



## Guidelines for Facilitators at YES Conferences.



**Thank you for supporting YES by agreeing to volunteer as a Facilitator, the following may be of help to you.**

The YES Partnership is a voluntary organisation working with young people, primarily from the Epping Forest District but also neighbouring communities to complete their educational journey or begin their transition to work. Students are drawn from Year 9 for the Motivational Conference returning in Year 10 for an introduction to the World of Work. The Motivational Conferences focus on team building and goal planning activities which encourage the young people to focus on their strengths and ideals.

The world of work (WOW) Conferences support students in planning and discussing a future career path.

### Aims

- To support students in identifying their strengths and how these can be applied to enable them to realise their potential.
- To help these young people identify and plan career pathways, introducing them to the diverse range of opportunities afforded to them in the world of work.
- To support them in discovering the wide range of opportunities and support in the world of work by introducing them to local employers and successful role models.

### The role of the Facilitator

The main aim of the Facilitators (2) is to keep the students (5) on their table engaged by implementing methods of dealing with those who are disengaged. To have read our Policy and be aware of safeguarding issues when working with young people. To report any concerns regarding this to the DSO. You set the mood of the students on your table by encouraging, assisting and promoting discussion and participation with the activities taking place. This can be achieved by:

- ✓ Be prepared! Come to the pre-conference briefing.
- ✓ Be fully acquainted with the activities that are in the Programme.
- ✓ Introduce yourself to the students in a friendly welcoming way.
- ✓ Encourage the students to introduce themselves.
- ✓ Show an interest in them by talking to them as adults.
- ✓ Be aware of the range of characters in your group.
- ✓ Support those that look less comfortable with the situation and channel the contribution of the more enthusiastic in the right direction!
- ✓ Reinforce the expectations of the activities before expecting them to participate.
- ✓ Check their understanding of the expectations for each activity.
- ✓ Maintain enthusiasm for the activities taking place by encouraging their participation.
- ✓ Expand on their responses through an exchange of ideas.
- ✓ Discuss the results of each activity, constantly showing an interest in them.
- ✓ Avoid involvement in their personal issues. If a student is particularly distressed at one aspect of an activity alert the accompanying school staff.
- ✓ If a student becomes disengaged to the point of disrupting the group it may be effective to move them to another seat on the table. If this does not have the desired effect alert a member of the school staff. Whilst it is important to develop a welcoming rapport with your group this does not equate to accepting poor behaviour. Constant poor behaviour by one member of your group can spoil the participation of the whole table,
- ✓ When the Conference concludes ensure you thank the students for their participation, hoping they have benefitted from the day.
- ✓ You may also comment that you look forward to seeing them at their WOW Conference next year.