TOOL KIT FROM THE TRAINING COURSE

ACTING-OUT
Theatre for Active Citizenship

05th – 11th May 2013
Melilli (SR), Sicily, ITALY

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NOTE: the following tool kit refers to the non formal education activities implemented during the training course

05th MAY 2013 – (Sunday - 1st DAY)

TOPIC: ICE BREAKERS AND NAME GAMES

Name ball

Tool details:

Title	Name ball
Tool type	Ice breaker/Name game
Tool topic/s	Getting to know each other, create the group
Aim	To remember the names and to make participants interact
Material needed	One ball
Duration	10 minutes
Description	Trainer invite participants to stand in a circle, in the first part of the game, every participant have to throw the ball to another participant saying his/her name. In the second part every participant has to throw the ball to another participant saying the name of the person that is receiving the ball.

Alphabetic order

Tool details:

Title	Alphabetic order
Tool type	Ice breaker
Tool topic/s	Non verbal communication
Aim	To make the group refreshing the names; to demonstrate that there exists several, different types of communication and that there are also several ways to communicate non verbally
Material needed	Adhesive tape
Duration	20 minutes

Description	Trainers explain that a competition is starting and divide participants in 2 groups, every group representing a team. Two long adhesive tape lines are stuck on the floor and participants are asked to create a line and to touch the line with their feet. The game has to be played in silent, participants have to find "alternative ways" to communicate and when they have to move from their position, they cannot leave the strip with their feet. The first task is to create the alphabetic order of the team from A to Z. The group that suppose to have finished as a first should raise the arms. The second task is to create the age order of the team from the younger to the older. The group that suppose to have finished as a first should raise the arms.

Name and gesture

Tool details:

Title	Name and gesture
Tool type	Ice breaker/Name game
Tool topic/s	Getting to know each other, create the group
Aim	To remember the names and to make participants interact in a funny way
Material needed	/
Duration	15 minutes
Description	Trainer invites participants to stand in a circle. The first who starts has to say his/her name and to make a movement (if she or he wants can also add a sound). The second has to repeat the name and the movement of the first and has to add his/her name and gesture. The same procedure till the end of the circle.

TOPIC: TEAM BUILDING ACTIVITIES AND GROUP DYNAMICS

Human Bingo

Tool details:

Title	Human Bingo
Tool type	Getting to know each others activity
Tool topic/s	Getting to know each others
Aim	The make participants interact and get in touch in an interactive way
Material needed	An A4 copy of the questions plus pens
Duration	15 minutes
Description	In its simplest form each participant is given the A4 and is asked to mix and try to find the persons (with name) that correspond (if any) to the questions. When the time is over we see who is the winner, the one who has filled the most questions with names. NOTE: each person can only be answering one question in a given A4. (1 name 1 time each A4)

HUMAN BINGO QUESTIONNAIRE

Who has his/her birthday during the workshop?	**Who can tell a good joke?**	**Who has some experience in local projects or initiatives about legality?**	**Who speaks more then 3 languages?**	**Who likes to and can cook?**
Who can move his ears without touching them!	**Who travelled more than 10 hours to get here?**	**Who knows nice energisers?**	**Who has minimum 3 brothers and sisters?**	**Who has been in Italy before?**
Who knows how to draw?	**Who has domestic animals?**	**Who is experienced in non formal education?**	**Who plays an instrument?**	**Who can walk on his / her hands?**
Who knows the first article of the universal declaration of Human Rights?	**Who has a unique hobby? And what is it?**	**Who has already participated in a voluntary project?**	**Who is employed by his /her organisation?**	**Who can give a good massage?**
Who realizes local activities with young people?	**Did you ever used artistic methodologies in the projects /initiatives you have been implemented?**	**Who has a tattoo?**	**Who has already travelled in at least 3 continents?**	**Did you have ever worked with youth who were themselves involved in micro-criminality and juvenile crimes?**

The nets

Tool details:

Title	The nets
Tool type	Team building game
Tool topic/s	Team building and an ice breaker
Aim	To cooperate in small groups, to experiment trust and analyse the group dynamics
Material needed	Ropes, trees
Duration	30 minutes
Description	Outside are created two spider nets with the ropes. Each spider net has different holes. Trainer divide participants in two sub-groups and present the activity. The task of each group is to pass from a side to another of the net, using different holes and cooperating within the group. Participants cannot use words. Trainer also explain that is a competition and that the fastest group will win. When all the people of the group passed in the other side of the net the group should stop the activity and says that they finished.

The rope

Tool details:

Title	The rope
Tool type	Team building game
Tool topic/s	Team building and ice breaker
Aim	To cooperate in small groups, to experiment trust and analyse the group dynamics
Material needed	Rope

Duration	20 minutes
Description	Setting: two person are stretching a rope, the rope is approximately on the shoulders of the two persons. Trainer divide participants in two groups and present the activity. The task is to find a way to jump from one side to the other of the rope, without touching it. Debriefing in plenary about the group role in the workshop implementation. Key questions for the debriefing: • Why did we play these activities? • What did you notice during the activity? • Did every body equally participate? • Did you really cooperate within your group? • Did someone take the leadership? • How was the cooperation? • Did you trust the other people in the group? • Did you feel uncomfortable somehow in some part of the activity? • Do you think the activity could be solved or managed in some other ways?

TOPIC: EXPECTATIONS, FEARS AND CONTRIBUTIONS

The Laundry

Tool details:

Title	The Laundry
Tool type	Work in group to present and share fears, expectations and contributions
Tool topic/s	Getting to know each other and group creation
Aim	To share within the group the fears and the expectations toward the experience
Material needed	Photos, rope, cloth-pegs
Duration	60 minutes
Description	Setting: the room is prepared as a laundry, there are some ropes and stuck on the ropes there are some photos. Soft music. Participants have to walk in the space and to have a look of the photos, then they have to choose two photos each, one representing their fear, one their expectation. Presentation in plenary, in the circle, one by one, explaining the fear, the expectation and explaining also in which way we think to contribute to the project.

TOPIC: WELCOME CEREMONY

Welcome Ceremony: inside legality and citizenship

Tool details:

Title	Welcome Ceremony: inside legality and citizenship
Tool type	Ice breaking and team building + first step in the workshop topic
Tool topic/s	Group creation and getting to know each others
Aim	To break the ice, to create the proper atmosphere for the workshop, to experiment trust, to introduce the participants to the workshop topics
Material needed	24 Note book; 24 pens; markers; 24 strips of fabric (black); colours; tempera colours; brushes; flipcharts; plastic (to cover the floor); music and instruments to produce different sounds
Duration	45 minutes
Description	Setting: the plenary room, the plastic to cover the floor and flipcharts above the plastic. In the middle are set colours and brushes and around, on the different sides, 24 positions. Trainers explain to participants that they have to thinks about one definition (no longer than one sentence) about what does it means for you "legality". Then participants are blind folded and accompanied in the sensorial pathway. After the pathway participants are accompanied in the workshop room, they are guided by the trainers and accompanied in front of their position. The blind folder are moved on and they are asked to take their time, to reflect about their definition and to write the sentence on the flipchart. If they prefer they can also draw the definition.

06ᵗʰ MAY 2013 – (Monday – 2ⁿᵈ DAY)

TOPIC: INTERCULTURAL LEARNING

Snow ball - legality for me

Tool details:

Title	Snow ball - legality for me
Tool type	Snow Ball
Tool topic/s	Legality
Aim	To make participant share their definition of "legality"; to make them share different points of view and search for common points and differences
Material needed	Post it, paper, pens, flipcharts and markers
Duration	45 minutes
Description	STEP 1. each participant receives a post it and a pen. STEP 2. each one has 3 minutes to write on the post it what "legality" is. STEP 3. groups of 2 participants are created. They have to present their 2 definitions and discuss them, finding common aspects and they have to create a new, single, definition. They have at disposal 6 minutes. STEP 4. groups of 4 participants are created (a group of 2 is mixed with another group of 2). They have to present their 2 definitions and discuss them, finding common aspects and they have to create a new definition. They have at their disposal 8 minutes. STEP 5. groups of 8 participants are created (a groups of 4 is mixed with another group of 4). They have to present their 2 definitions and discuss them, finding common aspects and they have to create a new definition. They have at their disposal 12 minutes. STEP 6. in plenary the three groups present their definition. Key questions for the debriefing: • How was the process? • How was the cooperation within the group? – Did every body participate? • Was it hard to find common definitions? • Did you change your opinion about legality? • Did you agree with the new definitions?

In my society

Tool details:

Title	In my society
Tool type	Simulation game
Tool topic/s	Cultural diversity, prejudge, and stereotypes, conflicts and legality
Aim	This exercise is focused on the encounters of two cultures, how they function and change during the process. • cultural misunderstandings and clashes • lows-legality vs illegality
Material needed	nothing
Duration	90 minutes
Description	STEP 1. participants are divided into three groups, the citizens of X, Y and Z. Then they are asked to construct their own cultures and they should identify the following aspects: 1. name of their society 2. flag 3. create your language 4. taboo 5. things legal 6. things illegal 7. sanctions STEP 2. they have few minutes to "practice" their culture and to reharse STEP 3. 2 migrants/ambassadors visit the other societies and stay there for a while. On their way back they have to report to their own society what they have seen and how, according to their opinion, the other society is structured. K-questions for the debriefing: • How did you perceive the other society? • What is the hierarchy? • How do they greet? • What is a taboo? • What is the sanction if you do break the taboo? • Whet is legal? • What is illegal?

TOPIC: NEEDS ANALYSIS AND LEGALITY

Needs analysis and legality in my country

Tool details:

Title	Needs analysis and legality in my country
Tool type	Work in group to present and share the needs analysis of the different backgrounds and the "concept" of legality in the different countries
Tool topic/s	Needs analysis and legality in the different countries
Aim	To set a detailed needs analysis of the different national and local backgrounds; to analyse the differences and similarities between the different countries, with a specific focus on the **concept of legality** (what we do define "legality", how it is perceived in the different backgrounds and what there is behind the definitions) The activity aims also at deepening the causes that might lead people (young and adults) to be excluded and marginalized and what are the consequences of these exclusion.
Material needed	Flip charts, markers, pens, post it, colours, pens, paper ….
Duration	60 minutes
Description	Participants are divided in national groups and are asked: 1. to identify the needs analysis of their local backgrounds; 2. to make a specific focus on the concept of legality: what do define "legality", how it is perceived in the different backgrounds and what there is behind the definitions; 3. to organize an interactive presentation of results for the plenary ; Each presentation should last, maximum 5 minutes NOTE FOR THE DEBRIENFING: • there are different ways to define legality, according to the different backgrounds and life' experiences • to check what there is behind the definitions • WORDS → LABELS

08th MAY 2013 (Wednesday – 4th DAY)

TOPIC: LAWS, GOOD PRACTICES AND WORKING METHODS

Laws …. behind words

Tool details:

Title	Laws …. behind words
Tool type	Work in small groups
Tool topic/s	Laws and procedures adopted in the different countries to "facilitate" the "reinsertion in society"
Aim	To make participants share the different laws and procedures adopted in the different countries to "facilitate" the "reinsertion in society"; to discus about the "reinsertion" concept from a critical point of view
Material needed	Pens, papers, flipcharts, colours and markers
Duration	90 minutes
Description	Participants are divided in 5 mixed groups (approximately 5 each). The task of each group is: 1. to analyse the **laws and procedures** adopted in the different countries to "facilitate" the "reinsertion in society" of: • adolescents and minors coming from families involved in illegal acts; • youth who were themselves involved in micro-criminality and juvenile crimes; • adults who have been involved in criminal acts and after having solved their status with the penal justice, are trying to be involved in a concrete job reinsertion. 2. to organize an interactive presentation of results for the plenary.

Sharing good practices and working methods

Tool details:

Title	Sharing good practices and working methods
Tool type	Work in small groups

Tool topic/s	Good practices and working methods to facilitate the "reinsertion"
Aim	To make participants share the good practices adopted in the different countries to facilitate the active participation in society of these groups and the working methods used to stimulate the active participation and the promotion of legality
Material needed	Pens, papers, flipcharts, colours and markers
Duration	90 minutes
Description	Participants are divided in 5 mixed groups (approximately 5 each). The task of each group is: 1. to share the good practices adopted in the different countries to facilitate the active participation in society of these groups; 2. to share the working methods used to stimulate the active participation and the promotion of legality Than each group presents in plenary the results of the activity and the good practices pointed out. Each presentation should last, maximum 5 minutes

09th MAY 2013 (Thursday – 5th DAY)

TOPIC: NON FORMAL EDUCATION AND CONFLICT MANAGEMENT

Case studies on conflicts

Tool details:

Title	Case Studies on conflicts
Tool type	Interactive work in group to analyse conflicts
Tool topic/s	Legality and active citizenship
Aim	To analyse conflicts from different perspectives; to analyse the different characters in the conflict given situation; to look for possible solutions to manage conflicts in non violent ways
Material needed	The case studies and a big space for the representations
Duration	60 minutes
Description	Participants are split in different groups (around 5 each) and receive the hand out with a case study. The trainer explain that their task are: • to analyse in detail the conflict situation; • to analyse the different actors in the given conflict situation and their needs; • to search for possible non violent management of the conflict situation. While they are discussing they should also decide how to represent the case study. NOTE: each case study should present stories of adolescents, young people and adults who were themselves involved in micro-criminality or had problems with the laws.

Acting conflicts!

Tool details:

Title	Acting conflicts! Case Studies
Tool type	Interactive Role Play Game with Theatre

Tool topic/s	Legality and active citizenship
Aim	To analyse conflicts from different perspectives; to analyse the different characters in the conflict given situation; to create real situations of social exclusion that might be experienced in the daily life; to reflect on social exclusion; to look for possible solutions to manage conflicts in non violent ways
Material needed	The case studies and a big space for the representations
Duration	120 minutes
Description	The trainer explain that the following task is to represent in a theatrical way (with an improvisation) the case study (keeping a big attention to the roles of the "oppressor" and of the "oppressed"). But the representation has to be only about the conflict and NOT the possible solution. Than each group makes the representation, one by one. After the representation each group remains on the stage and the following k-questions are asked: • What did they represent? (to the audience) • What did you represent? (to the actors) • How did you feel? (to the actors) • Do you think the situation you represented may happen in the real life? • Which solution can be found? (to the audience) • Which solution/s did you find out? (to the actors)

10th MAY 2013 (Friday – 6th DAY)

TOPIC: DEVELOPMENT OF NEW INITIATIVES

The project footsteps

Tool details:

Title	The project footsteps
Tool type	Frontal, short presentation about the foot step of the project
Tool topic/s	The project footsteps
Aim	To introduce participants to the main footsteps of a project; to make tem getting new competences to create, design and implement a project that could be afterwards used in their local background
Material needed	.ppt presentation, paper, pens
Duration	30 minutes
Description	Short frontal presentation, with the .ppt support, to introduce the project foot steps and the project life' cycle. NOTE: use the .ppt "K-concept for the training PROJECT MANAGEMENT STEPS"

Project proposals: launch and selection

Tool details:

Title	Project proposals: launch and selection
Tool type	Individual work
Tool topic/s	Selection of the projects participants will work on
Aim	To launch different project proposals; to choose 4 project proposals
Material needed	Pens, papers, flipcharts, colours and markers
Duration	60 minutes

Description	Trainers introduce the activity to the group: STEP 1: each participant should think about a project to promote legality and active part and define the following aspects on a piece of paper: • Title; • Topic; • Aim; • Target; • Short description and outputs SSTEP 2: each participant has to copy on the flipchart his/her project proposal STEP 3: each participant has to carefully read the different project proposals, than will receive 4 post it and has to choose the 4 project proposals in which he or she is more interested in work on STEP 4: matching and creation of the 4 groups that will work on the project implementations

AfL – Actions for Legality!   - step 1

Tool details:

Title	AfL – Actions for Legality!
Tool type	practical exercise in group to set a project
Tool topic/s	Implementation of new project proposals
Aim	To make participant get new competences to create, design and implement a project about legality that could be afterwards used in their local background
Material needed	flip charts, papers, pencils, markers, pens, scissors, glues ….
Duration	60 minutes
Description	Participants are divided in 4 or 5 groups, each one has to design, draft and implement a project about the workshop topic. NOTE: the basic idea is that these projects could be afterwards implemented by participants, on their way back home, with other potential beneficiaries.

11th MAY 2013 (Saturday – 7th DAY)

TOPIC: DEVELOPMENT OF NEW INITIATIVES

AfL – Actions for Legality!   - step 2

Tool details:

Title	AfL – Actions for Legality!
Tool type	practical exercise in group to set a project
Tool topic/s	Implementation of new project proposals
Aim	To make participant get new competences to create, design and implement a project about legality that could be afterwards used in their local background
Material needed	flip charts, papers, pencils, markers, pens, scissors, glues ….
Duration	180 minutes
Description	Participants are divided in 4 or 5 groups, each one has to design, draft and implement a project about the workshop topic. NOTE: the basic idea is that these projects could be afterwards implemented by participants, on their way back home, with other potential beneficiaries.

AfL – Actions for Legality!   - project presentation and assessment

Tool details:

Title	AfL – Actions for Legality!
Tool type	practical exercise in group to set a project
Tool topic/s	Implementation of new project proposals
Aim	To make participant get new competences to create, design and implement a project about legality that could be afterwards used in their local background
Material needed	flip charts, papers, pencils, markers, pens, scissors, glues ….

Duration	90 minutes
Description	The different projects proposals, elaborated the day before are presented in plenary, are evaluated and it's done the final assessment.

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