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RISEUP-WB – TRAINING OF TRAINERS #1 (ALBANIA) DELIVERABLE D2.2 – REPORT

INCLUSIVE YOUTH WORK & DIGITAL SKILLS TIRANA, ALBANIA | 10–16 FEBRUARY 2026



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ABOUT THE PROJECT

PROJECT NAME

RiseUp-WB (Raising Innovation, Skills & Empowerment for Youth in the Western Balkans)

PROJECT NUMBER

101243272

EU PROGRAMME

ERASMUS-YOUTH-2025-CB-WB

WHY THIS PROJECT?

RiseUp-WB is a 24-month capacity-building initiative aiming to bolster youth-focused NGOs and municipalities in Albania and Kosovo, especially those working with marginalized youth. It addresses the challenges of high youth unemployment, insufficient digital competencies, and limited civic involvement through innovative training, cross-border exchanges, and policy engagement.



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PROJECT CONSORTIUM





Index

1. Executive Summary	2
2. Training Objectives	2
3. Participants and Roles	2
4. Methodology	2
5. Agenda and Description of Activities	3
6. Implementation Report (Summary by Day)	5
7. Monitoring and Evaluation (Daily Feedback & Final Assessment)	9
7.1 Daily feedback – overall day rating.....	9
7.2 Key feedback highlights	10
7.3 Final evaluation & learning assessment (Day 5)	10
8. Data Protection (GDPR) and Public Nature of the Deliverable)	10
9. Follow-up and Next Steps	11
10. Conclusion	11

1. Executive Summary

This report documents the implementation and evaluation of the RiseUp-WB Training of Trainers (ToT) #1 held in Tirana, Albania. The residential training took place from 10–16 February 2026 (5 training days plus travel days), hosted by NECI Albania at Vila Ada Hotel in Tirana. The ToT brought together 20 participants (staff, youth workers and municipality representatives) from the project consortium. The overall aim was to strengthen partners' capacity to deliver inclusive youth work, manage volunteers safely, facilitate digital engagement, and apply an employability lens in local youth activities.

2. Training Objectives

- Upgrade partner staff competences in inclusive youth work, volunteer management and safeguarding.
- Strengthen digital facilitation skills (online boards, polls/forms, hybrid tips) suitable for low-bandwidth contexts.
- Support trainers in designing high-quality non-formal learning sessions with clear flow and measurable outputs.
- Introduce an employability lens so that youth activities lead to visible and transferable skills.
- Prepare participants to deliver local cascade workshops and support upcoming Innovation Labs.

3. Participants and Roles

Participants represented all five consortium partners (4 participants per partner): NECI Albania (host), MUSIKART (coordinator), Municipality of Berat, OBOTI, and EuropeYou. The cohort included youth workers/trainers, project and volunteer coordinators, and municipality professionals involved in youth and social services.

4. Methodology

The ToT applied a non-formal, experiential learning approach. Each session followed a consistent learning cycle (experience → reflection → conceptualisation → application) and prioritised practical tools and outputs (templates, run sheets, role packs, micro-activities and evidence packs) that participants can replicate locally.

Core methodological elements included:

- Participation-by-choice and safe-space facilitation to model inclusion.
- Co-design and peer review of workshop plans and facilitation scenarios.
- Hands-on practice in small groups (labs) with structured debriefing.
- Output-oriented learning: producing artefacts useful for local cascade workshops and reporting.

5. Agenda and Description of Activities

The agenda below follows the official programme shared in the ToT infopack. It is organised by day, with sessions and labs corresponding to the four core areas: inclusive youth work, volunteer management & safeguarding, digital facilitation, and employability & evaluation.

Day / Date	Time	Session Title	Key content / expected outputs
Day 1 – 11 Feb 2026 Inclusive Youth Work	09:30–10:00	Opening Session & EU Visibility	Welcome; objectives; RiseUp-WB overview; ToT logic.
	10:00–11:15	Inclusive Youth Work Foundations	Safe spaces & trust-building; core values; inclusion as an ongoing process.
	11:45–13:00	Intersectionality & Participation Barriers	Structural & individual barriers; vulnerable groups & accommodations; participation mapping tools.
	14:00–15:30	Inclusive Facilitation Methods	Non-formal education for inclusion; adapting activities; inclusion checklist in practice.
	15:45–17:15	Lab 1: Designing Inclusive Youth Activities	Case studies (urban & rural); applying Inclusion Checklist to real scenarios.
	Evening	Cultural walk in Tirana	Exploring key landmarks in the city centre (local culture and history).
	Day 2 – 12 Feb 2026 Volunteer Management & Safeguarding	09:30–10:00	Reflection from Day 1 & Energiser
10:00–11:15		Volunteer Role Design & Onboarding	Defining roles; recruitment & onboarding flows; model “Volunteer Role Pack”.
11:45–13:00		Safeguarding & Duty of Care	Safeguarding principles; prevention & response; duty-of-



			care responsibilities.
	14:00–15:30	Incident Management & Support Systems	Incident logs & reporting; referral pathways; peer-support mechanisms.
	15:45–17:15	Lab 2: Volunteer Management Case Studies	Scenario analysis; building a simple safeguarding protocol.
	Evening (30 min)	Intercultural evening & NGO/Partner Fair	Showcase organisations and cultural exchange.
Day 3 – 13 Feb 2026 Digital Facilitation Basics	09:30–10:00	Reflection from Day 2 & Tech Energiser	Recap; tech energiser; set learning goals.
	10:00–11:15	Digital Facilitation Basics	Collaboration boards; polls & online forms; managing energy & engagement online.
	11:45–13:00	Safe Online Rooms & Hybrid Tips	Digital safety & consent; privacy basics (GDPR-aware); low-bandwidth & hybrid tips.
	14:00–15:30	Tech-Check & Digital Readiness	Tech-check protocol; backup plans & troubleshooting; inclusion in digital environments.
	15:45–17:15	Lab 3: Designing Online Micro-Activities	Polls, quizzes & exit tickets; preparing digital facilitation scenarios.
Day 4 – 14 Feb 2026 Creative Engagement & Session Design	09:30–10:00	Reflection from Day 3 & Energiser	Recap; energiser; set objectives.
	10:00–11:15	Creative & Non-Formal Methods	Micro-activities & energisers; learning through creativity; inclusion through creative expression.
	11:45–13:00	Session Design & Flow	Structuring sessions; time management &

			transitions; reflection & debrief techniques.
	14:00–15:30	Inclusive Session Facilitation	Managing group dynamics; adapting to needs; ensuring active participation.
	15:45–17:15	Lab 4: Designing a Local Training Session	Using Session Plan Template; preparing sessions for local cascade workshops.
Day 5 – 15 Feb 2026 Employability Lens & Evaluation	09:30–10:00	Daily Check-in & Reflection	Reflection; learning check-in.
	10:00–11:15	Employability & Job- Readiness Lens	Linking activities to skills; soft skills & entrepreneurship basics; making learning outcomes visible.
	11:30–13:00	Evaluation & Learning Measurement	Simple skill rubrics; before/after quizzes; feedback & reflection tools.
	14:00–15:30	Cascade Planning & Transfer	Planning local cascade workshops; adapting activities; using cascade planning sheet.
	15:45–17:15	Final Evaluation, Youthpass & Closing	Review learning outcomes; next steps; Youthpass ceremony; official closing.

6. Implementation Report (Summary by Day)

Day 1 – Inclusive Youth Work Foundations

Day 1 started with an **Opening Session and EU visibility briefing**, including a clear explanation of the RiseUp-WB project purpose and the “Training of Trainers” logic (participants are expected to replicate key activities locally through cascade workshops).

The morning sessions focused on **creating safe learning spaces and trust-building**. Participants worked on practical “safe space” elements (group agreements, respectful

communication, participation by choice) and discussed inclusion as an **ongoing process** rather than a one-time action.

This was followed by an interactive workshop on **intersectionality and participation barriers**. Participants mapped **structural and individual barriers** that prevent vulnerable youth from accessing activities and used participation mapping to identify where exclusion happens (before the activity, during participation, and after follow-up).

In the afternoon, the focus moved to **inclusive facilitation methods** in non-formal education. Participants explored how to adapt activities for diverse needs and applied an **Inclusion Checklist** to test whether an activity is truly accessible.

The day concluded with a hands-on **group design lab**: mixed AL/KOS teams redesigned sample youth activities for **urban and rural contexts**, translating inclusion into concrete adjustments. Teams specifically reviewed and improved “common barriers” such as:

- transport and timing constraints
- cost barriers
- language and communication clarity
- physical accessibility and participation formats

Each group produced a short “redesigned activity version” (what they changed + why) as a training output that can be replicated locally.

A short **cultural walk in Tirana** supported group cohesion and intercultural learning in an informal setting.

Day 2 – Volunteer Management & Safeguarding

Day 2 opened with a structured **reflection from Day 1** and a short energiser, reinforcing the ToT methodology: learn → practice → reflect → adapt.

The morning workshops focused on **professional volunteer management**, starting with role design and onboarding. Participants worked on how to define clear volunteer roles (tasks, responsibilities, boundaries), discussed recruitment and onboarding flows, and developed a draft **Volunteer Role Pack** template that can be used by partners in real programmes.

The late morning continued with **safeguarding and duty of care**, covering prevention and appropriate response when risks or incidents occur. The discussion clarified what youth workers and organisations must do in practice: recognize concerns, document appropriately, and activate referral steps, while maintaining confidentiality.

In the afternoon, participants worked on **incident management and support systems**. The sessions focused on practical tools such as:

- incident logs and reporting steps
 - referral pathways (where/when to refer)
 - peer-support mechanisms inside organisations
- The emphasis was on building “minimum viable” but realistic procedures that partners can implement without heavy bureaucracy.

The day included a hands-on **case study lab**, where teams analysed real-life scenarios and drafted:

- simple safeguarding protocol steps (what to do first, second, third)
- an incident log template
- a basic referral map adapted to their local context

The day ended with an **Intercultural Evening and NGO/Partner Fair**, where participants shared organisational practices, local challenges, and cultural elements, strengthening cooperation and informal networking across partners.

Day 3 – Digital Facilitation Basics

Day 3 started with a reflection and a short **tech energiser** to normalise different levels of confidence with digital tools and ensure a supportive learning environment.

The morning sessions introduced digital facilitation as a **method to achieve learning objectives**, not technology for its own sake. Participants practiced using simple, replicable tools such as:

- collaboration boards
 - polls and online forms
- They also learned how to manage energy, engagement, and participation online through timeboxing and frequent interaction.

The late morning workshop focused on **safe online rooms and hybrid delivery tips**, covering:

- consent and respectful online behaviour
- privacy basics (GDPR-aware practice)
- low-bandwidth and hybrid facilitation strategies to ensure inclusion in resource-constrained environments

In the afternoon, participants tested a simple **tech-check and digital readiness approach**, including backup planning (what to do if tools fail, connectivity is unstable, or participants cannot access platforms).

The day ended with a practical **digital lab**, where teams designed short online micro-activities (polls, quizzes, exit tickets) following a clear structure (objective → tool → instructions → output → short debrief). Outputs were designed to be directly reusable in local sessions.

Day 4 – Creative Engagement & Session Design

Day 4 opened with reflection and an energiser to show how creative methods can function as learning tools (not only as icebreakers).

The morning focused on **creative engagement and non-formal methods**, including micro-activities and energisers that support inclusion and participation by choice. Participants tested ways to keep groups active, motivated, and safe, especially when working with mixed confidence levels and diverse learning styles.

The late morning moved into **session design and flow**: how to structure a training session from opening to closing, including:

- clear timing and time management
- smooth transitions between activities
- reflection and debrief techniques that turn activities into learning

The afternoon focused on **inclusive session facilitation**, addressing group dynamics and practical strategies for active participation (managing dominant voices, supporting quieter participants, adapting on the spot, and keeping learning safe and respectful).

The day concluded with a hands-on **session planning lab**. Each participant (or small group) drafted a concrete **Session Plan / Run Sheet** for a 60–90 minute local workshop, including:

- learning objective and target group
- step-by-step activity flow
- inclusion adjustments
- simple evidence generation (what outputs to collect for follow-up and reporting)

Day 5 – Employability Lens, Evaluation & Cascade Planning

Day 5 started with a short check-in and reflection, then focused on linking youth work practice to **employability outcomes**. Participants discussed how youth activities can

intentionally build soft skills and basic entrepreneurship thinking, and how to make outcomes visible through tangible outputs (e.g., skills logs, portfolios, structured reflections).

The late morning introduced simple **evaluation and learning measurement** tools that are easy to replicate locally, including:

- before/after short quizzes
- simple skill rubrics
- structured feedback and reflection tools

These tools were aligned with the project’s evidence logic and aimed to support quality improvement and accountability.

In the afternoon, partner teams worked on **cascade planning and transfer**, preparing initial plans for local workshops and adaptation steps (what they will deliver, to whom, and how they will adjust case studies and tools to their local context).

The ToT closed with **final evaluation and the Youthpass process**, including review of key learning outcomes, next steps, and competence recognition guidance for participants.

7. Monitoring and Evaluation (Daily Feedback & Final Assessment)

Learning and satisfaction were monitored using short daily feedback forms at the end of each training day (Days 1–5) and a final evaluation & learning assessment on Day 5. All feedback tools used closed questions to ensure simplicity and a high response rate. Responses are reported in aggregated form (no personal data).

7.1 Daily feedback – overall day rating

Participants rated each training day on a four-level scale (Poor, Good, Very good, Excellent). For reporting purposes, these categories were converted into a 1–5 numeric index (Poor=1, Good=3, Very good=4, Excellent=5) to calculate the mean score. Overall results show consistently high satisfaction across the week.

Training day (date)	Responses (n)	Overall mean (1–5)	Top ratings (Excellent/Very good)
Day 1 (11 Feb 2026)	20	4.55	100.0%
Day 2 (12 Feb 2026)	20	4.52	95.2%
Day 3 (13 Feb 2026)	20	4.85	100.0%
Day 4 (14 Feb 2026)	20	4.65	95.0%

Day 5 (15 Feb 2026)	20	4.40	85.0%
Overall (all days)	100	4.59	95.0%

7.2 Key feedback highlights

Across the five daily feedback forms, the highest-rated aspects were:

- Clarity of trainers' explanations (average score: 4.62/5).
- Transferability to local workshops (average score: 4.57/5).
- Session structure and time management (average score: 4.59/5).

A small number of lower ratings were recorded on the last day, which may reflect end-of-week fatigue and the intensity of the programme. This will be considered in future trainings by ensuring balanced pacing and adequate reflection time.

7.3 Final evaluation & learning assessment (Day 5)

The final assessment confirmed strong perceived learning outcomes and readiness to transfer the training locally.

Indicator	Result (aggregated)
Expectations met (Agree/Strongly agree)	85.0% (mean 4.35/5)
Objectives achieved (Yes, fully/Mostly)	85.0%
Overall quality (Excellent/Very good)	80.0% (mean 4.25/5)
Able to design inclusive youth activities (Yes)	85.0%
Confident in volunteer management & safeguarding (Yes)	90.0%
Able to use basic digital facilitation tools (Yes)	85.0%
Understand evaluation tools (Yes)	85.0%
Knowledge check – inclusive youth work definition (correct)	95.0%
Knowledge check – volunteer role description (correct)	95.0%
Ready to deliver local cascade workshop (Yes)	75.0% (Partially: 25.0%)

8. Data Protection (GDPR) and Public Nature of the Deliverable

This deliverable is marked as “Public” in the project’s dissemination settings. For this reason, the report does not attach or publish any documents that contain personal data.

- Photos and videos taken during the ToT (some were captured by participants on personal devices).
- Signed attendance lists (signatures constitute personal data).

- Individual Youthpass certificates and lists of Youthpass releases.

All supporting evidence (signed lists, Youthpass documentation, and media files) is stored securely by the host organisation (NECI Albania) and can be provided to the Project Coordinator and the National/Executive Agency upon request, in line with Erasmus+ and GDPR requirements.

9. Follow-up and Next Steps

- Participants will adapt the training materials and examples to their local context (Albania/Kosovo).
- Each country will implement a micro-pilot to test selected ToT#1 content with local youth workers/volunteers (D2.3 Albania; D2.4 Kosovo) and produce an adjustment plan for ToT#2.
- Partners will implement Innovation Labs (starting with D3.2 in Tirana) where mixed youth teams apply digital and entrepreneurial skills in practice.
- Continuous evidence collection will be ensured through attendance lists, outputs (templates, canvases, group work artefacts), and short evaluation forms.

10. Conclusion

The ToT#1 in Tirana successfully built a shared foundation across the consortium on inclusive youth work, safeguarding, digital facilitation and employability-oriented practice. The programme generated practical tools (role packs, session plans, micro-activities and cascade planning sheets) and demonstrated high levels of participant satisfaction and learning outcomes. The next phase will focus on local pilots and Innovation Labs to transfer these competences into direct youth-facing impact.