

Facilitator Training Package

Downloadable Handouts, Templates and
Activity Sheets



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D3.2 Facilitator Training Package

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Participant Workbook

Project	DigiCreate - Intercultural Digital Dialogue and Networking in Cultural and Creative Industries for Young People
Work package	WP3 - Virtual Exchange Focus Groups / Digital Hive Toolbox
Deliverable	D3.2 Facilitator Training: Two Online Training Modules
Author	DigiCreate Consortium
Format	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
Use clear instructions			
Invite quieter voices			
Manage dominant voices			
Respond to harmful comments			
Debrief learning outcomes			
Close with reflection			

6. Reflection Worksheet

1. What did I learn about designing or facilitating virtual exchange?
2. Which method or tool can I apply in my own work?
3. What risk should I prepare for in future online dialogue?
4. What support do I need from my organisation or partners?
5. What is my next concrete step?

7. Evidence Tracking Sheet

Participant code	Module	Registered	Completed	Quiz submitted	Reflection submitted	Certificate/recognition sent

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 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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