e-VELP

E-VELP HOST ORGANIZATIONS HANDBOOK

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WHAT IS E-VELP?

e-VELP is an Erasmus+ funded project started in April 2020. Its aim is to address the rising concern over the socio-economic challenges young migrants/refugees face when arriving in the EU. Often they are highly motivated and eager to integrate in society, but face the challenges of lacking professional skills, cultural understanding, and social agility. The e-VELP program seeks to provide a solution by developing online courses to train the young migrants/refugees to share their knowledge and culture with their local community. It also creates an active community coming together for the purpose of developing and learning.

evelp.teachsurfing.org

Next, you will learn who makes up the e-VELP community.

WHO IS THE E-VELP COMMUNITY?

Volunteer Educators (VEs)	**Volunteer Educator Trainers (VE-Trainers)**	**Host organisations**

Young migrants/refugees motivated to share their knowledge and culture with local communities.

e-VELP offers online courses and individual support for VEs, to train them to create quality workshops with the purpose to share their knowledge.

Young workers and trainers motivated to support young migrants & refugees throughout their journey to create and implement workshops.

e-VELP offers online course for VE-Trainers to guide them on how they can support VEs with different coaching and support tools & methods.

Host organisations are civil society or non-profit organisations, educational institutes, informal communities, or gathering places interested to host educational workshops for the general public, their members, students, or staff.

e-VELP offers them access to quality workshops offered by VEs.

WHAT IS TEACHSURFING.ORG PLATFORM?

We will now introduce you to TeachSurfing, which acts as an additional support network and tool to make VE workshops a reality.

In the TeachSurfing platform (https://teachsurfing.org) you will find 260+ organisations and 3300 individuals from +150 countries that are matched by teaching needs and teaching skills.

While taking part in e-VELP, VEs are asked to use the platform to:
- create their profile with their teaching skills
- get matched to or search for Host organisations
- post their workshop success story
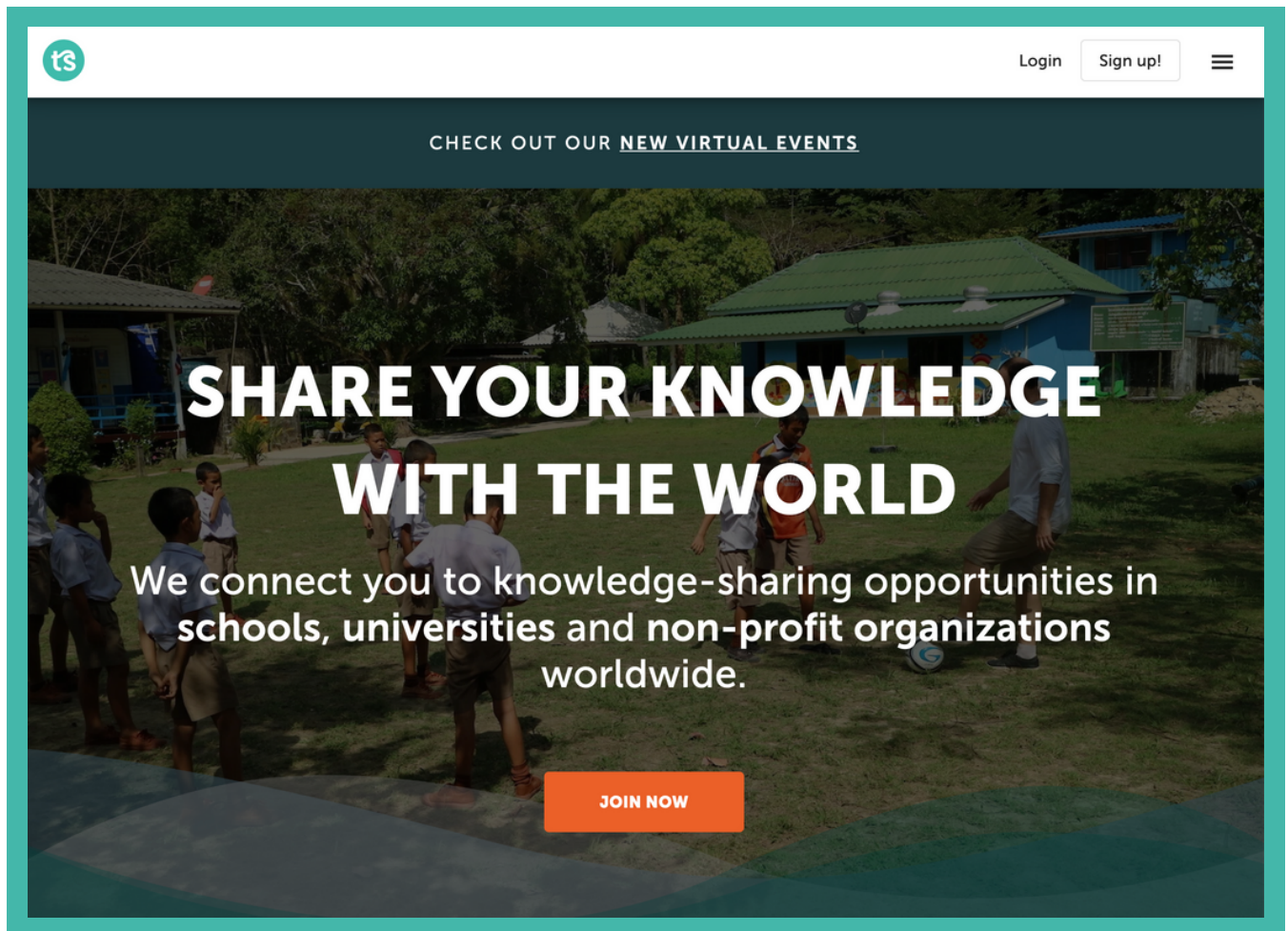
YOUR E-VELP JOURNEY AS A HOST ORGANISATION

Become a Host in 7 simple steps

It takes an average of one day to host the first TeachSurfing workshop. If you have previous experience in organising and hosting similar workshops, or if you have an active community who is interested to learn the topic offered by the VE, then your time investment in organising the workshop will be shorter. In the same way, in case you have no previous experience, you may need to invest more time in order to organise a quality workshop.

For example, if you are a cultural center you can host a VE workshop on presenting new cultures and languages with very low time investment. If you are an IT institute and you already have students and an active community of learners in the field of IT, you can also host a TeachSurfing workshop for your community with low time investment.

How to become a Host in 8 steps and 8 hours!:

Initial steps:
15 min 1. Apply for e-VELP!
60 min 2. Have an onboarding interview with the e-VELP team
15 min 3. Create a personal and a host profile on teachsurfing.org

Repeating steps for each workshop:
30 min   4. Receive and consider workshop offers from Volunteer Educators (VEs)
120 min 5. Plan the workshop together with the selected VE
60 min   6. Invite your community to participate in the workshop
120 min 7. Host the workshop and collect feedback
60 min   8. and share your story on teachsurfing.org

STEP 1 - APPLY FOR E-VELP!

Apply for e-VELP by filling in this form. We invite Host organizations in Germany, Italy, Cyprus, Romania and Lithuania to apply.

STEP 2 - HAVE AN ONBOARDING INTERVIEW WITH THE E-VELP TEAM

Once you apply, we will review your profile and contact you for scheduling a personal meeting or a call. The aim of this meeting is to get to know each other in person, align on expectations of both sides and answer any other questions you might have. Furthermore, we can assist you on how to create your Host profile and how to describe your organisation's Teaching Needs in order to attract VEs to offer their workshops for your community.

STEP 3 - CREATE A PERSONAL AND A HOST PROFILE ON TEACHSURFING.ORG

Creating a Host profile is one of the most important tools which enables you to have an excellent e-VELP experience. A great Host profile gives you the perfect opportunity to build trust with potential VEs and create a good first impression. The Host profile allows VEs to learn about your organisation's vision, cause and target group, so they become motivated and make a decision to offer their workshop for you.

How to register a new Host profile:

1. Create your own personal profile on the website. We recommend you to use a general organisation email address which is accessible by your other team members. This will reduce the risk of missing a VE request in case you are not reachable to reply to their email.

2. After your personal profile is created, click onon the top bar and then click on "Add Organisation" from the drop down menu. A pop-up window will appear.

3. Fill in the respective fields with your organisation name and address. Also, include the link to your website, if you have one.

4. Once you've completed these basic steps and clicked on "Save", a generic profile for your organisation is created. And then the fun part starts :)

5. By clicking on "Edit", add your organisation's logo. Add a couple of sentences in the "About us", e.g. what your organisation is doing, how long ago it was established, what its primary goal is, etc. Organisations with full profiles are more trusted and engaged, than those, which are incomplete.

6. Finally but importantly, indicate your workshop topic wishes in the form of Teaching Needs by adding them to your Host profile. Assign them categories and provide a brief description for each Teaching Need including the expected objectives and target audience. This is a critical step, as it allows VEs to easily understand how their skills match your needs and make an informed decision, whether to contact you or not. ** make connection between workshop topic and Teaching Needs

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Home > Host organizations > Armenian Society of Biologists NGO

Armenian Society of Biologists NGO
Host organization
📍 Paruyr Sevak Street, Yerevan, Armenia
🔗 www.biology.am
💬 Armenian

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DESCRIPTION
Armenian Society of Biologists NGO (before 2018, Young Biologists Association NGO) has been established in 2009 and more than 11 years successfully implements environmental, scientific, educational and different public events and projects. Our mission is to introduce scientific, educational, environmental technologies and solutions in Armenia. Our main stakeholders are people related to science, nature conservation, agriculture, ecotourism, and community development. The members of the organization are more than 350 researchers, lecturers, young scientists and students from universities and scientific institutions of Armenia.

BENEFITS
🎒 Knowledge   👁 Sightseeing   👥 Networking

TEACHING NEEDS

Biodiversity research, conservation and monitoring

We invite all interested Teachsufers (preferable with knowledge of basic Armenian) to share their knowledge and experience on biodiversity relevant topics (e.g. research, conservation and monitoring, etc.) with the staff of the protected areas of Armenia such as Khosrov Forest State Reserve, Dilijan National Park, Zangezur Biosphere Complex, Arpa Protected Landscape.

Ecotourism

We invite all interested Teachsufers (preferable with knowledge of basic Armenian) to share their knowledge and experience on ecotourism relevant topics (e.g. visitor welcoming, trail building and maintenance, etc.) with the staff of the protected areas of Armenia such as Khosrov Forest State Reserve, Dilijan National Park, Zangezur Biosphere Complex, Arpa Protected Landscape.

Environment

STEP 4 - RECEIVE AND CONSIDER WORKSHOP OFFERS FROM VOLUNTEER EDUCATORS (VES)

Via the e-VELP program, we are training 25 young migrants and refugees in Germany, Italy, Cyprus, and Romania on how to prepare and offer quality workshops in their field of expertise or about their culture. The workshop topics of the e-VELP program participants include, but are not limited to:

* Personal development, career development, soft skills
* Language, culture, and art
* Music
* Cinema and intercultural exchange and communication
* Diversity, African culture and integration
* Migration journeys and cultural conventions (e.g. marriage) using theatre techniques
* Creativity
* Critical thinking
* Integration procedures and services for newly arrived asylum seekers

The e-VELP training participants receive an online course including exercises on how to prepare and offer their TeachSurfing workshop. Additionally, they participate in workshops and individual coaching sessions to assist them in preparing and executing their workshops.
During their training they will be actively contacting matching Host organisations over teachsurfing.org platform and sending them their workshop proposals.

Once your Host profile is reviewed and completed, we will start promoting your organisation in the TeachSurfing.org network and for e-VELP program participants. Additionally, each Volunteer Educator can actively search for and contact your organisation in order to propose their workshops.

Once a VE contacts you and sends you their workshop summary, please review their workshop summary. If the workshop topic is interesting and matching to your team or community members learning interests, ask them to send you their workshop proposal which they prepared as part of their training using the workshop proposal template.

Creating your organisaion profile on teachsurfing.org not only will expose you to Volunteer Educators, but to a pool of 3300 experts from over 150 countries (so called TeachSurfers) who are interested to share their knowledge voluntarily with you.

STEP 5 - PLAN THE WORKSHOP TOGETHER WITH THE SELECTED VE

Agree upon and update the workshop proposal fields:

- 'Target group' - The target group are your team members or community members who will participate in this workshop. Clarify the target groups age, background, learning interest and level of knowledge in the field.

- 'About the VE' - After reading this section, ask them specific questions about their related previous experiences connected to the workshop topic such as study, trainings or work. If you find it necessary, you can ask the VE to send you their CV. This information is not only critical for you to make a final decision on whether you are interested in hosting their workshop, but it will also be important in attracting your community to participate in the workshop.

- 'Workshop summary' and 'agenda'
- Agree on the workshop summary and agenda. Ensure the workshop content is aligned with the goals and purpose of your organisation as well as the learning interests of your community members.

- 'Date & duration' - Agree on the workshop duration and date based on your organisations availability and the VE's availability. Consider public holidays and if you are an educational institute such as a school or university, consider the exam times and semester breaks when deciding on the workshop dates, as there may be a lower participation rate during these periods.

- 'Required material' - Clarify which materials are needed for the workshop and if the VE would need your support in providing the material. For example, technical requirements (sound, projector etc,.) and non technical items (flipchart, paper, pencils, sport equipment, whiteboards, tables etc).

Agree upon and add new fields to your proposal:

- **'Workshop language'** - Decide on the language of the workshop: The best case is to offer a workshop in a language which is native to the VE and the participants. However, this is often not possible for TeachSurfing workshops. Therefore it is necessary to identify the best suited common language for the VE to present in and for the audience to learn. Many times this is English. If the VE offers their workshop in a language that is not native for the workshop participants, you should consider if you need a translator for the workshop. To decide whether you need a translator for the workshop or not, please consider following points:
- If you decide to have a translator, it is prefered to have a professional translator. The professional translator can translate accurately and in real time. This will assure that the quality of the workshop is not compromised.
- Consider that the time of the workshop will be prolonged due to the translation time. For example if the workshop duration is 2 hours, when doing a workshop with translator it would take 3 hours.
- **'Workshop location'** - Consider the workshop space requirements such as the number of participants, tables, chairs, boards, projector or computers when deciding on the workshop location.

Clarify the below organisational formalities

- **'Number of participants'** - Decide on the minimum and the maximum number of participants that could participate in the workshop.
- **'Time'** - Plan the time when you and the VE will meet in the workshop location. We recommend that both parties be present in the workshop location one hour prior to the start time to make sure you have access to the space and enough time for setting up the space, checking the technical requirements, as well as getting comfortable with the space.

Your role as a Host: Be sure to have an organisation representative (in the best-case scenario, this would be you) present during the workshop. At the beginning of the workshop, your organisation representative is responsible for receiving the participants and for introducing the VE to the participants. During the workshop, the representative should be present for support in case needed, as well as to organise the workshop break time. At the end of the workshop, you are responsible for distributing and collecting feedback forms for the workshop evaluation. This feedback will be provided to you via TeachSurfing and the result will be used to support the VEs in improving their workshop as well as for TeachSurfing to measure our social impact and outcome.

STEP 6 - INVITE YOUR COMMUNITY TO PARTICIPATE IN THE WORKSHOP

It is very important to invest carefully in promoting the workshop and advertising what is special about the workshop topic and the VE. Below we list some tips on how to assure high rate and high quality participation for your workshop.

TIP 1 - We highly recommend you to make the workshop public and invite both members and non-members to join the workshop. Hosting a TeachSurfing workshop is a great opportunity to present your organisation and to attract new community members. However, making the TeachSurfing workshop accessible for public may not be possible for educational institutes who are hosting the workshop as part of their curriculum.

TIP 2 - Create your event content simply by re-using the content from the workshop proposal and a picture showcasing the workshop topic. Ask the VE to provide one or more pictures representing the workshop. You can use these materials for online and offline promotion of the workshop.

TIP 3 - Start promoting the workshop at least 14 days before the workshop date. The earlier you start, the more participants you will reach. Make sure you give enough time for the participants to plan and save the date of the workshop in their schedule.

TIP 4 - We recommend you to use event management platforms such as Eventbrite in order to create and manage your event. When creating tickets for the event make sure to create free tickets.

By using an event management platforms you can manage the workshop statistics such as number of people who registered compared to the number of people who ultimately attended, as well as your activities such as managing ticket cancellations and waiting lists.

TIP 5 - Use your usual promotion channels and get inspired to use new ones!

- Use online channels such as Facebook, Instagram, Twitter, email distribution lists, newsletters etc. to promote the workshop. Check this article to get some tips on how to promote an event in social media: (https://www.tintup.com/blog/10-social-media-tips-to-promote-your-next-event-without-spending-a-dime/)

- Use offline promotion tools such as flyers and posters. You can put up the workshop posters or leave flyers in your organisation, as well as in your partner organisations locations and your neighborhoods public spaces. This will bring visibility and attraction not only for the workshop but also to your organisation.

- Inform your team members about your collaborations with TeachSurfing and invite them to join the workshop.

- Ask the VE to promote the workshop through their network and social media channels. It is to their own advantage to advertise the workshop they are offering. Remind them that the more attendees at the event, the higher their workshop outreach and impact.

- Invite your partners and their communities to the event. A TeachSurfing workshop is a great opportunity to straighten your local collaborations and partnerships.

STEP 7 - HOST THE WORKSHOP AND COLLECT FEEDBACK

In Step 4, during the workshop planning, we introduced you briefly to your role as a Host organisation during the workshop. It is important to have at least one representative from your organisation present during the workshop.
Below is a checklist of activities that you need to do as a Host organisation.

- Arrangements to make before the workshop starts
- Meet the VE one hour prior to the workshop
- Setup the workshop space including chairs, tables, boards etc together with the VE
- Setup and test the workshop technical requirements: projector, speakers etc together with the VE
- Prepare water and if possible coffee, tea, and some snacks for the participants. Setup a check-in counter where you can welcome the participants and provide them with name tags. A name tag can be created simply by providing a paper tape and marker to the participants and asking them to write their name
- In case you are taking photos during the workshop, which we highly recommend. ask the participants to sign an agreement form XXX form
- Activities during the workshop
- In the beginning of the workshop, introduce the VE
- During the workshop, support the VE if needed
- Organise the workshop break time
- At the end of the workshop spread and collect the feedback forms. This feedback form will be provided to you via TeachSurfing
- Activities after the workshop
- Forward us the feedback forms via email or post. We will create and share with you the result in the form of an impact report which you can reference in your own organisation's impact measurement. Additionally the feedbacks will be used to to support the VEs in improving their workshop

STEP 8 - SHARE YOUR STORY ON TEACHSURFING.ORG

Please write a short story to share with the TeachSuring community about your experience. This information is helpful for the next VEs as well as other Host organisations in the platform. The stories also count as experience and reputation for your organisation and motivate future VEs to engage with you and offer workshop for your community.

To help you sharing your story we put together 8 guiding questions. You can use these questions to put together your story line. Please make sure to upload some pictures of the workshop, as one image tells more than thousand words.

First contact:
1) How did you get in contact with the VE?
2) How did you organize and plan the workshop?
About the event:
3) What was the presentation/workshop topic?
4) Who were the participants (age, background etc.) and how many people attended?
5) Do you think that the event had an impact in their life? What were their impressions and feedback?
6) What is a special moment you will remember from this workshop?
Your advice:
7) From your experience, what do you advise to our future VEs and other Host organisations?
8) What went well, and what could be improved?

e-VELP

TeachSurfing

Center for Social Innovation

Vilniaus universitetas

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the world is only one creature

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