TUTOR MANUAL

Event project planning

Aim

The aim of this resource is to introduce participants to a method of goal setting, problem solving and management of tasks in order to address community issues and to understand that they can make a difference by showing self-initiative and support solidarity and communication within and outside the community.

Objective

The objective of the event project planning is to encourage participants to actively approach issue they – as well as their community - are concerned by and to make use of an action plan tool to structure their work processes and feel confident when participating in or implementing an event.

Resources

- The event project planning PowerPoint with animated presentation

  or
- The event project planning illustrated learner workbook
- Tutor handbook
- Action plan

Time Required

It should take between 90 to 120 minutes to go through this exercise depending on the size of the group and the response of participants to the questions that follow.

Methodology

Show the animated PowerPoint and/or distribute the illustrated workbook. The presentation can be complemented with short group/partner activities. I.e. the examples presented on slide 10 can be converted into a group activity, in which participants are asked to conduct a short brainstorming on aspects that need to be considered for the planning of this event.
The action plan template can be used to support participants to identify the key factors and steps that are required to realise a project in their community.

The tasks linked to the presentation/material require concentration and reflection. It can be useful for participants to exchange on certain questions or receive feedback from others. Therefore, it is recommended to promote discussion

between participants and in the whole group. Use the following aspects to formulate questions and stimulate this debate.

Questions

1. Ask participants to divide in small groups or get together with a partner to collect ideas for a community event.
2. Give them the opportunity to reflect on needs within their community and how they could feed them by using their personal strengths and resources.
3. Use the experience within the group to discuss one or two proposed events that could be realised by the participants to support their local communities.

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