

Instructions for Facilitators

Dear Trainer,

the Learning Logs are a printable handout/diary for the participants of your non-formal education activity, to define and track their learning experience. They help the participants to focus on the process of learning and support you, when it comes to the evaluation of an activity.

We recommend you to introduce the Learning Logs on the first day of your activity. The participants should already be familiar with the aims and objectives and the programme. You should allocate some time for them to explain the Logs and to work on their individual learning goals. Connected to this you may draw attention to the definition of SMART Goals and give some examples.

Throughout the week, you may allocate some time every day to invite the participant to revisit their goals and fill in the other sections (Mood, Daily Learning, Suitcase and Trashcan).

Towards the end of your activity you can use the content from the Learning Logs for your final evaluation. The participant will be able to give more precise feedback and the Logs also help them to remember things from early days of the activity. To evaluate the Learning goals, the participants can use the lightbulbs and rate how much they feel for each the goal.

Feel free to integrate the content from the Logs into any evaluation activity and you may also collect the Logs from participant who feel comfortable to help your team evaluation.

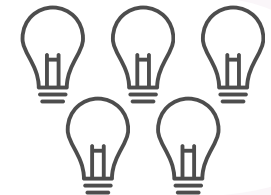
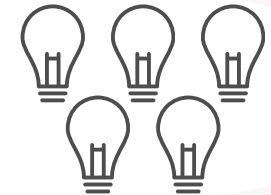
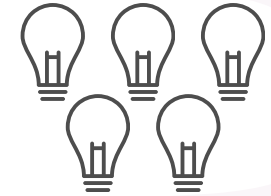


Learning Logs

PAGES OF INSIGHT



Learning Goals



Define your goals **SMART**

Specific:

What will you achieve?

What will you do?

Measurable:

What data will you use to decide whether you've met the goal?

Achievable:

Are you sure you can do this?
Do you have the right skills and resources?

Relevant:

Does the goal align with those of your team or organization? How will the result matter?

Time-bound:

What is the deadline for accomplishing the goal?

e.g. I want to learn from every participant how to say "Thank you" in their local language

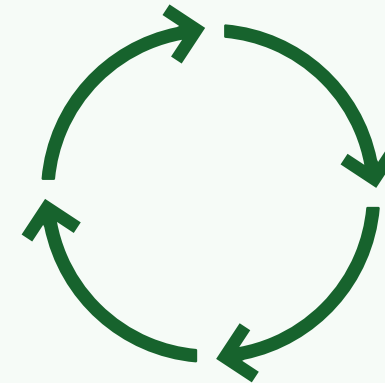
Learning Cycle

David Kolb 1984

Effective learning is seen when a person progresses through a cycle of 4 stages: (1) having a concrete experience followed by (2) observation of and reflection on that experience which leads to (3) the formation of abstract concepts (analysis) and generalizations (conclusions) which are then (4) used to test a hypothesis in future situations, resulting in new experiences.

Application

Experience



Review

Learning

Suitcase

Note all thoughts and things you want to take home





Daily Learnings



note WOW-Moments, Obstacles and Changes you have noticed

Day 1

Day 2

Day 3

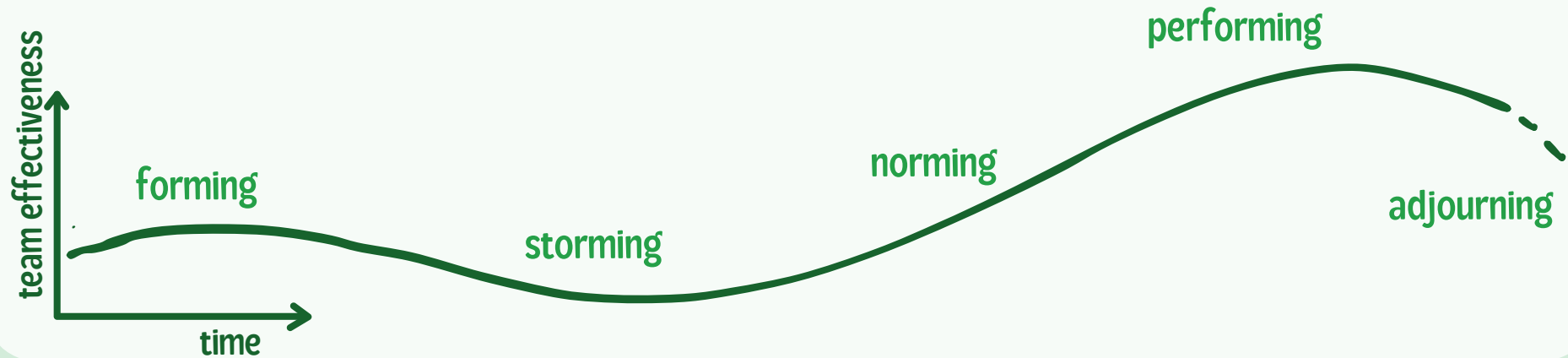
Day 4

Day 5

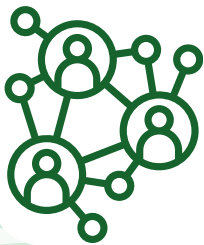


Group Dynamics

by Bruce Tuckman (1977)

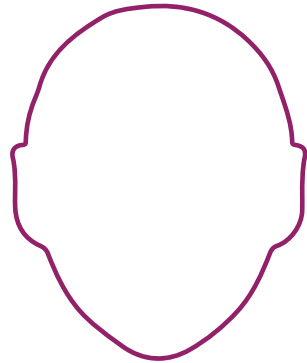


Network *write down names of the person you have exchanged with and connect them*

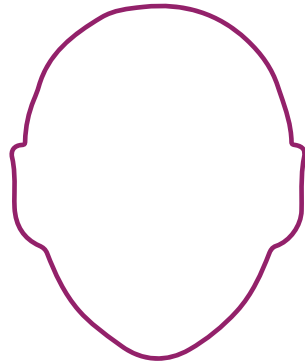


Mood Board

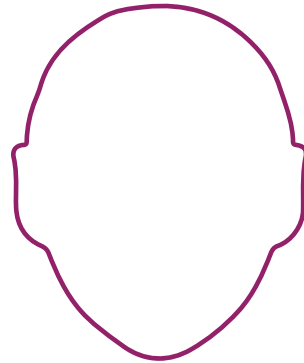
sketch the faces according your mood



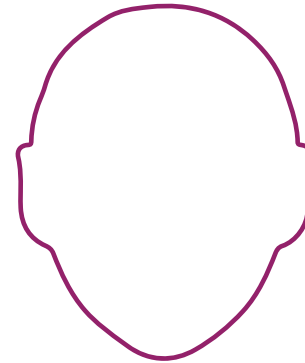
Day 1



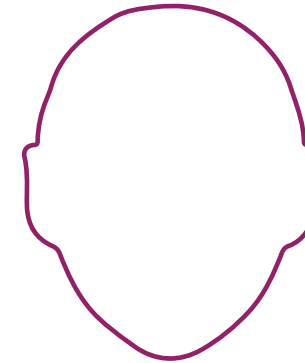
Day 2



Day 4



Day 5



Day 6

Trashcan

write actions, things or feelings, bothering you,
so you want to get rid of

