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Media and Information
Literacy courses

ACTIVITY STRUCTURE



Structure of non-formal education activities

One of the main ideas of organising non-formal education is that it is based on the knowledge and experience of the participant. It aims to strengthen existing skills or teach new ones and to help them apply new skills in their daily activities hence it must be based on the principle of active participatory learning.

Although the non-formal education activities have their own structure, it is worth remembering to look at the organisation of activities flexibly, to take into account the dynamics and specifics of the group. Different working methods can be applied when working with different target groups. When working with a group, it can sometimes be necessary to react fairly quickly to the situation and change the intended approach. This can lead to:

1

Adjustment of different activities or including new ones

2

Adjustment of the length of the activities (e.g. if one activity ends up running longer, or if a break is needed earlier)

Structure of non-formal education activities

Depending on the methods, space, time, means, non-formal education activities maintain a never-ending structure:



The most commonly used non-formal education activities are:

- ✓ **Icebreakers:** Usually lasts about 5 minutes. Involve group work, reduce stress, increase concentration on the topic.
- ✓ **Teambuilding:** tasks to help create team spirit. The topic is usually chosen in advance. During the activity the participants have to create the goal, values and history of the team.
- ✓ **Games:** As in team building sessions, a situation is simulated, but in this case an element of competition is introduced.
- ✓ **Role playing:** Participants are assigned to play several scenarios related to the topic. This makes it possible to broaden the vision of the situation, to look at the problem from several points of view.
- ✓ **Simulations:** participants simulate real life situations by taking on certain roles.
- ✓ **Situation Analysis:** this helps to find a solution to a situation based on a life situation (participants are given detailed information to help them understand the problem and find solutions).
- ✓ **Demonstration:** It is an explanation of the real task and a demonstration of skills. Important: must take up little time, be clearly visible and audible. Choose an understandable demonstration language.
- ✓ **Modeling:** This is a method that helps to develop new skills by simulating a specific pattern of behaviour. In this approach, the most commonly chosen patterns of behaviour are usually discussed.
- ✓ **Brainstorming:** this is a way to solve a problem situation by choosing as many solutions as possible. This method develops creative thinking.



Structure of non-formal education activities

A non-formal education session can last from 45 minutes to 1:30h if one specific problem is addressed. However, a full-day or even a few-day non-formal education session can be organized, using different methods to solve the same problem or related problems.

Regardless of whether you choose to apply one method to a specific problem or choose a combination of several methods, always keep the same session structure, both for each individual method, for each individual problem situation:

- 1) **Introduction** (usually acquaintance, presentation of the goal);
- 2) **Teaching** (brief overview of information, presentation of the method and introduction to the rules);
- 3) **Active participation;**
- 4) **Discussion** (encouraging all participants to express their views, while maintaining the principle of volunteering);
- 5) **Summary** (returning to the set goal, short reminder of active participation, naming the results).

