STYPA

Welcome pack for Team Leaders

EPF
European Patients Forum

STYPA
SUMMER TRAINING COURSE FOR
YOUNG PATIENT ADVOCATES

A STRONG PATIENTS' VOICE TO DRIVE BETTER HEALTH IN EUROPE

PEOPLE DIALOGUE & CHANGE

europeanpatients'forum
Youth Group

Introduction

The Summer Training Course for Young Patient Advocates (STYPA) is a European Patients Forum (EPF) project which supports young patient advocates to develop their advocacy skills. Now in its fifth year, this year we hope to have nearly 60 young advocates taking part from across Europe.

The purpose and nature of the STYPA programme is to support, through high-quality training and coaching, young patient advocates or representatives of young patient advocates who have the motivation to learn more about patient advocacy and maximise their leadership potential in real environment settings.

How will the programme work ?
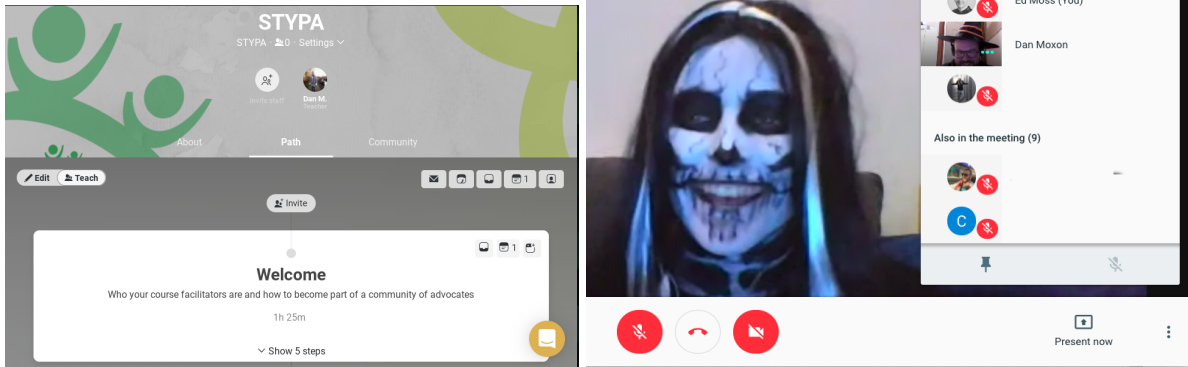
STYPA has always used a mixture of online learning, webinars and a face to face training courses to support its participants. Sadly, due to COVID-19 restrictions we can't safely run the face to face course this year. So instead we will expand the online components and webinars to make sure STYPA participants still have a great experience. You will need access to a computer or tablet that is connected to the internet and capable of video chat to take part in the programme. Mobile devices can be used, but they are not recommended.

This means as a STYPA participant you will be actively collaborating with young patient advocates from across Europe, from May to October. This happens through a series of online line hangouts, and a dedicated online platform that teaches you everything you need to know about advocacy and a series of livestreams. A big part of the programme is about helping STYPA participants interact with each other as the course develops.

The programme has two phases "Learning Together" and "Team Challenges".

⭐ Phase 1 - Learning together

This phase starts at the start of May and lasts until July (see the next section for dates.)

The online learning platform

At the start of the programme participants will be given access to an online learning platform containing videos, activities, and tasks to do together with other participants on the theme of advocacy. New content will be released on the platform every two-three weeks. You should expect to spend at least 1.5 hours every two weeks on the online tasks from the end of May to the start of July.

Whole group online hangouts

From May to July all STYPA participants will take part in a series of online hangouts. These take place roughly every two weeks and last 1hr. These will help you connect with other advocates in the programmes, and explore your advocacy work in more detail.

⭐ Phase 2 - Team Challenges

This phase runs Mid July until the end of October (see the next section for dates.)

Team webinars and team leaders

In July participants will be split into small teams around 12 advocates. Each team will be led by a Team leader, who will be a STYPA graduate from last year's programmes. Teams will have a team hangout once a month lasting 1hr. You will work together with your team to undertake your own advocacy campaigns and projects, based on the topics and causes you are interested in.

Team challenges

To help teams with their advocacy projects they will be set a series of 'team challenges". Each challenge is an activity that you can do that will help you with your advocacy campaign. Teams are awarded points based on the challenges they complete, and compete against each other to be STYPA's winning team. The challenges are things that you do in real life, as part of your role as an advocate - it could be things like organising a petition, or meeting with a decision maker. How much time you put into these is up to you - it is based around your project. At the end of the programme we will have a whole group hangout for all the teams to come together, celebrate their success and announce the winner.

⭐ The livestreams

Throughout the programme, the team leaders will run a series of livestreams. These will invite guest speakers from the world of advocacy as well STYPA alumni to share their stories and experiences of the advocacy world.

⭐ Team leader hangouts

Throughout the programme. Team leaders will have access to group coaching and support to plan the livestream events through regular team leader hangouts. These will be just for team leaders and facilitated by the STYPA team.

The people supporting you

EPF is an umbrella organisation that works with patients' groups in public health and health advocacy across Europe. Our members represent specific chronic disease groups at EU level or are national coalitions of patients. EPF also has a very active Youth Group of young patient advocates, who guide and direct EPF's work.

EPF commissions People, Dialogue and Change (PDC) to provide training and support for STYPA participants. PDC specialises in supporting youth advocacy and youth activism.

Staff from EPF and PDC work together to deliver the programme.

Borislava Ananieva - EPF Youth Strategy and Capacity Building Assistant

Borislava joined the EPF Secretariat team in May 2019. She is a two-time kidney transplanted patient and a founding member of the EPF Youth Group. Currently she is the EPF Youth Strategy Assistant, working on the EPF Youth Strategy connecting the Youth Group to the Secretariat and representing the young patient perspective in a range of activities. Borislava oversees the STYPA programme on behalf of EPF.

Dan Moxon - PDC Course leader

Dan is a trainer and researcher in the field of youth activism and youth participation, working with multiple organisations across Europe to enable them to support young people's voices. Dan's role is to make sure the day to day running of STYPA goes smoothly. He runs the online learning platform and will usually be the person who replies to you if you get in touch with a query.

Ed Moss - PDC associate trainer

Ed is a coach and trainer with over 10 years expertise in facilitation, training and support. He supports a variety of individuals and organisations with growth and change. Ed's role on the programme includes facilitating the whole group hangouts and coaching the team leaders.

Neringa Tumėnaitė - PDC associate trainer

Neringa is a Lithuanian Human Rights educator and an expert of Youth, Peace and Development. She has led a wide variety of training courses and forums for young people focused on human rights and inclusion. Neringa's role on the programme includes facilitating the whole group hangouts and providing support for the live stream events.

The Team leaders

In the second phase of the programme participants will be supported by a dedicated team leader, who will be a former STYPA graduate. The team leaders will run the team hangouts and the livestream events.

Elena Balestra - EPF Membership & Capacity Building Manager

Elena joined EPF in April 2017. As Membership and Capacity Building Manager, she is responsible for liaising with the EPF members, the Membership strategy and the Capacity Building Programme. STYPA is part of EPF's capacity building programme.

★ Want to contact the team?

The team is here to provide you with support from the moment the training launches at the end of May until it finishes at the end of October.

You can reach out to us at any time for advice and support on your advocacy work. - you don't have to wait until the online hangouts.

After the training launches on 1st of May, you can get in touch:

- By using the project WhatsApp group - you will get details of this soon.
- By DM'ing us on WhatsApp +447412551720
- By emailing stypa@peopledialoguechange.org
- By messaging us through the online platform

If you have enquiries before the projects starts, you can get also get touch with Borislava on borislava.ananieva@eu-patient.eu

The team leaders role

As a team leader, your role is to work with the EPF and People Dialogue and Change staff to support the STYPA participants. STYPA is a safe space where you can develop your skills as a leader, and we will be supporting you throughout the entire process. Your roles as a team leader are:

⭐ **Taking part in team leader hangouts**

Through the course you will take part in online hangouts just for team leaders. These will be led by Ed, and the purpose of them is to prepare you and support you in your role as a team leader. They will have two themes: **leadership coaching** and planning the **live stream events.**

⭐ **Organising and running the live stream events**

The team leaders will have the responsibility to organise and run the three livestream events. (With support from the STYPA team!). You will get more details about what this involves, as well as support to do it during the team leader hangouts.

⭐ **Running your team's hangouts and supporting your team**

In July participants will be split into teams. You will be responsible for **leading one of the teams.** This means you will be running the online hangout for your team as well as supporting them between hangouts. Your team will be completing a series of advocacy challenges, and the team who completes the most will be the winning team. As a team leader you can also **help your team members complete the challenges**, and complete challenges yourself. The approach you take to this will depend on how you wish to lead the group. You will get more details about what this involves, as well as support to do it during the team leader hangouts.

⭐ Contributing to SOME of the whole group hangouts

As a team leader you are welcome to attend any of the whole group hangouts you wish. They will be a great opportunity for you to connect and meet with other STYPA participants. You will be emailed regular reminders when these are taking place.

Three of the hangouts **are essential** to your team leader role, and **you must take part** in these. They are:

- The two whole group hangouts in July (7th and 8th) - at these hangout participants will be split into teams. As a team leader
- The final whole group hangout in October (13th)

All of the other whole group hangouts **are optional**

⭐ Skipping the online course

You did the online course already so there is no need to repeat it. The content is the same as last year. However, you can still access the course as an observer if you wish. This will mean that you can see the course content, but will not be able to take part in assignments. Use this link to join as an observer.

⭐ Contributing to the WhatsApp Group

Join the WhatsAPP group for 2021 STYPA participants and the group for 2021 team leaders using the link below. Ground rules for the groups are:

- Post in this chat whenever you want - either for social things or advocacy things,
- Take the time to reply to others, but don't feel obligated to follow every message
- Be kind and treat people with respect - keep it clean, polite and decent,
- Keep what is said in the group private, including people's numbers, and messages
- Think twice before you slide into someone DM's - it's great to make that direct connection, but check if the other person also wants this.

In July you will also have a WhatsApp group for your team. You will need to follow the messages in this chat more closely so that you can support your team.

STYPA 2021 Team Leaders
WhatsApp group

Scan this QR code using the WhatsApp camera to join this group

STYPA 2021
WhatsApp group

Scan this QR code using the WhatsApp camera to join this group

Key dates for team leaders

⭐ Team leader hangouts

- Monday 10th May - Leadership coaching
- Monday 24th May - Livestream event planning
- Monday 21st June - Livestream event planning
- Monday 5th July - Leadership coaching
- Monday 9th Aug - Leadership coaching
- Monday 23rd Aug - Livestream event planning
- Monday 6th September - Leadership coaching
- Monday 27th September - Leadership coaching
- Late September / Early October - Date TBC - Livestream events planning
- Monday 18th Oct -Events planning
- Monday event planning calls (E) 8th Nov - Livestream events planning

All team leader hangouts take place from **19.30-20.30 pm Central European Time.** (That's 18.30-19.30 GMT time and 20.30 - 21.30 Eastern European Time

⭐ Livestream events

- 30th June (provisional date)
- Late September / Early October
- 10th November (provisional date)

⭐ Whole group hangouts

- 1st whole group online hangout - Wed. 12th May -   (optional for team leaders)
- 2nd whole group online hangout - Wed. 26th May - (optional for team leaders)
- 3rd whole group online hangout - Wed. 9th June - (optional for team leaders)
- 4th whole group online hangout - Wed. 23rd June - (optional for team leaders)
- 5th whole group online hangout - Wed. 7th July - (Team leaders must attend)
- 6th whole group online hangout - Thurs 8th July - (Team leaders must attend)
- 7th whole group hangout - Wed. 13th of October - (Team leaders must attend)

All hangouts take place from **19.30-21.00 pm Central European Time.** (That's 18.30-20.00 GMT time and 20.30 - 22.00 Eastern European Time

⭐ Team Hangouts

During this phrase, participants attend only their own team's hangout. Teams meet on different nights of the week and during the programme you can choose which team you join based on which times you are available.

Team Hangouts			
Team Monday	*Team Tuesday*	*Team Wednesday*	*Team Thursday*
19th July	20th July	21st July	22nd July
16th Aug	17th Aug	18th Aug	19th Aug
13th Sept	14th Sept	15th Sept	16th Sept
4th Oct	5th Oct	6th Oct	7th Oct

All team hangouts take place from **19.30-21.00 pm Central European Time**. (That's 18.30-20.00 GMT and 20.30 - 22.00 Eastern European Time)

⭐ What to do now?

The online platform contains all the information you need to join the hangouts and take part in the programme.

You will also be emailed regular reminders when hangouts are due to take place, or other key events in the programme are happening.

So right not sit back, relax and wait for your first team leaders to hangout.

A guide to:
Running your first team meeting

⭐ **1-2 days before your first meeting**

⭐ **5 -10 minutes days before your meeting**

- Login
- Kanban
- Check WhatsApp -
- Run through your plan
-

⭐ **Running the first meeting**

1. Start with **hello and welcomes**, people usually take a few minutes to join so give people a few minutes before you start properly. Ask everyone to keep their microphone on mute when they are not talking. This will help with sound quality.

2. Do the team **check ins -** ask people to share one feeling they have right now.

3. **Nominate a scribe** - You might find it helpful to ask someone in the group to help you add names and comments to the Kanban board.

4. **Share the Kanban Board.** The best way to do this is to ask people to open the link in another window this way they can all edit it easily. You might need to post the link to the kanban in the chat. The other way to share is to open the kanban board on your screen and share the screen - but these participants will not be able to edit it. However you do it makes sure that your scribe can edit the kanban. People on mobile phones might have problems seeing the Kanban board - it does not show up very well - but it is not essential for everyone to see it.

5. **Agree which challenges the team will work on between now and the next meeting.**

○ Add a comment to any Challenges you are working on to keep a record. It is enough to write '*Steve is doing this challenge*'. Try to avoid just writing people's names, or it may not be clear who has completed a challenge and who is still doing it.

⭐ **Straight after the meeting**

Straight after the meeting <mark>Complete this google form</mark>. This will keep track of who took part, but you can also use it to send a message to Dan if you or someone in your team needs extra support.

Running the remaining meetings

1. Start with **hello and welcomes**, people usually take a few minutes to join so give people a few minutes before you start properly. Ask everyone to keep their microphone on mute when they are not talking. This will help with sound quality.

2. Do the team **check ins -** ask people to share one feeling they have right now.

3. **Share the team's scores** and congratulate people for what they have done. - Dan will send the scores to you at the end of every month (starting in August)

4. **Nominate a scribe** - You might find it helpful to ask someone in the group to help you add names and comments to the Kanban board.

5. **Share the Kanban Board.** The best way to do this is to ask people to open the link in another window this way they can all edit it easily. You might need to post the link to the kanban in the chat. The other way to share is to open the kanban board on your screen and share the screen - but these participants will not be able to edit it. However you do it makes sure that your scribe can edit the kanban. People on mobile phones might have problems seeing the Kanban board - it does not show up very well - but it is not essential for everyone to see it.

6. **Ask people to update each other on what challenges they have completed since the last meeting.** Make sure that you, or the scribe add a comment on any challenges to record who completed them. It is enough to write '*Dan completed this challenge*' - you don't need to explain what they did - (but some group members people may want to add these details, and it's useful to EPF to hear about anything amazingly cool) .Try to avoid just writing people's names, or it may not be clear who has completed a challenge and who is still doing it.

7. **Move any completed challenges that no-one is working on to 'DONE'.**

    ○   If people are still working on the challenge keep it in the 'DOING' column even if you have enough completed team members to score the points already

    ○   If no one in your team is working on the challenge anymore, AND enough people have completed the challenge to score at least one round of points, drag it into 'DONE'.

    ○   If no one is working on a challenge, and not enough people have completed it to score the points, leave it in the 'DONE' column.

8. **Spend some time talking about the experiences of working on the challenges**. The purpose of this is to help people reflect on what they learnt and find common experiences. You can use the questions to help lead this discussion - but you don't need to ask them all - they are just tools to help you get people talking.

  ○   What went well for them? Why?

  ○   What did they find hard? Why?

  ○   What did they learn ? What would they do differently next time?

9. **Agree which challenges the team will work on between now and the next meeting.**

  ○   Add a comment to any Challenges you are working on to keep a record. It is enough to write '*Steve is doing this challenge*'. Try to avoid just writing people's names, or it may not be clear who has completed a challenge and who is still doing it.

10. **Straight after the meeting** ==Complete this google form.== This will keep track of who took part, but you can also use it to send a message to Dan if you or someone in your team needs extra support.

A guide to Challenge rules

Any STYPA participant can work on any challenge at any time. It's up to each individual participant to decide which challenges will help them achieve your advocacy goals. However, by doing challenges at similar times to your team members you will be able to support each other, find ways to collaborate, and help score points for your team.

There are seven rules to the team competition phase;

- Any STYPA participant can work on any challenge at any time.
- Focus on the challenges that help you achieve your individual goals - you don't have to do them all.
- The challenges are numbered, but you don't have to start at number one and you don't have to do them in order.
- Discuss what challenges you want to do with your team and work out how you can support each other.
- Try to prioritise the challenges that will help you collaborate with your team members.
- Once the team has scored points for the challenge, you can still work on them if it is useful to you. Your team may score extra points if more people complete the challenge.
- Have a goal but don't make a fixed plan.==Can team leaders do it ?==

==Repeat challenges rule==

Link to join any of the meetings

Kanban board links

Team Monday -
Team Tuesday -
Team Wednesday -
Team Thursday -

Useful resources:
Playlist of videos for advice on all the challenges
https://www.youtube.com/playlist?list=PLmghLcTBsDQW5NaJ7CXVw_9vlPCznDo65

Overview of all the challenges (for if you just want a list of all the challenges in one place, with a bit more detail than the kanban board)
https://padlet.com/dan_moxon1/fsogzu1i5apa

Practice board - XXXXX (for if you want to play around and try using a kanban board)

Reflective practice

Reflective Practice is a key part of the learning cycle and enables us to step back from an experience and examine what could be taken away.

<mark>*Note from Ed*</mark>
<mark>Below is a reflective practice document I use for my own practice after I complete workshops. It allows me to note down any updates or changes I may wish to make to plans or resources as I go through the session and allows me to then reflect from some different perspectives.</mark>

<mark>Feel free to download and print this off for your own use. Or create a copy in your own google documents and store it as a template.</mark>

How to use: Use in any way which you find helpful. Complete as much or as little as you like each time you run a hangout. This document is to help your learning - you do not have to complete it and send it to us (its not a report!)

I use the notes side to make notes as I go through the session:
> Where I might do something different to what was planned and the outcome of that.
> Sections which flowed well and sections that maybe didn't.
> Observations
> Actions I committed to
> If I got stuck or felt uncomfortable or I needed help - to come back to this when I reflect.

The reflective side:

- **One word:** How would you summarise the session in one word
- **Notice about_____:** I use this to identify anyone or group that caught my attention, or perhaps the host organisation / venue feel
- **What was the dynamic of the session like**: Draws on <u>transactional analysis</u> a little from a communication perspective; what state did you feel going in to the session, what reaction did you get from the participants, were they balanced? For example I observe my own state of mind and try to observe from the behaviour of participants:
    - I'm OK and you are OK. This is the healthiest position about life and it means that I feel good about myself and that I feel good about others and their competence.
    - I'm OK and you are not OK. In this position I feel good about myself but I see others as damaged or less than and it is usually not healthy.
    - I'm not OK and you are OK. In this position the person sees him/herself as the weak partner in relationships as the others in life are definitely better than the self. The person who holds this position will unconsciously accept abuse as OK.
    - I'm not OK and you are not OK. This is the worst position to be in as it means that I believe that I am in a terrible state and the rest of the world is as bad. Consequently, there is no hope for any ultimate supports
- **Anything to bring to team leader coaching sessions:** I use this section to think about what I found challenging from the session or anything I felt uncomfortable about and make a note so I can decide what to bring to action learning more easily.
- **What went well / Even better if...**: These sections are for listing what went well in the session and what would have made the session even better if. Both of these should focus on things I am in control of or can influence rather than purely situational things. I then also repeat from the perspective of the participants from the feedback I gather - either from the check out or any evaluation forms they complete.
- **Where might we focus next with this group:** this allows me to leave my thoughts about where I might pick up if I work with them again or things to follow up on or actions I committed to.

Session Month: Date:

Notes from the session / notes on the plan :	
One word	Notice about _____
What was the dynamic of the session like?	Anything to bring to team leader coaching sessions?
What Went Well? (My perspective)	Even Better If… (My perspective)
What Went Well? (Feedback)	Even Better If… (Feedback)
Where might we focus next time with this group?	