EDIGITATION

MANUAL

Educational youthwork iniatives & Digital tools

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OVERVIEW

This training course brought together youth workers and educators from Slovakia, Greece, North Macedonia, Spain, and Italy, fostering collaboration and the exchange of knowledge and experiences.

The aim of the project was to empower youth workers and teachers from rural areas by equipping them with skills in digital education. In response to challenges like the COVID-19 pandemic, the project sought to enhance the appeal of education by integrating non-formal learning into formal systems.

This toolkit is the result of our collective effort, inspired by the insights and skills gained during the project. It reflects our shared commitment to improving youth work and education.

We sincerely thank all participants, partner organisations, and trainers for their contributions to this initiative.

Youth for youth Team

EDUCATIONAL YOUTHWORK INIATIVES

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SUSTAINABLE FUTURE, EMPOWER EVERYONE FOR CHANGE

Aim of the activity

- Provide participants the opportunity to self-reflect on their daily habits.
- Raise awareness about their environmental footprint and the impact of their actions on climate change.
- Encourage the adoption of more sustainable practices and explore alternatives for everyday life.

Target group description

This workshop is inclusive and open to all, focusing on young people and adults aged 13—50. It emphasizes that everyone, regardless of age, social, or cultural background, plays a role in addressing environmental issues. Participants are encouraged to reflect on their individual contributions and their collective impact on sustainability.

Activity description

Total duration: 60—80 minutes
Number of participants: 10—30

SUSTAINABLE FUTURE, EMPOWER EVERYONE FOR CHANGE

Part 1: Energizer

Choose any energizer to engage participants and break the ice. Our suggested option is Musical chairs:

- Players walk around a circle of chairs while music plays.
- The number of chairs is always one less than the number of players.
- When the music stops, players must quickly find a seat.
- The last player standing is out, and the game continues until one player remains.

Duration: 10 minutes

Part 2: Participant's daily habits and choices

Participants stand in a line in front of 5 labeled markers (1—5), representing a scale from Never (1) to Always (5).
The facilitator poses questions or statements, prompting participants to move to the number that best reflects their response. After each response, volunteers may share their reasoning. Example questions include:
- How often do you recycle?
- How often do you avoid single-use products?
- How often do you use public transport instead of a car?
- Are you willing to pay more for eco-friendly products?

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SUSTAINABLE FUTURE, EMPOWER EVERYONE FOR CHANGE

Purpose:
- Encourage participants to reflect on their environmental habits.
- Inspire adoption of sustainable practices.
- Highlight collective responsibility and individual impact.

Duration: 20 minutes

Part 3: Super Kiki

Participants follow the daily routine of "Super Kiki," a fictional character, as described theatrically by the facilitator.
1. Interactive Choices: Participants suggest Kiki's next actions (e.g., take the bus or car).
2. Environmental Impact: The facilitator shares statistics on water consumption and CO_2 emissions for each choice.

Examples:
- Shower: 5 minutes = 47.5L water, 0.69kg CO_2
- Toilet flush: X liters per use
- Breakfast options: Milk, juice, cereal (different impact levels)
- Transportation: Car vs. public transport (carbon footprint comparison)

SUSTAINABLE FUTURE, EMPOWER EVERYONE FOR CHANGE

The facilitator can involve a volunteer to doodle Kiki's routine on a whiteboard for visual engagement.

Purpose:
- Reveal hidden environmental costs of daily activities.
- Promote conscious decision-making for reducing water use and carbon emissions.
- Emphasize that small changes lead to sustainable living.

Duration: 20 minutes

Debriefing

After completing the activities, the facilitator leads a reflective discussion using questions like:
- How did these activities make you feel?
- What did you enjoy the most?
- What surprised or impressed you?
- What new knowledge did you gain?

Duration: 10 minutes

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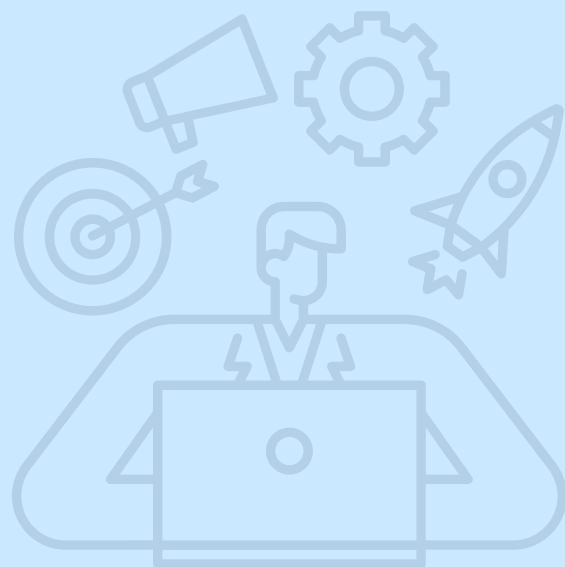
MENTAL WEALTH

Aim of the activity

- Encourage participants to discuss mental health openly and without fear.
- Help individuals identify the roots of their personal challenges and brainstorm potential solutions.
- Introduce participants to practical tools for improving mental health, such as breathing exercises and meditation.
- Promote a culture of self-awareness and well-being within the local community.

Target group description

The primary target group is individuals aged 18—25, who often face academic pressure, social challenges, and life transitions that contribute to stress and mental health concerns. However, the workshop is open to all ages, recognizing that mental health issues affect everyone and offering support to anyone seeking to improve their mental well-being.

Activity description

Total duration: 80—100 minutes
Number of participants: Flexible (suitable for small to medium-sized groups)

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MENTAL WEALTH

Part 1: Presentation

A short presentation provides an overview of mental health, including:
- Basic concepts of mental health.
- Common mental health conditions.
- Key statistics and graphs to highlight the importance of mental well-being.

Duration: 10 minutes

Part 2: Mind map

Participants create a personal mind map to analyze their challenges:
1. Each participant receives paper and a pen.
2. They write down a problem in a central bubble.
3. From the central bubble, they connect a "Root of the Problem" bubble, identifying the cause of the issue.
4. They then add a "Solution" bubble, brainstorming potential resolutions.
5. Participants repeat this process for multiple problems, creating as many bubble chains as they wish.

After 20 minutes, participants pair up to discuss their mind maps and share insights for 20—25 minutes.

Purpose:
- Promote self-reflection and deeper understanding of personal challenges.
- Encourage solution-focused thinking.
- Build trust and empathy through peer discussions.

Duration: 40—45 minutes

Part 3: Breathing exercises

Participants engage in guided breathing exercises:
1. They prepare a yoga mat and wear comfortable attire.
2. A brief introduction explains the physiological benefits of breathing exercises.
3. Participants begin with a light stretching routine to prepare their bodies.
4. Guided breathing exercises are performed to enhance relaxation and focus.

Purpose:
- Introduce simple and effective techniques for stress reduction.
- Enhance participants' awareness of their breathing patterns and their connection to mental health.

Duration: 15—20 minutes

Part 4: Controlled meditation

The workshop concludes with a guided meditation session:

1. Participants are guided into a state of deep relaxation through verbal instructions.
2. The focus is on calming the mind, releasing tension, and fostering inner peace.

Purpose:

- Provide participants with a tool for ongoing mental well-being.
- Help them experience the benefits of mindfulness and relaxation.

Duration: 10—15 minutes

Debriefing

After the workshop, the facilitator leads a debriefing session, asking participants questions like:

- How did you find the workshop, and what can we improve?
- Did you discover something new about yourself or your mental health?
- Did you find solutions to any of the problems identified during the mind map activity?
- Was the peer discussion helpful?
- How did you feel discussing personal issues with someone new?
- Did you enjoy the breathing and meditation sessions?

Duration: 10 minutes

MENTAL WEALTH

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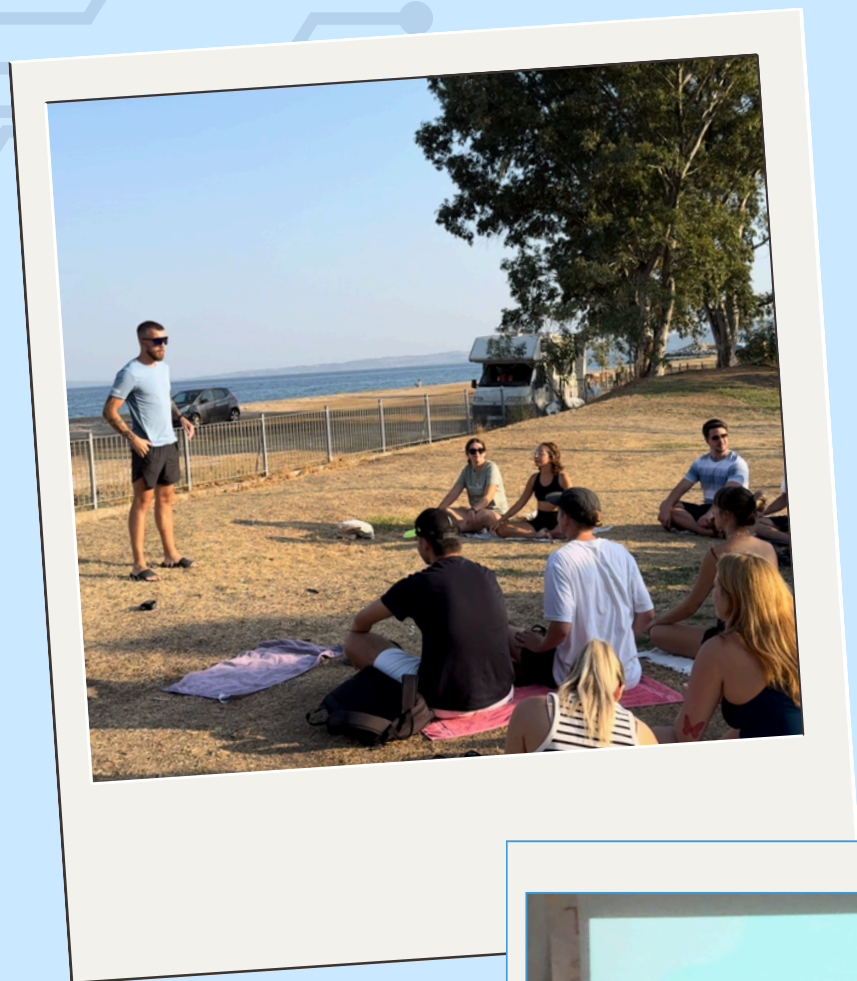
FIRST AID WORKSHOP

Aim of the activity

- Equip participants with essential first aid knowledge and hands-on skills to confidently handle emergencies, such as CPR, wound care, and choking response.
- Foster a proactive mindset toward health and safety, encouraging personal responsibility and preparedness.
- Promote community safety by empowering young adults to respond effectively to emergencies and protect others.
- Inspire participants to pursue further training opportunities to enhance their first aid expertise and maintain up-to-date knowledge.

Target group description

The workshop is tailored for individuals aged 16—30, primarily high school and college students. These young adults are motivated to learn practical skills, protect their loved ones, and develop confidence in emergency scenarios. Many participants may have academic or career interests in healthcare, sports, or education, making first aid knowledge especially valuable. They are tech-savvy, enjoy hands-on learning, and respond well to engaging, interactive activities.

Activity description

Total Duration: 90—120 minutes
Number of Participants: Flexible, small to medium groups preferred for optimal interaction

FIRST AID WORKSHOP

Part 1: Setting the Mood

Icebreaker Activity
- Play upbeat music to create a relaxed and engaging atmosphere.
- Encourage participants to interact and get comfortable with one another.

Duration: 5 minutes

Part 2: Interactive Introduction

Kahoot Quiz — Basic First Aid Concepts
- Engage participants with a fun quiz to test and build curiosity about first aid basics.
- Link: <u>Kahoot Quiz — Basic First Aid Techniques</u>

Duration: 10 minutes

Humorous Video — How Not to React
- Show a funny clip (e.g., The Office) to emphasize the importance of staying calm during emergencies.
- Link: <u>The Office CPR Scene</u>

Duration: 5 minutes

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Part 3: Deepening Understanding

Real-Life POV Video — Recognizing a Stroke
- Share a powerful video to teach participants how to identify stroke symptoms and understand the urgency of response.
- Link: <ins>POV Stroke Video</ins>

Duration: 10 minutes

Second Kahoot Quiz — Reinforcing First Aid Knowledge
- Conduct another quiz to solidify participants' understanding of the material.
- Link: <ins>First Aid Knowledge Quiz</ins>

Duration: 10 minutes

Part 4: Hands-On Practice and Tools

AI First Aid Bot — Interactive Learning
- Introduce a chatbot for participants to ask questions and explore further learning opportunities.
- Provide a QR code for easy access.

Duration: 10 minutes

FIRST AID WORKSHOP

Debriefing

After the workshop, the facilitator leads a debriefing session, asking participants questions like:

- How did you feel while learning and practicing first aid techniques?
- Did your confidence in first aid improve throughout the workshop?
- Which part of the workshop did you find most effective?
- Are there any skills you feel require more practice?
- What was the most engaging or enjoyable part of the workshop?
- Would you recommend this workshop to others? Why or why not?

Duration: 10 minutes
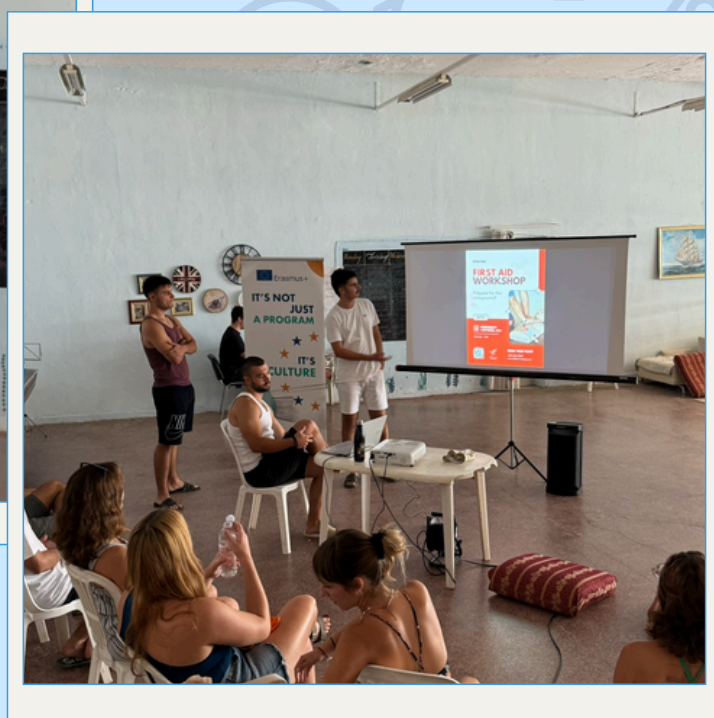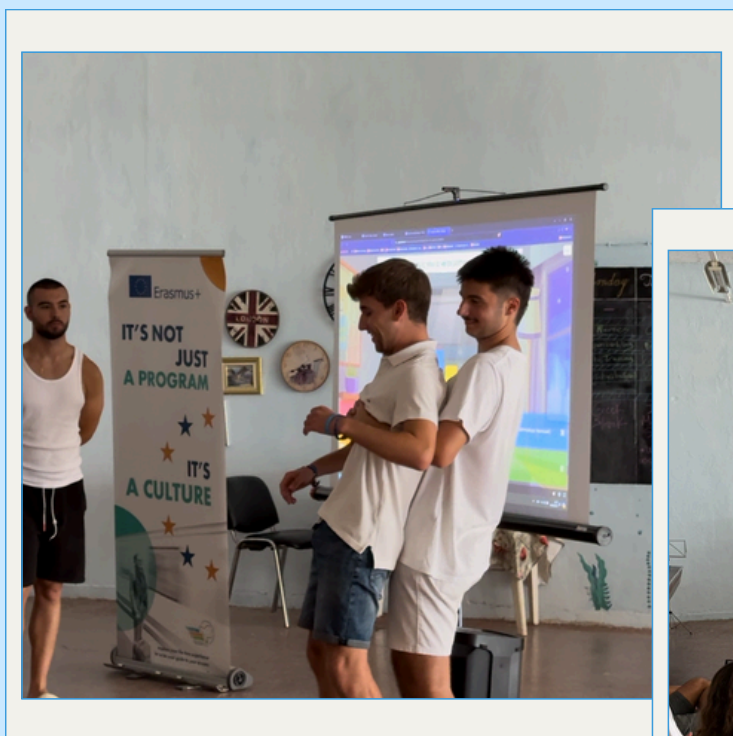
EXPLORING PRIVILEGE, SOCIAL DYNAMICS, AND SOLUTIONS TO EXCLUSION

Aim of the activity

- Equip participants with tools to identify and reflect on privilege, biases, and stereotypes, fostering a deeper understanding of their impact on inclusion and exclusion.
- Foster empathy and mutual understanding by encouraging participants to share and listen to diverse experiences and perspectives.
- Promote collaborative problem-solving by empowering participants to identify barriers to inclusion and propose actionable solutions.
- Inspire participants to champion inclusive practices within their communities, driving positive change and social cohesion.

Target group description

The activity is designed for individuals aged 16—30, including high school students, university attendees, and young professionals from diverse backgrounds. These participants are motivated to explore concepts of privilege, biases, and inclusion, and are keen on developing their understanding of societal dynamics. They value experiential learning and thrive in environments that encourage self-reflection and group engagement.

Activity description

Total Duration: 60—90 minutes
Number of Participants: Flexible, small to medium groups preferred for optimal engagement and interaction

EXPLORING PRIVILEGE, SOCIAL DYNAMICS, AND SOLUTIONS TO EXCLUSION

Part 1: 2 Yes, 3 No

Icebreaker Activity

Participants randomly choose a partner and link arms to form a "chain." The pairs spread out, leaving two individuals without partners. One person chases the other, who must evade capture by linking arms with an existing pair. When the evading person joins a pair, the person at the opposite end becomes the new chaser. The cycle repeats until enough movement has occurred and most participants are engaged.

Duration: 10 minutes

Part 2: Privilege walk

Participants stand in a straight line and are instructed to silently listen to a series of statements. If a statement applies to them, they take a step forward; if it does not apply, they remain in place. The statements reflect aspects of privilege based on gender, nationality, and social status. Examples include "If you have never been discriminated against because of your gender, step forward" or "If you can afford higher education without financial struggle, step forward." The participants' movements help illustrate the different forms of privilege and inequality that exist.

The activity concludes when all statements have been read, and participants are asked to reflect on the positioning of the group. The facilitators encourage participants to observe who is ahead, who is behind, and the disparities among the group.

Duration: 25 min

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EXPLORING PRIVILEGE, SOCIAL DYNAMICS, AND SOLUTIONS TO EXCLUSION

Part 3: Problem and solution tree for social exclusion

Participants are divided into four groups, each focusing on a specific type of social exclusion: gender, nationality, religion, or social class. Each group brainstorms the causes of their assigned type of exclusion, writing them down on yellow post-its, and then identifies potential solutions, writing them on green post-its.

The groups then place the yellow post-its (causes) on the roots of a large tree drawn on a board, while the green post-its (solutions) are placed on the branches.

Each group presents their tree to the others, explaining the causes and solutions they identified. Following the presentations, a group discussion is led, where participants reflect on the various causes and solutions of exclusion.

The activity concludes with a short talk from the facilitator, providing information on existing social exclusions and their solutions.

Duration: 25 min

Debriefing

Facilitators guide participants through a debriefing where they reflect on:

- What was learned about the causes of exclusion?
- How can the proposed solutions be applied in real-life scenarios?
- What actions can participants take to reduce social exclusion in their communities?

Duration: 10 minutes

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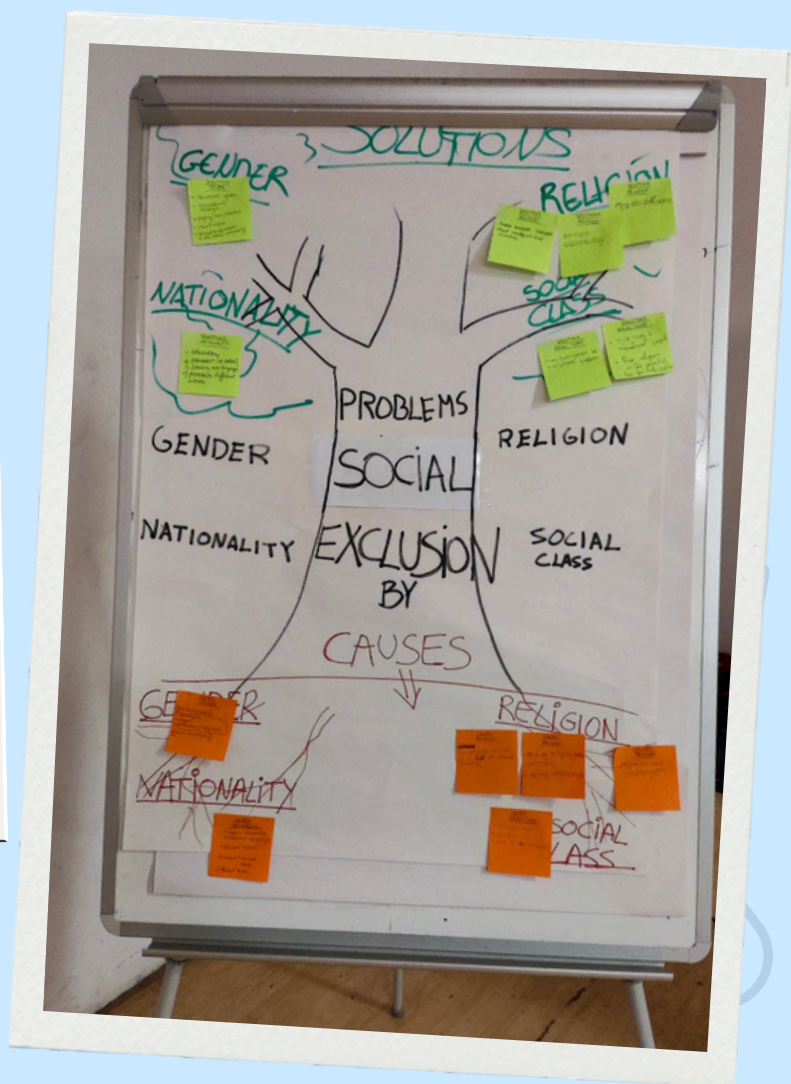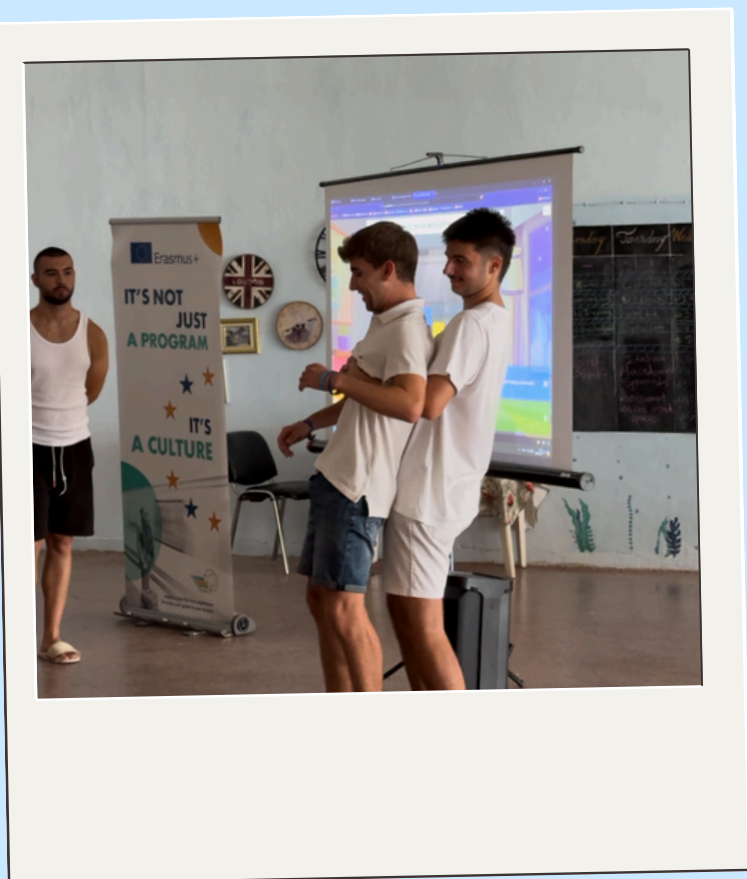
SAVE THE PLANET BY SAVING YOURSELF

Aim of the activity

- Help participants recognize the importance of individual actions in combating climate change and promoting sustainability.
- Educate on how dietary choices affect health and the environment, focusing on food production's environmental impact.
- Motivate participation in climate change efforts, from joining demonstrations to engaging in sustainability discussions.
- Inspire adoption of eco-friendly practices, like informed dietary choices and reducing microplastic consumption.

Target group description

The target group for this workshop includes individuals with varying levels of awareness about environmental issues. It is aimed at those with little background on climate change, as well as those moderately engaged who wish to deepen their understanding. The workshop also targets highly engaged participants who are interested in actively contributing to climate change solutions. The content and activities will be adapted based on the participants' age, interests, and level of involvement, making it suitable for a broad audience.

Activity description

Total Duration: 80—100 minutes
Number of Participants: 10 - 20 participants preferred for optimal engagement and interaction

SAVE THE PLANET BY SAVING YOURSELF

Part 1: Kahoot quiz on nutrition and climate change

The activity begins with a Kahoot quiz to raise awareness about the relationship between nutrition, human health, and the environment. The quiz questions explore the environmental impact of different diets and assess participants' level of knowledge and interest. Brief interventions are provided throughout the quiz to explain more technical aspects, such as the environmental cost of various foods. Participants are encouraged to discuss the topics and ask questions to deepen their understanding.

Duration: 20 minutes

Part 2: Video on microplastic consumption

A humorous video on daily microplastic consumption is shown to break the ice and spark discussion. The video uses visual aids to emphasize the significance of microplastic consumption in everyday life. After viewing, participants are divided into small groups to discuss their dietary habits and perceptions of personal contributions to microplastic consumption.

Duration: 20 minutes minutes

Part 3: Reflective group discussion

The session concludes with a group discussion where participants reflect on their daily consumption habits. They are prompted to consider the potential changes they can make to lead a more sustainable lifestyle. This segment encourages participants to connect their consumption choices to both personal health and environmental impact, fostering a sense of responsibility and motivation to make informed decisions.

Duration: 30 minutes

Debriefing:

The debriefing encourages participants to reflect on their food choices and sustainability. Questions posed include whether participants think they consume microplastics daily, if they are aware of the impact of excessive meat consumption on personal health and the environment, and what steps they can take to contribute to a more sustainable lifestyle. The goal is to help participants understand the direct effects of their actions and inspire them to make more conscious, eco-friendly choices moving forward.

Duration – 15 minutes

SAVE THE PLANET BY SAVING YOURSELF

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DIGITAL TOOLS

KAHOOT

INTERACTIVE QUIZ PLATFORM

Overview: Kahoot is a fun and engaging tool designed for creating interactive quizzes and polls. It helps assess participants' knowledge, spark discussions, and encourage active participation during workshops and events. Kahoot is perfect for making educational sessions lively and memorable.

Key Features:
- Multiple question formats, including multiple-choice and true/false.
- Real-time scoring and leaderboards to boost engagement.
- Mobile app compatibility for easy participation.

Use Cases:
- Use Kahoot to test participants' understanding of climate change and sustainability topics.
- Introduce key concepts in a quiz format to make learning interactive and entertaining.
- Encourage friendly competition and group collaboration.

Pros: User-friendly, highly engaging, works on all devices.
Cons: Limited customization options for quizzes in the free version.

CHATGPT

AI-Powered Conversational Assistant

Overview: ChatGPT is a versatile AI tool designed to assist with generating text, answering questions, and brainstorming ideas. It helps facilitators enhance their activities by providing quick solutions, creative content, or personalized learning support. ChatGPT is ideal for creating engaging materials or offering real-time support during workshops.

Key Features:
- Generates text-based responses for various topics and purposes.
- Offers brainstorming and idea generation for creative activities.
- Simplifies complex topics into accessible explanations.

Use Cases:
- Use ChatGPT to draft engaging workshop content or quizzes tailored to your topic.
- Provide participants with quick, well-structured answers to their questions during sessions.
- Develop creative scenarios or discussion prompts on specific topic.

Pros and Cons:
- Pros: Time-saving, customizable, highly adaptable for various tasks.
- Cons: Responses may lack depth in niche areas without proper prompts.

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CAPCUT

VIDEO EDITING SOFTWARE

Overview: CapCut is a user-friendly video editing tool that enables facilitators to create engaging and impactful visual content. It supports quick edits, creative effects, and seamless storytelling, making it ideal for crafting videos that complement workshop themes like sustainability and climate change.

Key Features:
- Intuitive editing interface with drag-and-drop functionality.
- Variety of transitions, effects, and text overlays for dynamic content.
- Built-in templates and music library for enhancing videos.

Use Cases:
- Create short, impactful videos to illustrate workshop topics, such as microplastic consumption or dietary impact on the environment.
- Add captions and graphics to videos for accessibility and enhanced understanding.
- Develop icebreakers or visually appealing content to engage participants.

Pros and Cons:
- Pros: Easy to use, highly customizable, and free for basic use.
- Cons: Limited advanced features for professional-grade editing.

BANDLAB

Audio Editing and Music Production Software

Overview: BandLab is a free, cloud-based platform for creating, editing, and sharing music and audio. It empowers facilitators to produce customized soundtracks or audio elements that enhance workshops and activities, making them more immersive and engaging.

Key Features:
- Multi-track editor for recording and layering audio.
- Extensive library of loops, virtual instruments, and effects.
- Collaborative tools for real-time teamwork on audio projects.

Use Cases:
- Create background music or sound effects for videos or activities.
- Develop podcasts or audio storytelling for workshops.
- Record participant contributions, such as voiceovers or group discussions, to enhance sessions.

Pros and Cons:
- Pros: User-friendly, collaborative, and offers a variety of creative tools.
- Cons: Requires stable internet for optimal performance, limited professional-grade features.

CANVA
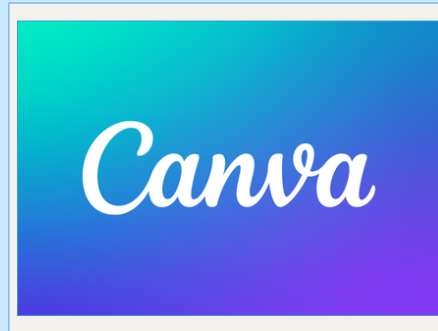
Graphic Design and Content Creation Tool

Overview: Canva is an intuitive design platform ideal for creating visually appealing materials such as presentations, posters, infographics, and social media content. It enables facilitators to design professional-looking visuals that enhance engagement and understanding in workshops and activities.

Key Features:
- Drag-and-drop editor with a vast library of templates, images, and graphics.
- Collaborative features for team projects.
- Options to create animations and videos alongside static designs.

Use Cases:
- Design workshop materials like flyers, handouts, or visual aids.
- Create engaging slides for presentations or interactive activities.
- Produce quick and visually appealing social media posts to promote events.

Pros and Cons:
- Pros: User-friendly, versatile, and offers a variety of free templates and assets.
- Cons: Limited advanced editing features in the free version.

ACTIONBOUND

INTERACTIVE LEARNING AND GAMIFICATION PLATFORM

Overview: Actionbound is a tool for creating interactive scavenger hunts, quizzes, and location-based games that make workshops and activities more engaging. It allows facilitators to integrate digital elements into team-building exercises or learning experiences.

Key Features:
- Customizable quests with multimedia integration (images, videos, audio).
- GPS-based tasks and augmented reality elements.
- Real-time tracking and feedback during activities.

Use Cases:
- Design interactive workshops or outdoor activities that combine education with fun.
- Create location-based challenges to explore local environments or cultural themes.
- Use for team-building exercises or energizing breaks during events.

Pros and Cons:
- **Pros:** Highly customizable, encourages active participation, and blends learning with entertainment.
- **Cons:** Requires preparation time to set up tasks and activities effectively.

TRELLO

Project Management and Collaboration

Overview: Trello is a visual project management tool that uses boards, lists, and cards to help organize and streamline tasks. It simplifies planning and tracking for workshops, team activities, or event logistics, fostering collaboration and clarity.

Key Features:
- Drag-and-drop interface for easy task management.
- Customizable boards with labels, due dates, and checklists.
- Collaboration features, including comments, attachments, and real-time updates.

Use Cases:
- Plan and coordinate workshop schedules and activities with a clear task overview.
- Assign roles and responsibilities among team members for efficient collaboration.
- Track project progress and deadlines to ensure smooth execution of events.

Pros and Cons:
- Pros: User-friendly interface, real-time collaboration, and versatile customization options.
- Cons: Limited advanced features in the free version; may require upgrades for complex projects.

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WETRANSFER

File Sharing and Collaboration

Overview: WeTransfer is a simple and efficient platform for sending large files securely to others. It allows users to share presentations, videos, and resources with ease, making it ideal for facilitating material exchange during workshops or team collaborations.

Key Features:
- Quick and user-friendly file upload and transfer process.
- Supports large files up to 2GB in the free version.
- Secure sharing with password protection and expiration dates for links.

Use Cases:
- Share workshop resources, such as presentations, handouts, or videos, with participants.
- Collaborate with team members by exchanging large media files quickly.
- Provide follow-up materials or recordings to participants after events.

Pros and Cons:
- Pros: No registration required, straightforward interface, and reliable delivery.
- Cons: Limited storage and transfer size in the free version; files are only temporarily available.

MIRO

COLLABORATIVE WHITEBOARD

Overview: Miro is an online platform that enables real-time collaboration on a digital whiteboard. It allows users to brainstorm, organize ideas, and create visual content, making it ideal for team activities, workshops, and group discussions.

Key Features:
- Infinite canvas for visual content creation.
- Real-time collaboration with team members.
- Pre-built templates for brainstorming and planning.

Use Cases:
- Facilitate collaborative brainstorming sessions during workshops.
- Visualize ideas and plans, such as sustainability goals or community projects.
- Organize group discussions into structured visual formats.

Pros and Cons:
- Pros: Easy to use, supports real-time collaboration, variety of templates.
- Cons: Limited features in the free version, some advanced tools may require a learning curve.

MENTIMETER

AUDIENCE INTERACTION AND POLLING

Overview: Mentimeter is an interactive tool that allows users to create engaging polls, quizzes, and presentations to involve participants in real-time. It is perfect for enhancing engagement and collecting feedback during workshops or discussions.

Key Features:
- Real-time polling, quizzes, and word clouds.
- Interactive slides for audience participation.
- Easy-to-use interface for creating engaging content.

Use Cases:
- Conduct live polls and surveys during workshops to gather participant feedback.
- Use quizzes to assess knowledge and spark discussion.
- Create interactive presentations to keep the audience engaged.

Pros and Cons:
- Pros: User-friendly, real-time interaction, versatile question types.
- Cons: Limited features in the free version, requires internet access for full functionality.

PADLET

Collaboration and Brainstorming

Overview: Padlet is an online collaboration tool that allows users to create virtual boards where participants can post text, images, links, and other media. It's ideal for brainstorming, sharing ideas, and collaborative learning during workshops or group activities.

Key Features:
- Interactive boards for sharing content in real-time.
- Supports text, images, videos, and links.
- Customizable layout and design options.

Use Cases:
- Facilitate collaborative brainstorming sessions by allowing participants to post ideas or responses.
- Share multimedia resources and encourage feedback from attendees.
- Create a visual representation of group discussions or workshop outcomes.

Pros and Cons:
- Pros: Easy to use, real-time collaboration, flexible for different media types.
- Cons: Limited features in the free version, may require an internet connection for full functionality.

HOOTSUITE
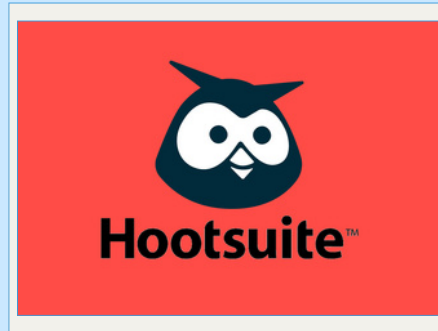
SOCIAL MEDIA MANAGEMENT

Overview: Hootsuite is a social media management tool that allows users to schedule, manage, and analyze posts across multiple platforms. It helps streamline content creation and improve engagement with audiences through automation and analytics.

Key Features:
- Schedule and manage posts across various social media platforms.
- Provides analytics to measure engagement and campaign performance.
- Team collaboration features for content creation and responses.

Use Cases:
- Automate social media posts and maintain consistent engagement.
- Analyze the effectiveness of social media campaigns.
- Collaborate with team members on content planning and execution.

Pros and Cons:
- Pros: Time-saving automation, comprehensive analytics, supports multiple platforms.
- Cons: Limited features in the free version, steep learning curve.

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ZOOM

VIDEO CONFERENCING AND COMMUNICATION

Overview: Zoom is a popular video conferencing platform that enables users to host online meetings, webinars, and collaborative sessions. It's widely used for remote workshops, team communication, and virtual events, offering high-quality video and audio options.

Key Features:
- **Host meetings with up to 100 participants in the free version.**
- **Screen sharing, chat, and breakout room features for group collaboration.**
- **Record meetings and webinars for later reference.**

Use Cases:
- **Conduct online workshops, training sessions, and team meetings.**
- **Host virtual events, including panel discussions and group activities.**
- **Provide remote learning opportunities or consultations.**

Pros and Cons:
- **Pros: User-friendly, high-quality video and audio, versatile features.**
- **Cons: 40-minute time limit on group meetings in the free version, occasional connection issues.**

GOOGLE FORMS

SURVEYS AND DATA COLLECTION

Overview: Google Forms is an easy-to-use tool for creating surveys, quizzes, and feedback forms. It allows you to collect responses in real-time and analyze them using integrated Google Sheets. This tool is ideal for gathering feedback, conducting assessments, and organizing data in workshops and events.

Key Features:
- Customizable templates for different types of surveys and forms.
- Real-time response collection and automatic data compilation into Google Sheets.
- Option to include various question types (multiple choice, short answer, etc.).

Use Cases:
- Collect participant feedback after workshops or activities.
- Create quizzes or assessments for educational sessions.
- Organize event registrations or volunteer applications.

Pros and Cons:
- Pros: Free, easy to use, integrates well with Google Workspace.
- Cons: Limited design customization, basic functionality compared to some paid tools.

WORDPRESS

WEBSITE CREATION AND MANAGEMENT

Overview: WordPress is an easy-to-use platform for building and managing websites, ideal for NGOs. It offers customizable themes and plugins to create a professional site without technical expertise, making it suitable for showcasing projects, collecting donations, and sharing updates.

Key Features:
- Customizable themes and plugins.
- User-friendly content management system.
- SEO and social media integration.

Use Cases:
- Create a professional NGO website.
- Share project updates and collect donations.
- Provide resources for volunteers and supporters.

Pros and Cons:
- Pros: Free, flexible, and user-friendly.
- Cons: Maintenance required, some features need paid plugins.

ALTERNATIVE DIGITAL TOOLS

Quiz and Polling
- Quizizz
- Slido

Video Editing
- InShot
- Filmora

Music and Audio Creation
- Soundtrap
- Audiotool

Graphic Design
- Crello
- Visme

Interactive Experiences
- GooseChase
- Zombies, Run!

Project Management
- Asana
- ClickUp

File Sharing
- SendAnywhere
- Google Drive

Collaboration and Brainstorming
- Lucidspark
- Jamboard

Polling and Surveys
- Poll Everywhere
- SurveyMonkey

Collaboration and Idea Sharing
- MURAL
- Stormboard

Video Conferencing
- Google Meet
- Microsoft Teams

Social Media Management
- Buffer
- Sprout Social

Website Creation and Management
- Wix
- Weebly

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Partner organisations

- United Societies of Balkans (Greece)
- Amaita Intercultura APS (Italy)
- Hidden Hero in Each Kid (North Macedonia)
- Asociación Rumbo a Europa (Spain)