

# DIGITAL TOOLS FOR YOUTH WORKERS

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Spain



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# INTRODUCTION

In today's rapidly evolving world, digital tools have become an integral part of our daily lives, significantly impacting various sectors, including education and youth work. As youth workers, embracing digital tools is essential for effectively engaging, supporting, and empowering young people. This handbook aims to provide you with a comprehensive understanding of why and how digital tools work, strategies for innovation, management tools, non-formal education (NFE) tools, and leveraging social media for impactful youth work.

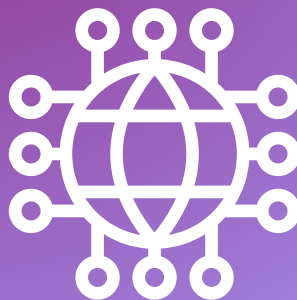
In the first chapter you will explore the significance of digital tools in enhancing youth engagement, communication, and learning.

In the second part you will learn about the key principles of innovation and how to cultivate an innovative mindset among youth workers.



In sections 3, 4 and 5 you will find information about Management, NFE and Social media tools: the description of the tool, which purpose it is used for, where to find it and where you could find inspiration (tips, tutorials, blogs etc.)

If you want to learn more about similar Erasmus+ projects, organizer and partner NGOs, please check information at the end of the handbook.



# WHY DIGITAL YOUTH WORK AND HOW?

Digitalizing youth work is crucial because it aligns with the preferences and habits of today's young generation. By embracing digital platforms and tools, youth workers can effectively reach and engage young people in a manner that resonates with their tech-savvy lifestyles. This transition makes youth work more up-to-date, appealing, and attuned to the evolving ways in which young individuals interact with information and each other.

The shift to digital youth work offers accessibility advantages, breaking down geographical barriers and making programs and resources available to a wider and more diverse audience. This inclusivity is particularly valuable for young people who might face limitations in attending in-person activities. Moreover, the digital environment allows for greater customization, enabling youth workers to tailor content and experiences to the specific needs, interests, and learning styles of individual participants. The interactive nature of digital platforms fosters engagement by incorporating elements like quizzes, polls, multimedia content, and interactive discussions.

This dynamic interaction enhances the learning experience and encourages active participation. By embracing digitalization, youth work becomes more youth-centric and adaptable, allowing young people to take an active role in co-creating content, sharing their thoughts, and contributing to the direction of initiatives.

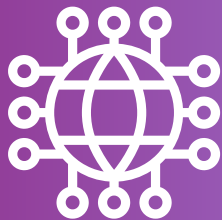
Furthermore, digital tools provide insights through data collection and analysis, offering youth workers valuable information about participant engagement, preferences, and progress. This data-driven approach can inform program design, enabling continuous improvement and increased effectiveness.



# WHY DIGITAL YOUTH WORK AND HOW?

As society rapidly evolves in a digital direction, incorporating digital tools into youth work ensures that young people are prepared for the digital landscape they will navigate in various aspects of their lives. Beyond technological skills, digital youth work encourages innovation, critical thinking, and adaptability—skills that are essential in a fast-paced and ever-changing world.

While embracing digitalization offers numerous advantages, it's essential to strike a balance, ensuring that the human element of youth work—personal connections, mentorship, and face-to-face interaction—is not lost amidst the technological advancements. Ultimately, the convergence of digital tools and traditional youth work principles creates a holistic and impactful approach that resonates with the diverse needs and aspirations of today's youth.



# HOW TO INNOVATE?

Innovation in Youth work will always prioritize the empowerment of young people. The innovation should start with the creation of a safe and inclusive environment that encourages Young people for growth, learning and active participation.

These are the key principles to innovate Youth work:

1. Understand the needs: you need to conduct a market research to understand the challenges, interests and goals of your target audience, this will allow you to have insights into the areas where innovation is most needed.

2. Involve Young People: you need to involve Young people in the project design to create relevant and impactful youth programs, this cooperation guarantees initiatives resonate with your target audience.

3. Embrace Digital Tools: you should use digital tools and platforms that youth are familiar with, e.g. social media, online collaboration tools, VR experiences and gamified learning, this will improve learning results and engagement of Youth.

4. Experiment new learning formats: you should try to use innovative learning formats like podcasts, digital tools, interactive workshops and virtual reality experiences, this will make learning more engaging and memorable.

5. Focus on Real-world Skills: you should design programs that will provide young people with practical skills that are relevant to their future careers and personal growth, e.g. workshops on communication, financial literacy and project management.



# MANAGEMENT TOOLS

## CANVA

Canva is an easy and fun graphic design tool to use. This tool has a database of web graphic elements, photos, videos, that you can combine and design impressive graphics, illustrations, and presentations. This tool is very useful if you want to create on-brand marketing content in social media. If you want to learn how to use this tool, go to the website <https://www.canva.com> and join the design school.

## iMOVI

iMovi is for iPhone, iPad touch, Mac and iPad users. This app enables you to create professional- looking videos. Just upload your own clips, photos, soundtrack and combine them into an inspiring video. Creating memorable, attractive, cinema quality video for social media has never been so easy. Click on this link <https://www.apple.com/imovie/> and check if this tool is for you. You can find many iMovi tutorial videos on Youtube.

## CAPCUT

Capcut is a great video maker app with everything beginners need to create simple yet stunning videos. This app can be useful in spicing up your social media content. Capcut is good for Tiktok because his concept simplified the editing process for users with automated AI- powered tools easily. Try making a video with Capcut <https://www.capcut.com/>. You can find Capcut tutorial videos on Youtube.

# MANAGEMENT TOOLS

## DAVINCI

DaVinci is the only application in the world that allows you to combine editing, color correction, visual effects, animation and sound. This app provides you with lots of drawing tools, supportive community, and lessons. You can make your social media platforms eye-catching with artistic design. You have to necessarily try to use this application.

<https://www.blackmagicdesign.com/nz/products/davinciresolve>

## NOTION

Notion is an all-in-one workspace tool that combines note-taking, project management, collaboration, and database capabilities. It's designed to help individuals and teams organize information, manage tasks, and collaborate effectively. Two plans are available: the free one where the collaboration possibilities are limited, and the plus plan which is paid but has more possibilities to work in teams. Also the plus plan is free of charge for students and educators who can register with the email of their educational center.

Notion provides a text editor that allows you to create and organize notes, documents, and articles. It lets you create databases to store and organize information.

Notion supports real-time collaboration, making it possible for multiple users to work on the same documents and databases simultaneously. Notion offers a wide range of templates for various purposes, such as note-taking, project management, goal tracking, and more. Notion can be used in a wide range of spheres and industries such as project management, entrepreneurship, education, design, health and fitness, event planning, language learning etc. It can also be used for personal purposes, such as personal productivity and organization.

Notion is available as a web application and also has desktop and mobile apps for Windows, macOS, iOS, and Android, ensuring you can access your workspace from any device.

You can find inspiration on the Official Notion Guides





# MANAGEMENT TOOLS

## Google Workspace

Google Workspace is a comprehensive suite of tools designed to enhance NGO project management through seamless collaboration and efficient document management. It allows for real-time communication, data storage, and content creation, ultimately optimizing project workflows and outcomes.

### Pros:

- All tools are free
- Allows to work collaboratively on files
- Easy to learn
- Available for all Google's users
- Available on mobile devices and PC

### Cons:

- Doesn't have more advanced options

## Google Drive

Google Drive is a cloud-based storage solution where you can upload, store, and share different types of files.

It serves as a centralized storage for project-related materials, making it easy to access, collaborate, and share files with team members and stakeholders.

It's accessible through any web browser or the Google Drive app on mobile devices. You can find tips and tutorials on efficient file organization and sharing on Google's official support website or through YouTube's videos with tips and tricks.

### Pros:

- Easy to use and collaborate
- Easy to organize files in folders
- Free
- Available for each Google user

### Cons:

- In the free version the space is limited and for a lot of large files (photos, videos) can not be enough. On the other hand paid plans start only with 0.49 €/month



# MANAGEMENT TOOLS

## Google Docs

Google Docs is a simple word processing tool that allows real-time editing and creation of documents collaboratively.

It's used to draft and edit project proposals, reports, meeting agendas, and any other written content that requires collaboration. It also gives the option to add comments to specific parts of a document.

Where to find: Available through Google Docs app or at [docs.google.com](https://docs.google.com).

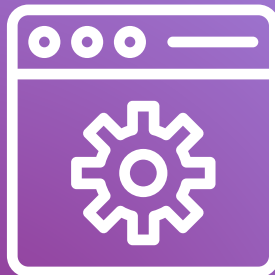
Google's Learning Center offers tutorials, you can also find helpful insights on document collaboration from various educational websites and YouTube channels.

### Pros:

- Very easy to use and access
- Allows simple collaboration on file

### Cons:

- Doesn't have advanced options for formatting text, graphic editing or advanced citation and bibliography



## Google Slides

Google Slides is a platform for creating and delivering simple presentations online.

It can be used to design visually engaging project presentations, share project updates, and communicate information effectively during meetings and events.

Accessible via Google Slides app or directly at [slides.google.com](https://slides.google.com).

Explore Google's official tutorials on creating impactful presentations, and seek design tips from graphic design blogs or YouTube channels.



# MANAGEMENT TOOLS

## Pros:

- Easy to collaborate with coworkers and volunteers and work simultaneously.
- Easy to learn.

## Cons:

- Only has the most basics options and tools. For more advanced presentation we recommend apps such as Canva, which has more options and also allows to work collaboratively.
- Doesn't have external useful programs such as Shutterstock.

## Google Sheets

Google Sheets is a spreadsheet application for data organization, analysis, and collaboration.

It's used to track project budgets, expenses, donations, and any other numerical data essential for project management.

Accessible through Google Sheets app or directly at [sheets.google.com](https://sheets.google.com).



Google's Learning Center provides tutorials for spreadsheet functions, and you can find practical tips on financial management through financial blogs and resources.

## Pros:

- Gives fast and easy access to basic options.
- Allows to work collaboratively on sheets.

## Cons:

- Doesn't have more advanced options such as advanced data analysis, creating macros for automation, integration with external apps. To have more options we recommend using Microsoft Excel. For advanced statistical analysis SPSS program might be very useful (paid).

# MANAGEMENT TOOLS

## Google Forms

Google Forms is a tool for creating easy online surveys.

It's used to collect data about needs of participants, gather submissions for events, gain a feedback

Accessible via [forms.google.com](https://forms.google.com) and mobile app.

Google's official support page offers guides on creating effective forms, and you can find creative ideas and best practices on survey design from marketing and research websites.

### Pros:

- Allows to create online surveys using various types of questions such as multiple choice, linear scale, checkbox, file upload.

### Cons:

- Google Forms doesn't support some of types of questions that can be useful (ranking, image choice, constant sum).



## Google Meet

Google Meet is a video conferencing tool for virtual meetings and discussions.

It's used to create online meetings concentrated on planning projects, giving a pitch for stakeholders or other activities.

Accessible through Google Meets app or directly at [meet.google.com](https://meet.google.com).

Google's Help Center provides tips for productive video meetings.

### Pros:

- Easy tool giving the basic options such as adding a background, real-time commenting, sharing a screen.

### Cons:

- There are other platforms that can be more familiar for participants such as Zoom or Microsoft Teams.

# MANAGEMENT TOOLS

## Google Calendar

Google Calendar is a scheduling and time management tool based on the online calendar.

It's used to plan project milestones, schedule meetings, and manage deadlines, ensuring efficient time allocation and coordination. It can be also useful for scheduling marketing plan.

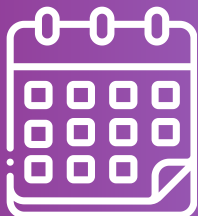
It's accessible through Google Calendar app or directly at [calendar.google.com](https://calendar.google.com). Google's official blog or YouTube's materials about Google Calendar tips and tricks.

### Pros:

- Free and easy to access, gives option to share calendars to other users and to easy managing different calendars by turning them on or off.
- Allows to manage different types of events by colour representation.

### Cons:

- For specific types of work there can be better and more advanced planners (for example Hootsuite for Social Media marketing)



## Trello

Trello is a visual project management tool that uses boards, lists, and cards.

NGOs can use Trello to streamline project management by creating boards for different initiatives, lists to represent project stages, and cards to represent individual tasks or activities. This visual approach allows teams to track progress, assign responsibilities, and collaborate effectively.

Trello can be accessed through web browsers at [www.trello.com](https://www.trello.com) or through the Trello app on mobiles and PC.

You can find inspiration, tips, and tutorials on effective Trello usage from Trello's official blog, help center, and YouTube channel. Additionally, productivity and project management channels on YouTube often share insights and best practices on integrating Trello into NGO workflows (we can recommend Simpletivity).

### Pros:

- Clear visual representation of projects and progress
- Easy collaboration and assigning tasks
- Available on mobile devices and PC

### Cons:

- Not enough for advance projects. For a more specialized tool we recommend Asana

# MANAGEMENT TOOLS

## **Discord:**

Discord is a free communication platform designed for creating communities and connecting people through text, voice, and video chat.

It combines aspects of services like Skype and Teamspeak with the text chat and instant messaging services.

It is widely used for various purposes, including gaming, education, hobbies, and professional collaboration.

Discord offers a similar service at no cost. The Discord app is free to download, signing up for a Discord account is free, and anyone can create a Discord server for free.

Discord allows users to join or create "servers," which are like virtual gathering spaces for specific topics, interests, or groups.

Within these servers, users can participate in text chats, voice calls, video calls, and share media. It's popular among gamers for coordinating gameplay. Instead of using the voice communication tools built into games, which are often of lower quality and lack features, gamers use these services to play together, however it's versatility and suitable for any community.

The Discord app is free to download, signing up for a Discord account is free, and anyone can create a Discord server for free.

You can find and get Discord by:

- Visiting its official website, [discord.com](https://discord.com)
- Downloading the Discord app from app stores on various platforms, including Windows, macOS, iOS, and Android, sign up for an account, choose a username, and you're ready to start using the platform.

Discord offers an official Help Center on its website that provides detailed guides and answers to common questions about using the platform. (<https://support.discord.com/hc/en-us>)

Also there are many content creators share tutorials and guides on YouTube, covering topics such as creating servers, managing roles, and using various features.



# MANAGEMENT TOOLS

**Discord Blogs and Communities:** Joining Discord-related communities or forums can connect you with experienced users who share tips, tricks, and advice.

(<https://discord.com/servers>)

**Discord Subreddits:** Reddit has dedicated subreddits where users discuss Discord-related topics, share tips, and ask for help.

(<https://top.gg/servers/tag/reddit>)

**Online Tech Blogs and Websites:** Websites like How-To Geek and MakeUseOf often publish articles and guides explaining how to use Discord effectively.

(<https://www.howtogeek.com/tag/discord/>)

(<https://www.makeuseof.com/tag/discord-tips-and-tricks/>)

## Microsoft Teams

Microsoft Teams is a collaboration platform that facilitates communication, teamwork, and productivity within organizations. It offers features for messaging, video conferencing, file sharing, and integration with other Microsoft applications.

Microsoft Teams is commonly used by businesses, educational institutions, and other groups to streamline communication and collaboration. It allows teams to have discussions, share files, schedule meetings, and work together on projects in a centralized digital environment.

Microsoft Teams is accessible through various means:

- It's often included as part of Microsoft 365 (formerly Office 365) subscriptions.
- You can download the Microsoft Teams desktop application or mobile app from app stores.
- Teams can also be accessed via a web browser by visiting [teams.microsoft.com](https://teams.microsoft.com).

If you have a Microsoft 365 subscription, you likely have access to Microsoft Teams. You can download the app or access it through a browser. If not, you might consider getting a Microsoft 365 subscription to access Teams and other Microsoft apps.

## Microsoft Teams Documentation:

Microsoft offers official documentation and guides on their website, covering everything from getting started to advanced features. ([support.microsoft.com › en-us › office](https://support.microsoft.com/en-us/office))

# MANAGEMENT TOOLS

**Microsoft Teams YouTube Channel:** Microsoft has an official YouTube channel that features tutorials, tips, and best practices for using Microsoft Teams effectively.

(<https://www.youtube.com/@MicrosoftEDU>)

**Tech Blogs and Websites:** Tech-focused websites like TechRepublic and ZDNet often publish articles and guides on using Microsoft Teams for business and productivity.

**LinkedIn Learning:** LinkedIn Learning offers courses on Microsoft Teams that cover a wide range of topics, from beginner basics to advanced usage.

**Microsoft Community:** The Microsoft Community forums have sections dedicated to Microsoft Teams where users can ask questions, share tips, and discuss various aspects of the platform. (<https://powerusers.microsoft.com/>)



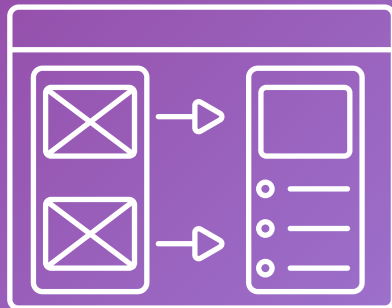


# MANAGEMENT TOOLS

## Miro

Miro is a digital and visual collaboration platform that makes it possible to work in a virtual environment. You can use it in face-to-face work or when working in a team. In general terms, this tool works as an online whiteboard where the users can collaborate in real-time.

There are two versions of Miro: one is free where most of the functions are available, but the possibilities for collaboration are limited. The Pro version is paid and more functions are available with more possibilities to collaborate and give the access. Miro works as a virtual whiteboard where it is possible to create, draw, write, and place various types of content, such as text, images, etc. Also, a wide range of pre-made templates and frameworks for brainstorming, agile planning, etc. are available. Miro integrates with various popular tools and services, such as Slack, Google Drive, Trello, etc.



Miro makes it easy for teams to collaborate even when working from different locations and time zones and you can use it in different professional spheres, such as education, management, coaching, design, marketing and others. It's valued for its ability to facilitate visual thinking, brainstorming, planning, and collaboration in a digital environment. It may also be used for workshops, project management, storytelling, strategy mapping etc.

Miro is available as a web-based application and as a mobile app for various platforms. It is possible to access Miro through web browser on a computer at <https://www.miro.com/> or use the mobile app on smartphone or tablet by downloading the official app on the Apple App StoreWeb Application for iOS or on the Google Play Store for Android.



# HOW TO USE NFE TOOLS

## **Non-Formal Education Activities:**

Non-formal education refers to intentional and structured learning activities that take place outside of traditional formal educational settings, like schools and colleges. These activities are designed to meet specific learning objectives, promote personal and social development, and are often participatory, interactive, and learner-centered. Non-formal education aims to provide practical skills, knowledge, and attitudes that are relevant to participants' lives. It's often used in youth work, community development, and other informal learning contexts.

## **Aims and Mission of Non-Formal Education Activities:**

The aims and mission of non-formal education activities can include:

1. **Skill Development:** Enhancing practical skills that are valuable in real-life situations, such as communication skills, teamwork, leadership, problem-solving, and creativity.
2. **Personal Growth:** Fostering personal development, self-confidence, self-awareness, and emotional intelligence.
3. **Social Inclusion:** Promoting inclusivity, tolerance, and understanding among diverse groups of participants.
4. **Empowerment:** Empowering participants to take an active role in their communities and make informed decisions.
5. **Critical Thinking:** Encouraging critical thinking, analytical skills, and the ability to question assumptions.
6. **Lifelong Learning:** Instilling a love for learning and the importance of continuous self-improvement.

## **Impact of Non-Formal Education Activities:**

The impact of non-formal education activities can be seen in:

1. **Increased Competence:** Participants gain practical skills and knowledge that they can apply in various aspects of their lives.
2. **Improved Confidence:** Participants develop a stronger sense of self-confidence and self-esteem.
3. **Enhanced Social Interaction:** Participants learn to collaborate, communicate, and work effectively with others.
4. **Behavioral Changes:** Non-formal education can lead to positive changes in attitudes, behaviors, and decision-making.
5. **Community Engagement:** Participants become more actively engaged in their communities and contribute positively.
6. **Empowerment:** Participants feel more empowered to take control of their own learning and personal growth.

# HOW TO USE NFFIE TOOLS

Here's how you can relate non-formal education activities to different digital tools:

- Salto-Youth: Salto-Youth is a resource platform that offers training materials, tools, and resources for youth workers. It can support the training and development of youth workers who then facilitate non-formal education activities.
- Kahoot: Kahoot is an interactive quiz platform that can be used to gamify learning activities and assess participants' understanding of various topics.
- Genially: Genially allows you to create interactive and visually engaging presentations, which can be used to deliver non-formal education content in an attractive and memorable way.
- Socrative: Socrative is a tool for creating quizzes, polls, and interactive assessments that can be used to engage participants and gather real-time feedback.
- Menti: Menti enables you to create interactive presentations with live polls, quizzes, and Q&A sessions, enhancing participant engagement and interaction.
- LoQuiz: LoQuiz is a platform for creating location-based quizzes and games, which can be used for outdoor non-formal education activities and scavenger hunts.

By integrating these digital tools into non-formal education activities, you can enhance participant engagement, promote active learning, and provide a dynamic and interactive learning experience that aligns with the aims and mission of non-formal education.



# NEW TOOLS

## GENIALLY

Genially is an online tool that enables youth workers to design interactive and visually appealing digital content, making learning and engagement more dynamic and effective. Genially's user-friendly interface requires no advanced technical skills, making it accessible to both youth workers and participants.

Genially offers several presentation modalities that can be effectively utilized in non-formal education contexts:

- **Interactive Presentations:** This modality can be employed to introduce topics, share information, or facilitate discussions in an engaging manner.
- **Storytelling:** Storytelling can be particularly impactful in conveying complex concepts, cultural exchange, or personal development themes.
- **Virtual Tours:** This modality is ideal for Erasmus Plus youth exchanges, where participants can virtually visit each other's countries and share insights.
- **Quizzes and Polls:** These tools can be utilized during training courses to reinforce key concepts.
- **Escape Rooms:** This immersive approach fosters critical thinking, problem-solving, and teamwork.
- **Interactive Maps:** This tool can be applied to Erasmus Plus exchanges to showcase participants' home countries and encourage cross-cultural exploration.

- [Decision-Making Simulations: This approach enhances participants' decision-making skills and empathy, by placing them in different roles and contexts.](#)

<https://genial.ly/es/>

### 1. Genially's Official Resources:

- [Genially Blog.](#)
- [Genially Academy.](#)

### 2. YouTube Tutorials:

- [Genially YouTube Channel.](#)
- [E-Learning House.](#)

### 3. Blog Posts and Websites:

- [Learning Revolution:](#) Check out their blog post on [using Genially for e-learning](#) and other insightful articles on digital tools for education.
- [eLearning Industry:](#) Explore articles like ["The Ultimate Guide to Using Genially for eLearning"](#) for practical tips and strategies.
- [eLearning Coach.](#)

### 4. Social Media:

- Follow Genially on social media platforms like [Facebook](#) and [Twitter](#) for updates, user showcases, and tips.

### 5. Online Communities:

- Join educator communities on platforms like [LinkedIn](#), where you can connect with other youth workers and educators who share their experiences and ideas for using Genially.

# NFIE TOOLS

## **SOCRATIVE**

Socrative is an online assessment and classroom engagement tool designed to promote active participation, gauge understanding, and facilitate real-time interaction among participants

Socrative offers several modalities of gamified activities that can be seamlessly incorporated into non-formal education initiatives:

- **Quizzes and Polls:** These activities can be used to introduce topics, review concepts, or initiate discussions during training courses.
- **Space Race:** Participants work in teams to answer questions quickly and accurately, promoting teamwork and boosting motivation.
- **Exit Tickets:** This approach helps youth workers gauge comprehension and identify areas for further exploration.
- **Short Answer Questions:** Encourage critical thinking and open-ended discussions by posing short-answer questions. Participants' responses can spark insightful conversations and peer-to-peer learning.

Socrative's instant feedback feature allows participants to receive immediate responses to their answers, enhancing engagement and enabling on-the-spot corrections.

Socrative's gamified activities promote peer collaboration and reflection, two essential elements of non-formal education:

- **Team Quizzes:** Organize team-based quizzes that encourage participants to collaborate and pool their knowledge to achieve a common goal. This approach cultivates teamwork and communication skills.
- **Discussion Opportunities:** Utilize Socrative to facilitate group discussions based on poll results or short-answer responses. This encourages participants to analyze different viewpoints and engage in meaningful conversations.

### **1. Socrative Official Resources:**

- [Socrative Help Center](#).
- [Socrative YouTube Channel](#).

### **2. YouTube Tutorials:**

- [Socrative for Teachers](#).
- [Socrative: Create a Quiz](#).

### **3. Social Media:**

- Follow Socrative on social media platforms like [Twitter](#) for updates, tips, and user stories.

Remember to adapt the tips and strategies you find to suit your specific non-formal education goals and participant needs. The key is to experiment, engage, and create dynamic learning experiences using Socrative's gamified activities.

# NFETTOOLS

## SALTO YOUTH

Salto Youth is a network of six Resource Centres working on European priority areas within the youth field under the Erasmus+ Youth in Action program, aimed at supporting and empowering individuals and organizations involved in youth work. The network provides training, resources, and opportunities for collaboration, fostering the professional development of youth workers and youth leaders and promoting non-formal learning experiences for young people across Europe. Salto Youth provides contact-making activities to support organisations and National Agencies (NAs) within the frame of the European Commission's Erasmus+ Youth programme and beyond.

Salto Youth offers a range of resources and support for youth workers to enhance their professional development and improve their work with young people.

In essence, Salto Youth serves as a platform that equips youth workers with the tools, knowledge, and connections necessary to provide meaningful and impactful experiences for young people

Salto Youth serves as a valuable resource hub for youth workers, providing them with the tools, knowledge, and connections.

Salto Youth provides tools and opportunities in several categories:

1. Professional Development: training courses, seminars, and workshops organized by Salto Youth which youth workers can attend to enhance skills, knowledge, and competencies in working with young people.
2. Resources and Tools: Salto Youth offers a variety of online resources, including toolkits, manuals, and guides that provide practical insights, activities, and methods for effective youth work created by youth workers all around the world.
3. Networking and Partnerships: The network facilitates connections between youth workers, enabling them to share experiences, exchange ideas, and meet for collaboration on projects.
4. Conferences and Events: Youth workers can participate in conferences and events organized by Salto Youth to meet other youth workers in person, share insights, and learn from experts in the field.

Link: [www.salto-youth.net](http://www.salto-youth.net)



# NFETOOOLS

## KAHOOT

Kahoot! is a dynamic educational tool designed to make learning more interactive and enjoyable. It lets educators and trainers create quizzes, surveys, discussions, and polls that engage participants using their smartphones or computers. This tool adds a fun game-like element to learning, encouraging active participation and assessment in a shared environment. It's a powerful tool for youth workers looking to create engaging and effective learning experiences.

The main purpose of Kahoot! as a learning tool is to foster engagement, interactivity, and effective learning outcomes. It achieves this by using game-based elements and technology to create an immersive learning environment.

Game-based learning is particularly beneficial for modern youth due to its engaging nature, immediate feedback, adaptability, and real-world relevance. It fosters active learning, collaboration, and critical thinking while still being funny and engaging.

LINK: [www.kahoot.com](http://www.kahoot.com)

## LOQUIZ

Loquiz is the gamification platform for real-world games. It is used for indoor, outdoor, tours, guided tourism experiences, audio tours, team building, education, just fun and lately more and more for Hybrid Events. Hybrid meaning that players are in different offices, different countries or just different places and communicating through a video call.

LINK: [www.loquiz.com](http://www.loquiz.com)

In the site of Loquiz there are many TIPS such as:

- Intro and hint are two separate useful features.
- You can set your own intros and hints while creating a question.
- How many tasks/questions should there be in each game? How long does it take to answer them? How many km or miles?
- When we started with Loquiz, the standard was to have 30 questions in an 1,5 hour Rogain game and 50 questions in Strategy game of the same duration. The distance between triggers would be about 80-100 meters.
- It is ok to use "snap a photo", trivia, riddles, puzzles and team tasks as mix.
- Sometimes people are used to making full photohunt games.

# NEW TOOLS

## MENTI

Mentimeter is an interactive presentation and engagement platform that enables presenters, educators, and facilitators to create engaging and interactive experiences during live events, meetings, presentations, and workshops. It allows you to gather real-time feedback, spark discussions, and engage participants through various interactive features.

LINK: [www.mentimeter.com](http://www.mentimeter.com)

The Mentimeter website plays a crucial role in inspiring users to effectively utilize the platform. It serves as a central hub for information, resources, and examples that showcase how Mentimeter can transform presentations and engagement experiences.

Mentimeter's website usually includes tutorials, guides, and step-by-step instructions on how to create various interactive elements. These resources help users understand the platform's features and learn how to implement them effectively.





# SOCIAL MEDIA TOOLS

## Instagram

Instagram is a photo and video-sharing social platform. Users can upload visual content, add captions, and engage with others. It is highly used by Youth.

### Purpose in Youth Work:

Instagram serves as a platform for visually sharing updates, educational content, and engaging stories with young audiences. It can be used to reach more young people, disseminate information, and promote youth work by using visual content.

### Inspiration for Youth Work:

Youth workers can find inspiration by following educational influencers and youth-oriented organizations and engaging with hashtags related to youth empowerment, education, and personal development.

## Facebook

Facebook is a platform for connecting with communities. Users can share posts and join groups based on their interests. The group feature is highly used in youth work. You can create a community or you can make your organization a part of a community.

Links:

[Instagram.com](https://www.instagram.com)

[Facebook.com](https://www.facebook.com)

[web.telegram.org](https://www.web.telegram.org)

## Purpose in Youth Work:

Facebook provides a platform for youth workers to create groups, organize events, and share educational content. It offers a space for connecting with young individuals.

### Inspiration for Youth Work:

By joining relevant youth-focused groups, following organizations that address youth issues, and engaging with pages that share educational content and opportunities for young people.

## Telegram

Telegram is a messaging app that emphasizes privacy. It supports group chats, channels for broadcasting messages to large audiences, and media sharing. One of the best features is being able to see the old messages in the group.



# SOCIAL MEDIA TOOLS

## **Purpose in Youth Work:**

Telegram provides a secure platform for youth workers to communicate with young people individually or in groups. Channels can be used to share educational content, promotions, and updates.

## **Inspiration for Youth Work:**

Youth workers can seek inspiration by joining Telegram channels related to youth development, education, and empowerment. They can also create private groups for focused discussions and collaboration. It is really useful for promoting youth work and reaching your community.



## **TikTok**

TikTok is a short-form video platform where users create and share entertaining, educational, and engaging videos. Platforms are mostly used by teenagers.

## **Purpose in Youth Work:**

TikTok offers youth workers to create brief, impactful videos that resonate with younger audiences. It allows for creative expression while delivering educational content.

## **Inspiration for Youth Work:**

By exploring educational and motivational TikTok accounts, observing trending challenges that can be repurposed for educational purposes.



## **YouTube**

YouTube is a video-sharing platform that hosts a wide variety of content, from educational videos to entertainment.

## **Purpose in Youth Work:**

YouTube is an ideal platform for youth workers to create and share educational videos, tutorials, and informative content. It allows for in-depth exploration of topics.

## **Inspiration for Youth Work:**

By subscribing to educational channels, exploring videos related to youth empowerment and development, and creating their own content to engage and educate young individuals.

# SOCIAL MEDIA TOOLS

Links:

[Tiktok.com](https://www.tiktok.com)

[Youtube.com](https://www.youtube.com)

## META BUSINESS SUITE

Facebook Business Manager is a centralized platform designed for businesses and organizations to manage their Facebook and Instagram assets, including pages, ad accounts, and more. It streamlines collaboration, analytics, and ad management.

Link: [business.facebook.com](https://business.facebook.com)

### Purpose in Youth Work:

Facebook Business Manager empowers youth-focused initiatives to efficiently manage their Facebook and Instagram presence, oversee advertising efforts, and analyze campaign performance.

### Inspiration for Youth Work:

Youth organizations can manage their Meta accounts more effectively and this tool can provide valuable insights into maximizing its potential for youth-oriented initiatives.



## Hootsuite

Hootsuite is a social media management platform that allows users to schedule, publish, and manage content across various social media platforms from a single platform.

### Purpose in Youth Work:

Hootsuite enables youth workers to streamline their social media efforts, manage multiple accounts, and engage with young audiences effectively.

Link: [hootsuite.com](https://hootsuite.com)

### Inspiration for Youth Work:

Youth workers can use this platform to control the organization's social media accounts more efficiently and faster. It can be a great tool for the organizations who want to ultimate their presence in social media.



# SOCIAL MEDIA TOOLS

## UNUM

### Inspiration for Youth Work:

Youth workers can explore UNUM's case studies, success stories, and tutorials to learn how other youth-oriented organizations have used the tool to enhance their social media strategies. Participating in UNUM's online community and forums can provide valuable insights and best practices.

### Preview App

Preview helps you to Easily plan your posts, Reels, Instagram Stories. Find the best hashtags, caption ideas, presets, analytics. It offers features for organizing, editing, and scheduling posts. It also has tips for Instagram.

### Purpose in Youth Work:

Preview App assists youth workers in curating a visually appealing Instagram feed, scheduling posts in advance, and engaging young audiences effectively.

Links:

[thepreviewapp.com](http://thepreviewapp.com)

[Adobe.com](http://Adobe.com)

[Unum.la](http://Unum.la)



### Inspiration for Youth Work:

Youth workers can explore case studies, tutorials, and creative ideas showcased by other youth organizations that have utilized Preview App to optimize their Instagram presence. Engaging with the app's online community and social media accounts can offer insights and inspiration.

### Adobe Creative Tools

Adobe Creative Cloud offers a suite of creative tools for design, photography, video editing, and more. Programs like Photoshop, Illustrator, and Premiere Pro are widely used by professionals for content creation.

### Purpose in Youth Work:

Adobe Creative Tools can empower youth workers to create visually engaging content, graphics, and videos to effectively communicate with and engage young audiences.

### Inspiration for Youth Work:

Youth workers can find inspiration by exploring the multitude of creative projects, tutorials, and resources available on Adobe's official website and other design-related online communities.

# ABOUT THE PROJECT

**Project:** E-GameChanger – Digital Tools For Youth Workers

**Location:** Fundão, Portugal

**Coordinator:** Câmara Municipal do Fundão

**Local partners:** Youth Europe Store Fundão

**Key action:** Learning Mobility for Individuals;

**Subsection:** Mobility of Youth workers;

**Topic:** Digital Tools for Youth workers;

**Background:** NGO's need to step up their Youth Workers' digital skills. This will make them better equipped to cope with and have a more significant impact on our ever-changing world.



## Project objectives:

To improve the knowledge and skills of 22 youth workers regarding **digital tools** that can support them across all aspects of their work, **from team and organization management, digital marketing, NFE tools, EU platforms and gamification tools.**

- To improve the knowledge and skills of 22 youth workers on digital platforms such as Loquiz, Miro, Menti, Google Workspace, Canva, Salto Youth, Buffer, Discord and Social Media Channels.
- To analyze what aspects of Youth Work can be digitalized and how increased digitalization in our field of work can benefit it.
- To ultimately improve the quality of Youth Working and Youth Workers in the digital field.



# ERASMUS+

Erasmus+ is a EU program that supports education, skills acquisition, youth and sport in Europe.

For the period 2021-2027, it has an estimated budget of 26.2 billion € Euro.

This program has a particular emphasis on social inclusion, green and digital transitions, and fostering the participation of young people in a more democratic life.

Erasmus+ offers mobility and cooperation opportunities in:

## Key actions

- KA1 (Mobility of Individuals)
- KA2 (Cooperation. For Institutions & Organisations)
- KA3 (Support to Policy Development and Cooperation)

## Areas

- Sport
- Youth
- School education (including early childhood care and education)
- Higher education
- Vocational education and training (VET)
- Adult education

## What should I do to submit an Erasmus+ application?

To present an Erasmus+ project, the applicant must follow four steps:

- Registration
- Check that the criteria of the Program for the action or the relevant area are fulfilled
- Check the financial conditions
- Fill in the application form and send it



## LINKS

<https://erasmus-plus.ec.europa.eu/>  
<https://erasmusplus.ec.europa.eu/es/document/erasmus-programme-guide-2022>  
<https://erasmusplus.ec.europa.eu/programme-guide/part-b/key-action-1/accreditation-youth>

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As we come to the end of this handbook on "Digital Tools for Youth Workers," we want to express our heartfelt gratitude to each and every one of you for your enthusiastic participation, dedication, and commitment.



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Erasmus+

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