



Appendix 3 - Session plan for young people on Fast Forward Programme

Fast Forward Introduction Day
22nd March 2010

Participants will be:-

16 -19 year olds who are Not in Employment, Education and/or Training

By the end of the session project participants will:

- Understand what the Fast Forward course will involve and what is expected of them.
- Understand their roles and responsibilities on Fast Forward programmes
- Get to know each other

Equipment needed:-

- Name badges
- Flipchart paper
- Ground rules
- Code of conduct
- Course programme
- Register
- Young people's names and contact details including their PAs
- Consent forms
- Post-its
- Blue tack

Time	Activity	Materials and led by (Agree who will lead on each session)
9.15 am – 9.30 am	Refreshments <ul style="list-style-type: none"> • As young people arrive provide them with labels for their names. • Ask young people to complete the consent forms if they have not done already. • Ask young people to sign the register. 	Register Labels Consent forms YP names and contact details
9.30 am- 9.45 am	<ul style="list-style-type: none"> • PAs to introduce themselves and their roles, including that young people should contact the PA if they need additional help. • Agree ground rules with the group and the repercussions of these not being met. • Ask young people to sign the code of conduct and also ensure all workers do also. • Provide young people with the programme for 	Programme for the week Ground rules Code of conduct

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	the week.	
9.45 am – 10.10 am	<p>Ice Breaker Exercise</p> <p>Choose this one or one of your own</p> <ul style="list-style-type: none"> • Arrange chairs in a circle with one chair less than the number of people. • One person to stand in the centre (A PA) to make a statement and all the people that conform to the statement with the person in the centre would need to swap seats (i.e. it can start with simple things such as everyone wearing trousers). • The people who are wearing trousers would all have to get up and swap chairs. The person without a seat would need to stand in the centre and say a statement and so on and on. 	<p>PAs</p> <p>Young people</p> <p>Chairs</p>
10.15 am- 10. 25 am	<p>Break the group into two or three groups in small circles with one PA per four or five young people.</p> <p>Give the programme to them.</p> <ul style="list-style-type: none"> • Ask them all to say their:- <ul style="list-style-type: none"> - Name - Expectations of the course are, as well as one -A hobby • Write their expectations on post-its and stick it on the flipchart paper 	<p>Post-its</p> <p>Flipchart paper</p>
10.25 am – 10.30 am	<p>Bring the group together and summarise the session including addressing the young people’s expectations.</p>	

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Helping young people to access learning & work

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