



WORK PACKAGE No 4

Workshop implementation

Workshop implementation guide

INTERNAL DOCUMENT

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## **Introduction**

This guide has been done under the Framework of the Project FALEFOS-“Family learning in foster families”, whose aim is to strengthen and improve, for the well-being of the children, mutual understanding and cooperation between foster parents, biological parents and social workers. Only by understanding each other position, family learning in the difficult situation of family foster care can take place. In all activities the interests and well-being of the foster child as end beneficiary of a functioning triangular relation will have priority.

This project also involve the implementation of three workshops that will be organized and promoted at different national levels in Austria, Switzerland, Germany, Croatia, Italy, Poland and Romania addressing three different target groups (foster parents, biological parents and social workers). This implementation guide has been carried out in order to implement properly the workshops.

**Workshop I** – Workshop I addresses foster parents

**Workshop II** - Workshop II addresses biological parents

**Workshop III** – Workshop III addresses social workers

### ***Why this guide?***

This guide has been developed in order to support the implementation of the FALEFOS workshops. It is not only about the organisational aspects of the workshops, but also about the promotion and recruitment of participants, who will test and assess the structure and contents of the workshops.

The aim of this guide will also explain how to organise, promote and implement efficiently the training activities. It may also be useful as a reference in the future for training activities aimed to specific groups and training events at community or national level.

The goals of this guide are:

- To present the structure and contents of the workshops and organisational aspects, marketing, evaluation and certification opportunities, as well as available material and methodology to use and follow in the workshop.
- To offer support for the promotion, organisation and implementation of the workshops.

### ***For whom this guide?***

This guide is addressed to those in charge of organizing training for foster parents, biological parents and social workers dealing with foster care.

## **WORKSHOP 1 - workshop for foster parents**

### **Aims of the workshop for foster parents**

The aims of the workshop are:

- Analysing the importance and difficulties in cooperation between the child, biological parents and foster parents and social workers
- Analyzing communication problems connected with the relation between biological, foster parents and social workers
- Analysing the ways in which foster parents may tighten relationship of child, biological parents and foster parents.
- Problematizing and understanding psychosocial situation of a child in foster family.
- Understanding child's needs in foster care.
- Discussing the quality of cooperation between foster parents and biological parents.
- Differentiate thoughts, feelings and behaviour connected with the meeting with biological parents

At the end of the workshop participants shall:

- Be aware of child psychological situation and importance of building the relations between Biological and Foster family, profitable for a child.
- Be able to have a better understanding of the importance and difficulties in cooperation between the child, biological parents and foster parents.
- Be able to recognize communication problems connected with the relation between biological and foster parents
- Be able to recognize of ways in which foster parents may tighten relationship of child and biological parents.
- Have better understanding of child's needs in foster care.
- Be able to improve their cooperation with biological parents.
- Be aware of different thoughts, feelings and behaviour connected with the meeting with biological parents

### **Content and structure**

The workshop is set up for 1 or 2 days (8 hours). Each partner can decide the set up of the workshop e.g. in 1 day or divided in 2 days, according to the selection of participants and other country specific requirements. Workshop is organized with 7-10 (max. 15) participants.

Subject areas

- How the cooperation between foster families, biological families and social services can improve child well-being in foster care?
- Foster care from the perspective of children, biological parents and foster parents.
- Communication problems connected with the relation between biological and foster parents.
- The quality of cooperation between foster parents and biological parents.
- Organisation of meetings between foster parents and biological parents.

## **Workshop methods and material**

The methods used in workshop are:

- Presentations
- Experience based exercises
- Discussion

Required workshop materials:

- Blank sheets of paper
- Sheets of paper with printed exercises
- Letters
- Pencils
- Flipchart
- Envelops with different roles for participants
- Beamer
- Laptop
- Ball of wool
- Emotion cards
- Evaluation questionnaire

## **The workshop location/venue**

1 room, at least 30m<sup>2</sup>. It could be organize in your organization or at neutral place. Optionally (according to your conditions and needs of foster parents) - a second room for children of the foster parents participating in workshops)

## **Participanst's profile**

Foster parents in the system of foster care.

## **Knowledge and skills of the workshop leader**

Experts in leading psychosocial groups with experience in the field of foster care

## **Evaluation and certification strategies**

At the end of the workshop a short oral and interactive reflection of the participants on the course of the workshop will be carried out. This discussion should focus on strong and weak points of workshop and workshop leader/trainer should note given answers.

After that, evaluation questionnaire will be given to all participants. Unique questionnaire has been created that would evaluate their opinion about workshop: significance and understanding of the topics included; influence of this workshop on their lives (professional and personal); most useful elements of workshop and readiness to recommend this workshop to other foster parents.

Another important aspect is also the feedback of the workshop leader/trainer him/herself. This questionnaire will collect information about satisfaction and estimated usefulness of the context of the workshop and materials used. It will also collect information about possible adjustments of workshop curricula and materials that leader/trainer needed to make as well as possible changes that would improve this workshop curricula.

The results of evaluation will allow the workshop organizers to evaluate the effectiveness and significance of this kind of workshop and make eventual improvements of this workshop.

## **Certification**

The participants will receive certificates of attendance from the workshop organizer.

## **Marketing strategies**

The suggested marketing strategies are based on two different phases.

### **Phase 1- “Involving target group”**

The first phase is called “Involving target group” and can be compared with a general preparation phase. Relevant social services, institutions and organizations involved in foster care need to receive information about the workshop implementation. Only by knowing the entire idea behind, organizations or persons they will be convinced about usefulness of this workshop and will consider it interesting and useful to participate. The main activities and instruments used in this period are:

- Invitation letter
- Website
- Leaflets
- Social media
- participation in events

### **Phase 2 – Direct marketing**

This phase is especially important to recruit participants for workshops as well as for the promotion of other actions.

The main activities and instruments used in this period are:

- personal meetings
- talks to deepen the contacts and the involvement and engagement of stakeholders and target groups representatives in the project.

These persons/organisations need to be contacted frequently within this second phase.

Instruments to be used in this phase dependent upon conditions and habits in the individual countries:

- Emails
- Letters (sent via post)
- Phone calls
- Personal meetings (bilateral)
- Meetings with more interested persons/organizations (e.g. discussion rounds)
- Events
- Press release

The success of this phase is closely related to a successful implementation of phase 1. But there are some aspects that might support this phase but are also valid for general activities:

It should be made as easy as possible for the target groups to access the information and workshop registration. For the workshops this could mean the elaboration of an extra invitation to the workshops including a summary of relevant information, a workshop description, the notification about workshop leader/trainer, to mention but a few.

## **Recommendations**

### Contacting the target group

- Stay in contact with stakeholders and target group that was already involved in previous activities
- Get in contact with new stakeholders
- Establish cooperation with different associations and organisations involved in the topic
- Try to visit events to meet the target group
- Use the networks of the target group and stakeholders
- Use face to face interaction to better involve and engage people

- Use the different communication channels of the community for promotion and information

### Preparation / Invitation

To provide a well structured and appealing invitation which contains the main information at a glance is of high importance. Therefore we suggest to include following details:

- Date and Venue
- Procedure of participation (whom until when to contact)
- Details about workshop topics, structure, methods and workshop leader/trainer
- Benefits – personal and professional
- Choose an appealing layout and overall design appropriate for your target groups that ensures you an automatic effect of recognition in your promotion and communication channels
- In case the workshop or similar activities have already been implemented it has been shown useful to include quotations of previous participants sharing their feedback and experience

### Generals

- Include also people from outside your organisation in your activities (e.g. trainers, representative of the target group) to reach a wider group of people and have different perspectives on the topic
- Adapt recommendations according to the needs of your contacts and stakeholders
- Cooperate with the trainer(s) of the workshop
- Make it as easy as possible for the participants  
(programme description, benefits at a glance, registration process, prepared participation form...)
- Start well in advance with your activities and do not underestimate the time resources that are required
- Take into considerations school and public holidays and other time schedules important for your target groups by selecting the best suitable date for the workshop

## **WORKSHOP 2 – workshop for Biological Parents**

### **Aims of the workshop for Biological Parents**

The aims of the workshop are:

1. Strengthening their role during child visits and improving visiting days: changing perspective, become sensitive for their own needs and their child's needs.
2. Empowering biological parents: knowledge of rights, needs, support, get the feeling that they are not alone, mutual support, exchange of experiences, Overcoming your own isolation, get to know oneself better when dealing with other people.

At the end of the workshop participants shall:

- Have better understanding of their parents role
- Improve their understanding of differences in roles, needs and perspectives of children, biological parents and foster parents
- Have better insight about their motives, desires and hopes, but also about their fears and concerns.
- Improve their knowledge and abilities in creating active participate in visit with children and foster parents
- Benefit from knowledge and experience gathered and combined within the group
- Be aware of experts, outside the self-help group, who can be called in when questions and uncertainties come up.

### **Content and structure**

The workshop is set up for 2 days ( time structure: 3-4 hours with additional time for informal exchange) and is organized with 6 –4 to 10 participants. Each partner can decide the set up of the workshop e.g. 2 days in row or divided in 1 day per week, one or more workshop leaders according to the different topics, the selection of participants and other country specific requirements.

The workshop for biological parents has been divided in the 2 moduls.

Topic are:

- Getting to know each other, appreciation of their personal situation
- Visits with children and foster parents
- What kind of role is mine
- How can I participate in the visit
- What does my child expect from this visits
- How can I create the visit
- What do I want for the visits

- What do I like what do I don't like during visits
- What would I have to do to change the situation, atmosphere during the visit?
- What do I want to do with my child, what am I allowed to do?
- Exchange of experiences

## **Workshop methods and material**

The methods used in workshop are:

- Presentations
- Experience based exercises
- Discussion

Required workshop material:

- Facilitators tool case
- Flip chart
- Craft material (paper, pencils, colors, etc)
- Board games and card games
- Internet access
- Devices with DVD and CD drive
- Workshop place with kitchen that participants can use
- Food that would be prepared during workshop (chose menu in advance and make grocery according to that menu)

## **The workshop location/venue**

One room, at least 30m<sup>2</sup> for activities and kitchen area, or one room and an extra kitchen. The location shouldn't have the touch of an authority, professional center, anything where they feel under control. The location should be a kind of neutral place, with a "living room character", café or bar character. In this case it might be helpful to get in touch with community workers, associations or volunteer organizations to find the right place in your region.

## **Participant's profile**

Parents who want to have regular quality contact with their children in foster care.

## **Knowledge and skills of the workshop leader**

Workshop leader/trainer should have experience in work with biological parents, should have knowledge of foster care system and group work experiences. Also he should have basic socio-pedagogical education and knowledge about child-protection. Workshop leader should

have these personal skills: sensitivity and meekness, honesty, open minded, transparency, gentleness and sense of humor.

## **Evaluation and certification strategies**

At the end of the workshop a short oral and interactive reflection of the participants on the course of the workshop will be carried out. This discussion should focus on strong and weak points of workshop and workshop leader/trainer(s) should note given answers.

After that, evaluation questionnaire will be given to all participants. Unique questionnaire has been created that would evaluate their opinion about workshop: significance and understanding of the topics included; influence of this workshop on their lives; most useful elements of workshop and readiness to recommend this workshop to other biological parents.

Another important aspect is also the feedback of the workshop leader/trainer him/herself. This questionnaire will collect information about satisfaction and estimated usefulness of the context of the workshop and materials used. It will also collect information about possible adjustments of workshop curricula and materials that leader/trainer needed to make as well as possible changes that would improve this workshop curricula.

The results of evaluation will allow the workshop organizers to evaluate the effectiveness and significance of this kind of workshop and make eventual improvements of this workshop.

## **Certification**

The participants will receive certificates of attendance from the workshop organiser.

## **Marketing strategies**

The suggested marketing strategies are based on two different phases.

### **Phase 1- “Involving target group”**

The first phase is called “Involving target group” and can be compared with a general preparation phase. Relevant social services, institutions and organizations involved in foster care and work with problematic families need to receive information about the workshop implementation. Only by knowing the entire idea behind, organizations or persons they will be convinced about usefulness of this workshop and will consider it interesting to motivate biological parents to participate in workshop.

The main activities and instruments used in this period are:

- Invitation letter
- Website

- Leaflets
- Social media
- participation in events

## **Phase 2 – Direct marketing**

This phase is especially important to recruit participants for workshops as well as for the promotion of other actions.

The main activities and instruments used in this period are:

- personal meetings
- talks to deepen the contacts and the involvement and engagement of stakeholders and target group in the project.

These persons/organisations need to be contacted frequently within this second phase.

Instruments to be used in this phase dependent upon conditions and habits in the individual countries:

- Emails
- Letters (sent via post)
- Phone calls
- Personal meetings (bilateral)
- Meetings with more interested persons/organizations (e.g. discussion rounds)
- Events
- Press release

The success of this phase is closely related to a successful implementation of phase 1. But there are some aspects that might support this phase but are also valid for general activities.

It should be made as easy as possible for the target groups to access the information and workshop registration. For the workshops this could mean the elaboration of an extra invitation to the workshops including a summary of relevant information, a program description, the notification about workshop leader/trainer, to mention but a few.

## **Recommendations**

### Contacting the target group

- Stay in contact with stakeholders and target group that was already involved in previous activities
- Get in contact with new stakeholders

- Establish cooperation with different associations and organisations involved in the topic
- Try to visit events to meet the target group
- Use the networks of the target group and stakeholders
- Use face to face interaction to better involve and engage people
- Use the different communication channels of the community for promotion and information
- Use representative of other 2 target groups for making contact with biological parents

### Preparation / Invitation

To provide a well structured and appealing invitation which contains the main information at a glance is of high importance. Therefore we suggest to include following details:

- Date and Venue
- Procedure of participation (where and when to come)
- Details about workshop topics, structure, methods and leader/trainers
- Benefits – personal and for their child
- Choose an appealing layout and overall design appropriate for your target groups that ensures you an automatic effect of recognition in your promotion and communication channels
- Where is appropriate, to make invitation
- In case the workshop or similar activities have already been implemented it has been shown useful to include quotations of previous participants sharing their feedback and experience

### Generals

- Include also people from outside your organisation in your activities (e.g. trainers, representative of the target group and representatives of other 2 target groups) to reach a wider group of people and have different perspectives on the topic
- Adapt recommendations according to the needs of your contacts and stakeholders
- Cooperate with the trainer(s) of the workshop
- Make it as easy as possible for the participants

(programme description, benefits at a glance, registration process, prepared participation form...)

- Start well in advance with your activities and do not underestimate the time resources that are required
- Take into considerations school and public holidays and other time schedules important for your target groups by selecting the best suitable date for the workshop

## **WORKSHOP 3 - workshop for Social Workers**

### **Aims of the workshop for Social Workers**

The aims of the workshop are:

- Problematizing of the current state of protection of child's rights in context of foster care
- Problematizing and understanding different positions, roles, responsibilities and readiness for cooperation in foster care process
- Discussing and defining „communication“ and „efficient communication“ in foster care process
- Learning basic elements of specific communication skills that are important for cooperation and cooperative relationships
- Practicing and discussion on specific communication skills (active listening, asking questions, providing feedback)
- Consideration and definition of the term „individual planning“ in the context of foster care

At the end of the workshop participants shall:

- Be able to have a better understanding of the child's rights in context of planning and preparation of the child for placement into foster care
- Be able to recognize situations where the rights of the child are not adequately ensured
- Be able to recognize difficulties in cooperation with different foster care stakeholders and acquire relevant knowledge and skills to deal with them
- Improve their understanding of foster care stakeholders' differences in roles, responsibilities and readiness to cooperate
- Improve their communication in the fostering process by working on 3 key communication skills: active listening, asking questions and giving feedback
- Have better understanding of the elements of the individual planning process of foster care
- Be aware of the positive outcomes of their work for beneficiaries in the foster care system as well for their professional and personal development

- Be able to better understand sources of challenges (characteristics of families involved, characteristics of the social welfare system or their personal characteristics) they encounter in their work in context of the foster care.

## **Content and structure**

The workshop is set up for 2 days (12 hours) and is organized with 7-10 (max. 15) participants. Each partner can decide the set up of the workshop e.g. 2 or 4 ( 2 or 4 blocks for one day) days in row or divided in 1 day per week, one or more workshop leaders according to the different topics, the selection of participants and other country specific requirements.

The workshop for social workers has been divided in the 8 blocks.

Topic are:

- Reflections on the child's rights in the context of planning and preparation of the child for placement into foster care
- Difference in roles, responsibilities and readiness to cooperate by foster care stakeholders
- What is communication and what is effective communication
- Active listening
- Asking questions
- Giving feedback
- Elements of the process of individual planning? How to plan and monitor foster care?
- Individual potentials for successful cooperation in foster care

## **Workshop methods and material**

The methods used in workshop are:

- Presentations
- Experience based exercises
- Discussion

Required workshop material :

- Flip chart papers
- A 4 papers
- Markers, colouring pens, pencils
- Ball of wool strings, scissors
- PPT „Communication“\*\*

*\*\* Presentation is only a rough guide and certain facilitators can complement/alter according to individual wishes and skills. A PPT has been prepared, which can be translated so all partners can use it, but we suggest that the facilitators tailor the PPT to themselves and the specific groups they work with.*

## **The workshop location/venue**

1 room, at least 30m<sup>2</sup>. It could be organized in your organization or at a neutral place.

## **Participants' profile**

Social workers who work in the Social Welfare System in the field of foster care. Representatives of this target group have a personal, educational or professional motivation to develop and improve their skills and values in the context of foster care.

## **Knowledge and skills of the workshop leader**

Experts in leading psychosocial groups with experience in the field of foster care.

## **Evaluation and certification strategies**

At the end of the workshop a short oral and interactive reflection of the participants on the course of the workshop will be carried out. This discussion should focus on strong and weak points of workshop and workshop leader/trainer(s) should note given answers.

After that, an evaluation questionnaire will be given to all participants. A unique questionnaire has been created that would evaluate their opinion about workshop: most useful elements of workshop and readiness to recommend this workshop to other social workers; influence of the workshop on their abilities and skills in dealing with problems of foster care and communication with foster parents, biological parents and foster children.

Another important aspect is also the feedback of the workshop leader/trainer him/herself. This questionnaire will collect information about satisfaction and estimated usefulness of the context of the workshop and materials used. It will also collect information about possible adjustments of workshop curricula and materials that leader/trainer needed to make as well as possible changes that would improve this workshop curricula.

The results of evaluation will allow the workshop organizers to evaluate the effectiveness and significance of this kind of workshop and make eventual improvements of this workshop.

## **Certification**

The participants will receive certificates of attendance from the workshop organizer.

## **Marketing strategies**

The suggested marketing strategies are based on two different phases.

### **Phase 1- “Involving target group”**

The first phase is called “Involving target group” and can be compared with a general preparation phase. Relevant social services, institutions and organizations involved in foster care need to receive information on the aim and idea of the workshop. Only by knowing the entire idea behind, organizations or persons they will be convinced about usefulness of this workshop and will consider it interesting and useful to participate.

The main activities and instruments used in this period are:

- Invitation letter
- Website
- Leaflets
- Social media
- participation in events

### **Phase 2 – Direct marketing**

This phase is especially important to recruit participants for workshops as well as for the promotion of other actions.

The main activities and instruments used in this period are:

- personal meetings
- talks to deepen the contacts and the involvement and engagement of stakeholders and target group in the project.

These persons/organisations need to be contacted frequently within this second phase.

Instruments to be used in this phase dependent upon conditions and habits in the individual countries:

- Emails
- Letters (sent via post)
- Phone calls
- Personal meetings (bilateral)
- Meetings with more interested persons/organizations (e.g. discussion rounds)

- Events
- Press release

The success of this phase is closely related to a successful implementation of phase 1. But there are some aspects that might support this phase but are also valid for general activities:

It should be made as easy as possible for the target groups to access the information and workshop registration. For the workshops this could mean the elaboration of an extra invitation to the workshops including a summary of relevant information, a program description, the notification about workshop leader/trainer to mention but a few.

## **Recommendations**

### Contacting the target group

- Stay in contact with stakeholders and target group that was already involved in previous activities
- Get in contact with new stakeholders
- Establish cooperation with different social services institution and organisations involved in the topic
- Try to visit events to meet the target group
- Use the networks of the target group and stakeholders
- Use face to face interaction to better involve and engage people
- Use the different communication channels of the community for promotion and information

### Preparation / Invitation

To provide a well structured and appealing invitation which contains the main information at a glance is of high importance. Therefore we suggest including following details:

- Date and Venue
- Procedure of participation (whom until when to contact)
- Details about workshop topics, structure, methods and speakers/trainers
- Benefits – personal and professional
- In case the workshop or similar activities have already been implemented it has been shown useful to include quotations of previous participants sharing their feedback and experience

- Choose an appealing layout and overall design appropriate for your target groups that ensures you an automatic effect of recognition in your promotion and communication channels

### Generals

- Include also people from outside your organisation in your activities (e.g. trainers, representative of the target group) to reach a wider group of people and have different perspectives on the topic
- Adapt recommendations according to the needs of your contacts and stakeholders
- Cooperate with the trainer(s) of the workshop
- Make it as easy as possible for the participants  
(programme description, benefits at a glance, registration process, prepared participation form...)
- Start well in advance with your activities and do not underestimate the time resources that are required
- Take into considerations school and public holidays and other time schedules important for your target groups by selecting the best suitable date for the workshop