DigiCreate - Intercultural Digital Dialogue and Networking in Cultural and Creative Industries for Young People
<b>Work package</b>	WP3 - Virtual Exchange Focus Groups / Digital Hive Toolbox
<b>Deliverable</b>	D3.2 Facilitator Training: Two Online Training Modules
<b>Author</b>	DigiCreate Consortium
<b>Format</b>	Instructional manual + platform-ready online modules + forms + downloadable materials

## How to use this workbook

This workbook contains the downloadable practical materials for the two online modules. Each template can be uploaded separately to the DigiCreate platform or used during live online sessions.

### 1. Module 1 Activity Sheet: Virtual Exchange Design Canvas

Design element	Your notes
Target group	
Number of participants	
Countries/cultures involved	
Main topic	
Learning outcomes	
Interaction method	
Digital tools	
Accessibility needs	
Safety risks	
Facilitator roles	
Evidence of completion	

### 2. Participant Journey Map

Stage	Participant experience	Facilitator action	Evidence
Before	Invitation, registration, onboarding		
Opening	Welcome and trust-building		
Exchange	Dialogue, collaboration, activity		
Reflection	Debrief and learning recognition		
After	Follow-up resources and next steps		

### 3. Digital Safety and Inclusion Checklist

Item	Yes/No	Notes
Meeting link tested		
Backup communication channel ready		
Clear ground rules prepared		
Accessibility options communicated		
Low-bandwidth alternative available		
Data protection notice included		
Consent for recording clarified		
Emergency escalation contact identified		

### 4. Module 2 Activity Sheet: Facilitation Scenario Cards

Scenario	What happened?	Facilitator response	Debrief question
Silence			What makes participation difficult online?
Dominating participant			How can we make space for all voices?
Cultural misunderstanding			How do intention and impact differ?
Discriminatory comment			How do we protect the group and keep learning possible?
Technical exclusion			What alternatives can keep the participant included?

### 5. Personal Facilitation Checklist

Skill	I already do this	I need to improve	Action step
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# CONSORTIUM



The DigiCreate consortium is a dynamic partnership of eight organisations spanning both EU member states and the Western Balkans. United by a shared commitment to fostering youth empowerment and driving innovation within the Cultural and Creative Industries (CCI) sector.



YOUTH POWER  
Germany



NVO GLAS  
MONTENEGRO



SPIN / OKRET



UCG  
Univerzitet Crne Gore



contextos



FAKULTET ZA  
POSLOVNU EKONOMIJU  
I PRAVO BAR

- Youth Power Germany e.V. – Germany
- Nevladina Organizacija GLAS (NVO GLAS) – Montenegro
- Udruženje Okret (SPIN) – Bosnia & Herzegovina
- Univerzitet Union Nikola Tesla (UnTesla) – Serbia
- Javna Ustanova Univerzitet Crne Gore Podgorica (UoM) – Montenegro
- Cooperativa Para o desenvolvimento e coesão social, CRL (Contextos) – Portugal
- Evolutionary Archetypes Consulting SL (EAC) – Spain
- Fakultet Za Poslovnu Ekonomiju I Pravo Bar (FPEP Bar) – Montenegro



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