



ELEVATE ADOLESCENCE PROGRAMS

# FACILITATOR *Training*



## COURSE SYLLABUS

August 2025 Facilitator Training

# WELCOME

## WHAT IS IT?

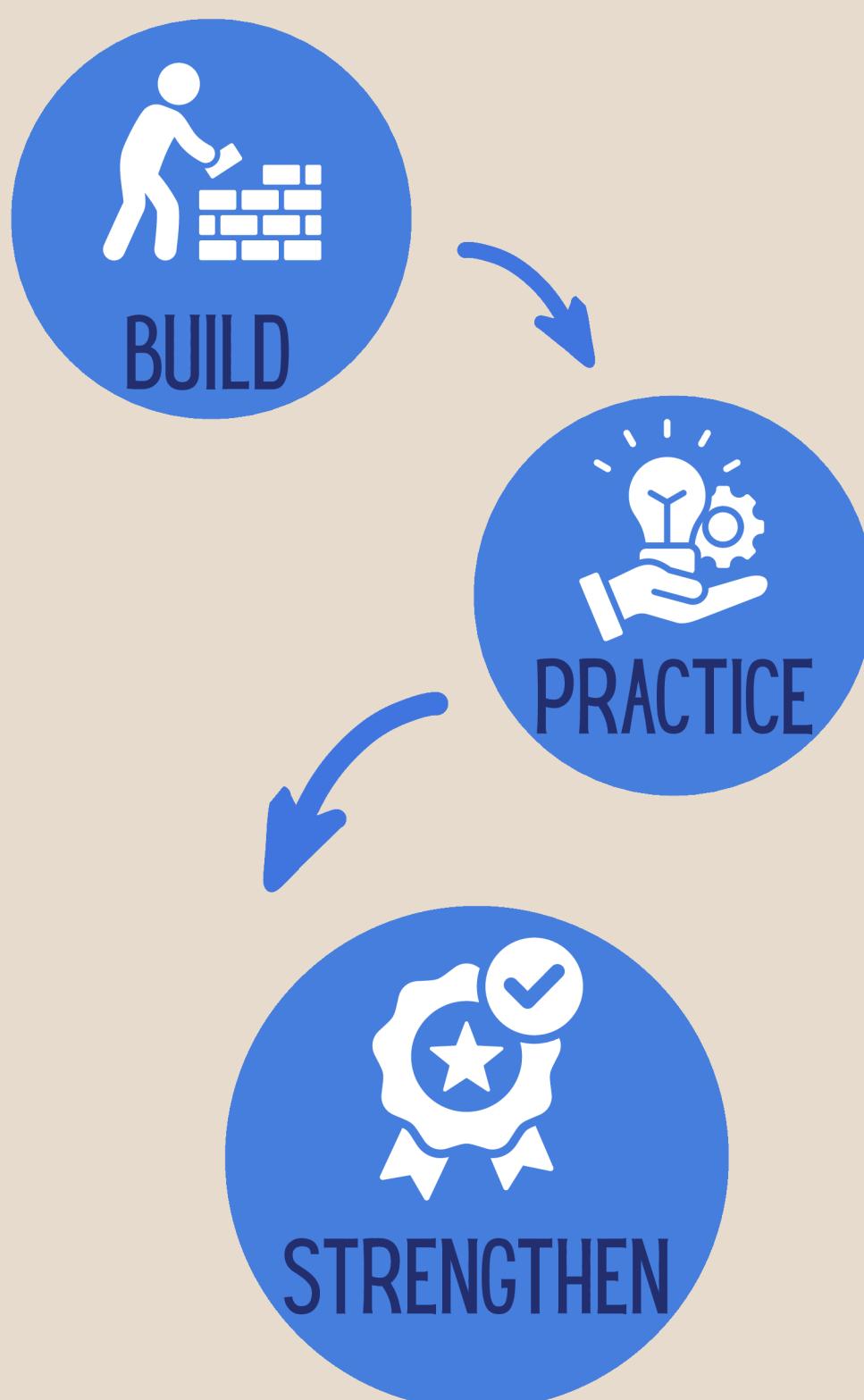
A flexible, self-paced online training that equips aspiring facilitators with the core competencies to lead safe, inclusive, and impactful youth sessions.

## WHO IS IT FOR?

This program is ideal for emerging facilitators, university students, or young adults stepping into a youth leadership role.

## WHY CHOOSE THIS TRAINING?

Designed using a scaffolded BUILD – PRACTICE – STRENGTHEN approach, this program fosters both skill development and personal growth.



# FACILITATOR Program Outline

## LEARNING OBJECTIVES

By the end of this course, you will be able to:

- Lead sessions with presence, empathy, and clarity
- Respond to challenges using trauma-informed and inclusive strategies
- Apply facilitation tools to build trust, foster youth independence, and manage group dynamics
- Reflect on personal growth and align practice with core values

## COURSE STRUCTURE

Each module includes:

- Build: Core concepts and instructional content
- Practice: Interactive scenarios and activities
- Strengthen: Advanced challenges, reflection, and decision-making tasks

## COURSE REQUIREMENTS

- Stable internet connection and a laptop or tablet
- PDF reader and audio/video playback capabilities
- Completion of modules and downloadable activities
- Participation in interactive assessments and reflections

## PROGRAM COMPLETION REQUIREMENTS

To complete this program you must:

- Finish all 6 modules (including assessments and downloads)
- Achieve 80% or higher on the final assessment
- Complete within 90 days of receiving login access

## SUPPORT & TROUBLESHOOTING

- For login, access, or technical issues
- For registration or general program questions

email: [elevateadolescenceprogram@gmail.com](mailto:elevateadolescenceprogram@gmail.com)

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# FACILITATOR Competencies

Designed for aspiring educators and youth leaders, this course equips you with the essential skills to lead impactful sessions and foster positive development in adolescents.

1

## LEADERSHIP

Develop the ability to guide sessions effectively, provide constructive feedback, and encourage independent thinking among participants.

2

## COMMUNICATION

Learn to convey messages clearly, interpret non-verbal cues, and engage with parents and guardians to support youth development.

3

## EFFECTIVE LISTENING

Enhance your ability to listen empathetically, ask open-ended questions, and create an environment where every voice is heard.



4

## RELATIONSHIP BUILDING

Master the art of managing group dynamics and establishing trust, ensuring a cohesive and supportive group atmosphere.

5

## SELF-REFLECTION

Cultivate self-awareness and empathy to connect deeply with participants and respond to their emotional needs effectively.



6

## EQUITY AND INCLUSION

Commit to recognizing and addressing unconscious biases, ensuring that all participants feel valued and included.

# 1 LEADERSHIP COMPETENCY

Facilitators in the Elevate Adolescence Program are trusted to lead with clarity, responsiveness, and confidence. The leadership competency reflects the ability to set the tone for sessions, respond to real-time group needs, and empower youth through thoughtful direction and guided autonomy. Whether giving feedback or encouraging growth, strong facilitative leadership models courage and care.

## SKILL 1: PROVIDING FEEDBACK

Learn to deliver constructive and timely feedback that encourages growth and development.

**Build:** Understand the principles of constructive feedback and its role in adolescent development.

**Practice:** Deliver feedback in simulated sessions, focusing on clarity and encouragement.

**Strengthen:** Adapt feedback techniques to individuals, fostering a growth-oriented environment.

## SKILL 2: FOSTERING INDEPENDENCE

Cultivate strategies to empower adolescents to take initiative and make informed decisions.

**Build:** Learn strategies to encourage autonomy and decision-making in adolescents.

**Practice:** Implement techniques that promote self-initiative during role-play scenarios.

**Strengthen:** Support participants in setting and achieving personal goals, reinforcing independence.

## SKILL 3: DECISION-MAKING

Develop the ability to make swift, effective decisions that keep sessions on track and responsive to participants' needs.

**Build:** Recognize common challenges that require immediate decisions during facilitation.

**Practice:** Engage in exercises that simulate real-time decision-making under pressure.

**Strengthen:** Develop the ability to make swift, effective decisions responsive to participants' needs.

Skill	Emerging	Developing	Proficient	Exemplary
Providing Feedback	Avoids or delays giving feedback; focuses on correction only.	Gives basic feedback, occasionally timely, limited growth focus.	Provides timely, specific, and constructive feedback that promotes learning.	Engages in ongoing feedback loops that empower youth and foster self-awareness.
Fostering Independence	Tends to take over tasks; limits youth choice.	Allows limited choice; may over-guide.	Encourages decision-making and supports autonomy within boundaries.	Designs opportunities that consistently build self-efficacy and leadership in youth.
Decision-Making in the Moment	Struggles to pivot or respond to group shifts.	Attempts reactive decisions but may miss group cues.	Reads group energy and adjusts strategies calmly and appropriately.	Anticipates group needs, and models adaptive leadership.

# COMMUNICATION COMPETENCY

Facilitators serve as role models in both verbal and non-verbal communication. Within EAP spaces, communication is more than delivering content—it's how we show consistency, clarity, and care. This competency captures a facilitator's ability to express ideas clearly, model respectful dialogue, and build strong bridges between youth, caregivers, and peers through every spoken and unspoken interaction.

## SKILL 1: LEAD BY EXAMPLE

Understand the importance of embodying the values and behaviors you wish to instill.

**Build:** Grasp the importance of embodying the values and behaviors you wish to instill.

**Practice:** Demonstrate consistent messaging through actions and language in practice sessions.

**Strengthen:** Maintain authenticity and clarity in communication, even under challenging circumstances.

## SKILL 2: COMMUNICATION AWARENESS

Enhance your ability to interpret non-verbal cues to better understand and respond to participants.

**Build:** Identify key non-verbal cues and their significance in communication.

**Practice:** Interpret body language in varied scenarios to enhance understanding.

**Strengthen:** Respond appropriately to non-verbal signals, adjusting facilitation strategies as needed.

## SKILL 3: FAMILY PARTNERSHIP

Build skills to engage with parents effectively, fostering a supportive environment for adolescents.

**Build:** Understand effective communication strategies for engaging with caregivers.

**Practice:** Role-play conversations addressing common concerns and questions from parents.

**Strengthen:** Navigate complex discussions with empathy and clarity, building trust with families.

Skill	Emerging	Developing	Proficient	Exemplary
<b>Lead by Example</b>	Gives inconsistent verbal/non-verbal cues; unclear expectations.	Occasionally demonstrates expected behaviors; messages may lack clarity.	Consistently models clear, appropriate language and behavior.	Embodies values and tone that inspire respectful, empowered group culture.
<b>Communication Awareness</b>	Misses or misinterprets non-verbal cues.	Recognizes basic cues but may not adjust response.	Accurately reads cues and adjusts communication accordingly.	Anticipates needs based on non-verbal signals and fosters deeper connection.
<b>Family Partnership</b>	Struggles with confidence or clarity; avoids hard conversations.	Communicates basic information; may lack warmth or partnership.	Provides clear, respectful, and collaborative updates to caregivers.	Builds trust-based, reciprocal relationships with families through ongoing dialogue.

# 3 EFFECTIVE LISTENING

At the heart of any strong EAP session is the ability to truly listen. Active listening means holding space with presence and curiosity—listening not just to respond, but to understand. This competency ensures facilitators are attuned to what's said, what's unsaid, and can draw out reflection, insight, and connection through thoughtful questioning and deep listening.

## SKILL 1: STRATEGIES FOR EFFECTIVE LISTENING

Practice attentive listening to fully comprehend participants' perspectives.

**Build:** Comprehend the elements of active listening and its impact on facilitation.

**Practice:** Engage in exercises focusing on paraphrasing and summarizing participants' input.

**Strengthen:** Apply active listening to resolve conflicts and build deeper trust with participants.

## SKILL 2: USING OPEN-ENDED QUESTIONS

Employ questions that encourage deeper discussion and reflection, promoting a more engaging learning experience.

**Build:** Learn the structure and purpose of open-ended questions in facilitating discussions.

**Practice:** Formulate and utilize questions that encourage dialogue and reflection.

**Strengthen:** Facilitate deep discussions that promote critical thinking and engagement.

Skill	Emerging	Developing	Proficient	Exemplary
Listening for Understanding	Appears distracted or interrupts; misses key points.	Listens but may respond without full understanding.	Demonstrates attentive listening and often reflects or paraphrases.	Consistently listens deeply, reflects accurately, and builds trust through presence.
Using Open- Ended Questions	Relies mostly on yes/no or directive questions.	Occasionally uses open-ended questions with limited follow-up.	Regularly invites discussion through open-ended prompts.	Strategically uses inquiry to deepen reflection and encourage peer dialogue.

# 4 RELATIONSHIP BUILDING

The EAP model is built on relational trust. Facilitators are not just instructors—they are safe adults, guides, and mentors. Relationship building is a core competency that ensures group connection, emotional safety, and a sense of belonging. Facilitators create environments where youth can open up, take risks, and experience authentic community.

## SKILL 1: MANAGING GROUP DYNAMICS

Learn techniques to create a cohesive and inclusive group atmosphere.

**Build:** Understand group behavior patterns and their influence on session outcomes.

**Practice:** Implement strategies to foster a cohesive and inclusive group atmosphere.

**Strengthen:** Navigate complex group interactions, ensuring a supportive environment for all.

## SKILL 2: CREATING TRUST

Create an environment where participants feel safe to express themselves without fear of judgement.

**Build:** Learn the principles of creating a safe space for open expression.

**Practice:** Apply techniques that encourage vulnerability and trust among participants.

**Strengthen:** Maintain an environment where participants feel secure to share and engage fully.

Skill	Emerging	Developing	Proficient	Exemplary
Managing Group Dynamics	Unaware of group needs or energy shifts; reacts inconsistently.	Acknowledges group dynamics but may struggle to respond effectively.	Maintains group cohesion and safety with responsive facilitation.	Anticipates group needs and proactively fosters connection, inclusion, and regulation.
Establishing Psychological Safety	Creates inconsistent or unclear expectations; avoids vulnerability.	Attempts to build safety but may not address breaches or discomfort.	Consistently builds trust and openness through modeling and facilitation.	Creates a culture of belonging where youth take emotional risks and feel fully seen.

# 5 EMOTIONAL INTELLIGENCE

Facilitators who are self-aware and emotionally attuned can model the regulation and compassion we hope to cultivate in youth. This competency reflects a facilitator's ability to reflect, recognize emotion (in self and others), and respond in ways that support psychological safety and relational depth—hallmarks of trauma-informed care within EAP.

## SKILL 1: SELF-REFLECTION

Develop self-awareness to recognize your own biases and emotions, enhancing your facilitation effectiveness.

**Build:** Develop self-awareness to recognize personal biases and emotional triggers.

**Practice:** Engage in reflective exercises to assess and adjust facilitation approaches.

**Strengthen:** Continuously evaluate and refine facilitation practices to enhance effectiveness.

Skill	Emerging	Developing	Proficient	Exemplary
<b>Self-Reflection</b>	Rarely reflects on own actions or impact.	Acknowledges some patterns but struggles to apply insights.	Regularly reflects and adjusts behavior to improve facilitation.	Continuously seeks self-awareness and models vulnerability as a learning tool.

# 6 EQUITY AND INCLUSION

At EAP, every participant must feel seen, valued, and included. This competency ensures facilitators can recognize implicit bias, foster equitable engagement, and intentionally include those on the margins. Facilitators who lead with equity expand access to safety, voice, and belonging - foundations of a just learning space.

## SKILL 1: BIAS AWARENESS

Identify and address personal biases to ensure fair and inclusive facilitation.

**Build:** Identify personal biases and understand their impact on facilitation.

**Practice:** Implement strategies to mitigate biases during sessions.

**Strengthen:** Foster an inclusive environment that actively challenges and reduces bias.

## SKILL 2: INCLUSION SCANNING

Recognize and support participants who may feel marginalized, ensuring everyone's voice is heard.

**Build:** Recognize signs of participant disengagement or marginalization.

**Practice:** Develop approaches to re-engage and support outlier participants.

**Strengthen:** Ensure all participants feel valued and included throughout sessions.

Skill	Emerging	Developing	Proficient	Exemplary
Unconscious Bias	Unaware of personal biases; avoids discussion or reflection.	Acknowledges bias but struggles to identify or respond in real-time.	Recognizes implicit bias and actively works to address it.	Consistently challenges bias in self and others; models inclusive awareness and dialogue.
Identifying Outliers	Fails to notice when individuals are left out or disengaged.	Occasionally notices exclusion but unsure how to respond.	Regularly scans for inclusion and takes steps to engage all participants.	Designs experiences that center marginalized voices and proactively close participation gaps.