

Guideline Courses

INTRODUCTION

These guidelines present the objectives and learning outcomes for the courses offered to Norec participants in the Volunteer programme – the preparatory course, Youth Camp and home coming seminar. The preparatory course and home coming seminar are the responsibility of the partner organisations; the Youth Camp is the responsibility of Norec.

Due to the different natures of the Volunteer exchanges there is a big variety in both content and length of the courses offered by our partners. Hence, these guidelines present a minimum of content that must be covered, and some topics that may be covered. It is of course allowed to offer other themes/topics and objectives as a part of the training courses, in addition to these minimum standards.

It is compulsory for all participants to attend all three courses – the preparatory course, Youth Camp and the home coming seminar. Failure to attend Youth Camp without prior notification to, and approval by, Norec may result in withdrawal of the part of the grant allocated for the participant(s) who miss part of, or the entire course.

DEVELOPING THE TRAINING COURSES

Norec encourages using a variety of participatory learning and teaching methods. The actual training programme, time and resources spent on each topic, and methods used are decided by each partner, who must ensure that all learning outcomes are met. Evaluation or assessment of the training courses should be done regularly to ensure that all learning outcomes are met.

Partners who want to develop a course, or improve existing courses, are welcome to visit other volunteer partners on their training courses to learn from each other. In addition, the Volunteer Team is available for guidance and advice in planning and implementing courses. Norec may also visit partner training courses, as a part of strengthening the quality of the courses, monitor the projects, and to learn from experiences that may benefit other partners.

APPROVAL OF PREPARATORY COURSE AND HOME COMING SEMINAR

A plan for the preparatory course and home coming seminar - presenting the programme, topics and time schedule, and explaining how the learning outcomes are met - shall be submitted to the Volunteer Team along with the application for collaboration agreement. Norec will then either approve the plan, or ask the partner to make a revised version.

FRAMEWORK AND INSTRUCTIONS FROM THE MINISTRY OF FOREIGN AFFAIRS

Norec's vision is: "Fostering leadership for global justice, creating change on the ground and in our minds."

According to Norec's instructions and guidelines from the Ministry of Foreign Affairs¹, Norec Programmes shall focus on:

- Facilitating reciprocal exchange programmes between a diverse range of organisations, institutions and companies in developing countries and Norway
- Promoting mutual learning and sharing of experiences, while contributing to the transfer of knowledge and experience back to the Norec participants' own society
- Contributing to the development and strengthening of civil society in developing countries

The values that are at the core of Norec and all supported exchanges are:

- Reciprocity, solidarity and equity

The overall goal for the Volunteer portfolio is that

- Norec's partners develop young leaders and facilitate the inclusion of returned Norec participants in their own or affiliated organisations by the end of 2017

These guidelines lay the foundation for the learning outcomes of the Volunteer training courses. The overall objectives of the trainings are:

- The programme specific partner trainings equip the participants for their exchange
- The participants have been introduced to important themes in Norec's exchanges, including intercultural communication, global issues, and youth leadership
- The trainings have provided a combination of general leadership training, and programme specific leadership training
- The trainings have equipped the participants for applying skills and knowledge learnt during their exchange in their follow-up work and the period after the exchange

CHECKLIST

- Has your preparatory course been approved by Norec?
- Has your home coming seminar been approved by Norec?
- Are all Norec participants, South-South, South-North and North-South, offered the same standard of preparation and home coming courses?
- Have all your Norec participants attended Youth Camp?

COURSE GUIDELINES AND LEARNING OUTCOMES

¹ For more detail, see Norec's governing documents here: <https://www.norec.no/en/>

Preparatory course

Learning objective: The participant shall have sufficient knowledge and be mentally prepared to live and work in a new cultural setting, and to achieve the goals for the exchange programme.

Time: Minimum twelve days.

Modules and learning outcomes:

Module 1: Project-Related Issues		
<i>Topics, perspectives and issues to be covered:</i>	<i>Learning Outcomes:</i>	<i>Methods/ time/ resources</i>
<p>The course MUST cover information about:</p> <ul style="list-style-type: none"> • Exchange project • Home and host organisations • Practicalities of the exchange (travel, housing, etc) • Host country/region • Code of Conduct, including the organisation's policies on transparency and zero tolerance on corruption • Expectations vs. realities • Look at own role/project/organisation in a development perspective 	<ul style="list-style-type: none"> • Before the participant embarks on an exchange, he/she should be able to thoroughly define the project objectives, their work tasks and area of responsibilities. • Before embarking on an exchange, the participant should have sufficient knowledge about the project, home and host organisations, host country and the practicalities of travelling • Before embarking on an exchange, the participant shall be able to explain the Code of Conduct, understand that they are representing both Norec and their partner organisation while on the exchange, and reflect on some dilemmas or situations that may challenge the Code of Conduct. He/she must be aware of the principle of zero tolerance on corruption, and know the organisation's procedures in case of corruption. • He/she shall also be able to reflect on their role in the host organisation and host community, and to evaluate the <i>realistic</i> potential of making a positive contribution in his or her project. 	Decided by partner, minimum 2 days
<p>The course MUST cover information about:</p> <ul style="list-style-type: none"> • Planning and organising follow-up work 	<ul style="list-style-type: none"> • Before the participant embarks on an exchange, he/she should make preliminary plans of their follow-up work 	

<p>The course MAY cover:</p> <ul style="list-style-type: none"> • Job-related issues/technical skills/knowledge/tools • Language skills • Former Norec participants' experiences • Information tools for follow-up work • Global issues (more relevant or in-depth than what is offered at Youth Camp) 		
Module 2: Personal and Cultural Challenges		
<i>Topics, perspectives and issues to be covered:</i>	<i>Learning Outcomes:</i>	<i>Methods/ time/ resources</i>
<p>The course MUST cover information about:</p> <ul style="list-style-type: none"> • Personal challenges related to a new cultural setting and work culture, including ethical challenges and dilemmas • Intercultural communication • Group dynamics • Conflict resolution 	<ul style="list-style-type: none"> • Before embarking on an exchange, the participant should <ul style="list-style-type: none"> ○ be able to explain possible challenges in living and working in another cultural context and to identify ways of dealing with those, ○ be able to identify specific tools and approaches to intercultural communication, ○ be able to demonstrate skills in active listening and self-reflection, and ○ have practiced techniques for addressing inter-personal conflicts that may arise while working and living in the host country, and working and living in teams/groups over a long period of time. 	<p>Decided by partner, minimum 2 days</p>

Module 3: Youth Leadership		
<i>Topics, perspectives and issues to be covered:</i>	<i>Learning Outcomes:</i>	<i>Methods/ time/ resources</i>
<p>The course MUST cover information about:</p> <ul style="list-style-type: none"> • What is leadership? Formal vs. informal. Youth leadership and youth participation • Leadership training - skills and tools, personal growth, mentoring • What does Norec's goal of creating young leaders imply for the individual participant and project? 	<ul style="list-style-type: none"> • Before and during the exchange, the participant should <ul style="list-style-type: none"> ○ have defined their own learning goals together with home and host partners for the whole exchange period ○ acquire and use tools and knowledge that help building their leadership skills • After an exchange, the participant should be able to demonstrate leadership in line with Norecs vision. 	<p>Decided by partner, minimum 1 day</p>

Module 4: Health		
<i>Topics, perspectives and issues to be covered:</i>	<i>Learning Outcomes:</i>	<i>Methods/ time/ resources</i>
<p>The course MUST ²cover information about:</p> <ul style="list-style-type: none"> • Physical health – potential risks in host region and how to stay healthy³ • Mental health – potential risks and how to stay healthy • Identify personal health issues, and know where and when to seek help • Stress and how to deal with it • Harassment – what is it and how to deal with it 	<ul style="list-style-type: none"> • Before the participant embarks upon an exchange, he/she should be able to identify potential risks concerning his/her physical and mental health in the host country/community, know where to find relevant and accurate health information, explain good health practices, and describe examples of possible psychological challenges and ways in which he/she could deal with these • Before embarking upon the exchange, the participant should be able to identify normal reactions to stress and crisis, culture shock and homesickness, and know when and how to seek help • Before embarking upon the exchange, the participant should have been introduced to definitions of harassment, have tools to talk about harassment, as well as knowledge of structures of communication to notify the appropriate persons in case of harassment. The organisations should introduce the Norec participant to its relevant internal policies. 	Decided by partner
<p>The course MAY cover, if possible:</p> <ul style="list-style-type: none"> • First aid training⁴ 	<ul style="list-style-type: none"> • Before the participant embarks on an exchange, she/he should have the knowledge and skills to provide necessary and lifesaving first aid in an emergency. 	

² Also see Local Safety Seminar in Module V

³ Host partners may take responsibility for parts of this module, as they could give more relevant and accurate health information for the specific locations

⁴ Especially for Norec participants staying off the beaten track, training in basic first aid is strongly encouraged as a part of the preparatory course.

Module 5: Safety and Security		
<i>Topics, perspectives and issues to be covered:</i>	<i>Learning Outcomes:</i>	<i>Methods/ time/ resources</i>
<p>The course MUST cover information about:</p> <ul style="list-style-type: none"> • How to avoid risk situations • Prepare solutions for known risk situations • Get a realistic picture of the security situation in host country/community • Emergency plan – know what to do if, when and after things happen 	<ul style="list-style-type: none"> • Before the participant embarks on an exchange he/she should know how to avoid risk situations, and to be able to explain the security guidelines and crisis plan that apply to him/ her. 	Decided by partners
<p>The course MUST include:</p> <p>Local Safety Seminar arranged by host organisation, in the community where the participant will be living and working:</p> <ul style="list-style-type: none"> • Where to go and not to go • Transport – what to do and not do • Dress codes • Local behaviour “codes” • Visit hospital and rape centre (to know where to go if something happens) • Know how to contact police, ambulance and doctor • Understand how the local health system works 	<ul style="list-style-type: none"> • When the participant has arrived in the host community, he/she should have knowledge about local customs, how to avoid unnecessary risk situations, and where to seek help if something should happen 	½ - 1 day (as long as necessary), immediately after arrival in host country

Norec Youth Camp

All exchanges begin with the Youth Camp. The training is arranged every August and January in Norway and January in Uganda.

It is up to the partnership to plan whether the preparatory course is conducted before, after, or before and after the Youth Camp.

It is compulsory for all participants to attend the Youth Camp. Failure to attend the Youth Camp without prior notification to, and approval by, Norec, may result in withdrawal of the part of the grant allocated for the Norec participant(s) who miss all, or part, of the course.

Norec is responsible for arranging Youth Camp.

Learning objective: All participants shall have an understanding of their own role as Norec participants and Norec's role in Norwegian development policy, and become a part of the Norec global network of partners, Norec participants and exchange programmes. The Norec participants have been introduced to core topics that are relevant for all Norec-funded Volunteer exchanges.

The main objective and learning outcomes are the same at each Youth Camp; however, there might be differences in content and topics due to availability of different lecturers.

Time: 3,5 days

Modules and learning outcomes:

Module 1: Norec		
<i>Topics, perspectives and issues to be covered:</i>	<i>Learning Outcomes:</i>	<i>Methods/ time/ resources</i>
<ul style="list-style-type: none"> • Norec vision and values • Norec facts • Norec's role in Norwegian development policy • The Norec partnership model • Roles and responsibilities of the participant • Ethical principles 	<ul style="list-style-type: none"> • Before a participant embarks on an exchange he or she should be able to explain Norec's role in the Norwegian development policy, and the participant's role and responsibilities in this context. 	½ day

Module 2: Youth Leadership		
<i>Topics, perspectives and issues to be covered:</i>	<i>Learning Outcomes:</i>	<i>Methods/ time/ resources</i>
<ul style="list-style-type: none"> • Leadership in an intercultural context • Leadership in an Norec exchange • What does Norec's goal of creating young leaders imply for the individual participant and project? 	<ul style="list-style-type: none"> • The participants have a good understanding of youth leadership in an intercultural context • The participants have acquired tools to map different leadership needs and models • The participants are able to reflect on their own role as leaders in the exchange • The participants are familiar with different leadership approaches in a global perspective 	½ day

Module 3: Global Issues

<i>Topics, perspectives and issues to be covered:</i>	<i>Learning Outcomes:</i>	<i>Methods/ time/ resources</i>
<ul style="list-style-type: none"> • Global trends in development • Human rights • Global injustices 	<ul style="list-style-type: none"> • Provide an introduction to global issues, including issues such as power relations, inequality, human rights and development • The sessions have discussed injustices embedded in global (and regional) political, economic or cultural relations • The participants are given tools for reflection regarding global issues they will encounter in their exchange 	½ day

Module 4: Intercultural Communication		
<i>Topics, perspectives and issues to be covered:</i>	<i>Learning Outcomes:</i>	<i>Methods/ time/ resources</i>
<ul style="list-style-type: none"> • Approaches to intercultural communication <ul style="list-style-type: none"> ○ Bridge cultural and interpersonal gaps in an exchange project ○ How to communicate and connect with others • Stereotypes in intercultural communication • Communication in an Norec exchange 	<ul style="list-style-type: none"> • Before the participant embarks on an exchange, she/he should be able to identify specific tools and approaches to intercultural communication. 	1 day

Home coming seminar

The length and content of the home coming seminar of Volunteer Partners vary based on individual programme needs. Therefore, the following are minimum learning outcomes for the home coming seminar.

All participants, South-South, South-North and North-South, must receive a proper home coming of good quality, and it is compulsory to participate.

The details of how the home coming is implemented, is chosen by the partner organisation. The solution for each organisation depends on the overall goals for the exchange, the number of participants and how the partner works best to meet the needs of the participants. The Volunteer Team is available for guidance.

Learning objective:

- The participants are ready and equipped to come home and execute their follow-up work.
- The partner organisations gather feedback and are able to evaluate the exchange.

- The participants are given individual follow-up.

Time: Two days are advised as a minimum standard

Modules and learning outcomes:

Module 1: Home coming		
<i>Topics, perspectives and issues to be covered:</i>	<i>Learning Outcomes:</i>	<i>Methods/ time/ resources</i>
<ul style="list-style-type: none"> • Debriefing and sharing experiences • Tools for reintegration • Meeting home organisation – to evaluate the project and discuss where to go from here • Identify individual needs – does someone need extra care or help? 	<ul style="list-style-type: none"> • After the seminar, the participant should be aware of reintegration challenges, and have skills to deal with these challenges • After the seminar, the partner organisation should have a good overview of achievements and challenges in this round of the exchange programme, to be able to implement necessary changes and to give extra follow up of participants with individual needs. 	Decided by partner, minimum 2 days
<ul style="list-style-type: none"> • Follow-up work 	<ul style="list-style-type: none"> • After the home coming seminar, the participant should have a clear plan on his/her follow-up work 	
<ul style="list-style-type: none"> • Norec visit – to receive feedback from the participants on their experiences of the exchange 		1 - 3 hours