



EXIT burnout

Implementation Guidelines

Guidelines for professionals who will be
implementing the Exit Burnout Wellbeing
Training Program





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INTRODUCTION

Erasmus+ project "EXIT BURNOUT" **Implementation Guidelines** consists of a practical information for facilitators wanting to implement **Wellbeing Program**.

The Wellbeing Program consists of Toolkit, Wellbeing Program and Handbook.

- **Toolkit** - a practical resource that offers information about available methods, inspired by coaching, adventure therapy and gamification approach.
- **Participants Handbook** - a practical workbook for supporting participants that participates in Wellbeing program.
- **Wellbeing Program** - a ready-made 12 weeks program that consists of most suitable methods for main common burnout reasons among youth workers.

All materials can be found online. You will find the links in the following page.

This guide outlines key considerations for implementing the program effectively, tailored to the specific needs of organizations, as well as cover various aspects, including problem identification, activity selection, participant engagement, trainer considerations, program planning, and gamification elements.



If you're an organization and want to offer the Wellbeing Program to your employees, you need to find the right facilitator.

Please take into account these considerations for facilitator:

- ✓ Expertise in wellbeing, burnout prevention and mental health, background in youth work and experience in delivering training programs
- ✓ Cultural sensitivity to adapt the program to diverse backgrounds and contexts, self-care skills and habits for a grounded and empathetic presence during the programme.



If you don't have or cannot find a facilitator, please check the contacts of professional organizations at the end of these implementation guidelines.

If you're a facilitator and want to implement the Wellbeing Program and/or adapt it to your organization, we recommend you consider these materials.

They can be found at www.metozuasociacija.lv/en-exit-burnout

EXIT BURNOUT RESOURCES

Mapping
Report



For everyone

Wellbeing
Program



For Facilitators

Implementation
Guidelines



For Facilitators

Toolkit



For Facilitators

Hanbook



For Participants



How to adapt this wellbeing program

This Wellbeing Program is **fully customizable** according to your needs, budget and other resources. The first task is to assess organizational needs and resources in order to create a program that can be useful for the target group. You can follow the structure as it is presented, but we also provide a frame and many pieces so you can create the puzzle that suits best.

- ✓ **Communicate with the organization and participants** to tailor the program to the participant's needs.
- ✓ **Be open** to adapting and changing activities according to the facilitators' style and organizational goals.

REMEMBER
Test activities before implementing with participants

TIP & TRICK
You can find the activities for each session in the toolkit and most of them could be adapted online.

Even if the sessions are online, we recommend using experiential learning and active involvement of participants to promote their engagement by using small groups, cooperative tools (such as group boards), or other elements. If possible, we highly recommend to provide the full program in person.




We recommend a group between 3 and 12 participants for each facilitator




The **first session/week is essential** in order to be aware of the stressors.

The **last two are crucial** to addressing the future plans of the participants. All the other sessions should be tailored according to needs.


REMEMBER
Adapt the length of the program according to the resources or organizational needs

WEEK 1 
Awareness of stressors


WEEK 3 
Deep practice
week 1 & week 2

WEEK 5 
Having social support


WEEK 7 
Work-life balance

WEEK 9 
Deep practice
week 7 & week 8

WEEK 11 
Future plans

WEEK 2 
Expressing and
satisfying needs

WEEK 4 
Setting clear boundaries

WEEK 6 
Deep practice
week 4 & week 5

WEEK 8 
Internal communication

WEEK 10 
Adapting to changes

WEEK 12 
Final meeting



How to plan and develop the program

Collaboration

- ✓ Collaborate with organizational leaders to integrate the program into the organizational structure and assess its applicability.
- ✓ Gather information about their needs and expectations and define the goals collaboratively.

TIP & TRICK

You can use surveys, interviews, and focus groups to identify specific stressors and challenges from participants and the organization.

Goal setting

Establish clear objectives and milestones within a timeline.

You can use the **SMART** - Specific, Measurable, Accepted, Realistic, Time based - model to make sure the goals are well-defined. You can design the program but take into account that the goals must be relevant to the organization/participants.

REMEMBER

Make sure the Exit Burnout program is not a source of burnout for workers due their workload demands.

Acknowledge progress and offer support providing additional resources.

If someone misses one session, invite participants to help their peers to catch up with the content to reinforce learning and promote collaboration.



Communication

- ✓ Establish clear communication channels between trainers, participants, and organizational leaders. **Define how and when to communicate.**
- ✓ Be open and flexible, the program should be shaped along the way according to participants' feedback so **allocate time to address questions and collect feedback.**
- ✓ Share the outline of the entire program and **keep participants informed** about the next steps and future sessions so they can be aware and engaged in the wellbeing process.

Keep in mind the importance of **confidentiality**.

Be open and clarify with participants and managers what kind of information could be shared.



Engage and Motivate Participants

Leverage the Self-Determination Theory by encouraging participants to express their views and choices within the program. Emphasize how participation aligns with personal and professional growth, etc. Adapt your communication to cater to auditory, visual, and kinesthetic learners.

TIP & TRICK

Plan **communication** with participants strategically.

Clearly articulate the structure and the benefits of the program from the outset.

Encourage participants to voice concerns and suggestions. Actively listen and respond empathetically. Use positive reinforcement to acknowledge and celebrate individual and group milestones.

Establish supportive environment

As a facilitator implementing the Exit Burnout Wellbeing Program, your role is pivotal in creating a dynamic and motivating atmosphere. Ensure participants feel psychologically safe by address their basic needs for connection, recognition, and accomplishment.



Gamification Elements

When setting your activities **you can use gamification elements to boost motivation and engagement.** This makes the learning experience more dynamic and captivating, encouraging active participation.

REMEMBER

Involve participants!
Ask them proposals & motivations to tailor the experience to their aspirations!

Include gamification tools such as **point systems, challenges, and rewards** to enhance interactivity, providing participants with a framework that adds a layer of excitement and accomplishment to their experience.

Integrate gamification techniques

✓ **Apply principles of Behaviorism** by adding point systems, challenges, and rewards to motivate active participation. Align tasks with participants' interests and integrate elements that resonate with their motivations.

✓ **Apply principles of Social Learning Theory** by facilitating peer mentoring within the group. Encourage participants to share experiences and insights, fostering a collaborative and supportive community.



Make sure to **align the gamification elements with the overarching goals and objectives** of the program to ensure that the game-like components contribute meaningfully to the overall learning outcomes.



Conflict management in the group

- ✓ **Define ground rules.** Establish and communicate clear group guidelines from the beginning. Emphasize the importance of respectful communication and conflict resolution in the first meeting.
- ✓ **Ensure everyone feels heard and understood** before addressing the issue when arise. Keep in mind active listening.
- ✓ **Address individual concerns privately** when appropriate, to prevent escalation and **maintain confidentiality** while seeking to understand individual perspectives.
- ✓ Encourage participants to **express their concerns** and work towards mutually agreeable solutions setting clear expectations that conflicts will be addressed promptly and constructively. Encourage the group to **reflect on and learn from the resolution process.**
- ✓ If conflicts persist, consider involving a **neutral third party** as a supervisor, HR representative, or an external mediator.
- ✓ After conflicts are resolved, **follow up** with the group to ensure that resolutions are being implemented. Document the conflict resolution process for **future reference.**

REMEMBER

Frame conflicts as opportunities for growth and learning.



Choose Appropriate Activities

In a quest to choose appropriate activities, begin with an **assessment of identified issues**, a crucial step in shaping effective strategies. Remember the diversity inside the group, and seek ways to enhance their overall wellbeing, both individually and collectively.

To **tailor your approach**, combine coaching and adventure therapy methods.

Sequencing activities with a **mindful progression** from the group to the personal level.

Begin with low-intensity team-building activities, gradually guiding the group towards introspective exercises that demand profound personal implications. This approach ensures a gradual immersion and can foster a transformative experience.

Cultural sensitivity and inclusivity should stand as the cornerstones of your endeavors. Analyze each chosen activity meticulously, ensuring alignment with diverse backgrounds and values. Infuse cultural nuances into interventions, creating an inclusive environment that resonates with each participant's unique identity.

REMEMBER

You can find a lot of activities in the TOOLKIT to address the needs of your participants.



Adventure & Nature based Therapy Elements

Adventure and Nature become essential tools for your participants' personal growth as they **promise to engage them actively on physical, emotional, and cognitive fronts.**

Engaging in experiential activities is a key component of a program that goes beyond traditional learning methods, **pushing the group and the individual to actively participate and immerse themselves in the "here and now".**

Picture themselves not just absorbing information but being an integral part of the learning process, feeling the rush of discovery and the depths of introspection simultaneously. Participants have the chance to navigate through challenges, drawing lessons from the very act of doing.

TIP & TRICK

If you don't have the chance to go outdoors, you can bring nature elements indoors

Another important key point is **the use of nature**, you always have to remember the strength of it **as a facilitator** in your program journey. Nature isn't just a backdrop; it's a powerful element that plays a dual role. It serves as a context, providing a background for your adventures and experiences. Whether you want to propose climbing a mountain or strolling through a forest, **the natural surroundings become an integral part of your activities.** Nature has to be seen as your ally, supporting you in your program towards self-discovery and emotional wellbeing.



Make sure you feel comfortable and have enough knowledge & experience to **provide safety when taking people outdoors!**



Coaching Elements

Maintain a coaching mindset throughout the process. This involves **fostering an open and non-judgmental environment**, firmly believing in participants' inherent resources and capacity to make their own decisions.

Facilitate the participants' learning process by encouraging them to engage in **post-activity reflection**, fostering a moment of introspection. This step allows individuals to pause, ponder, and absorb the lessons embedded in each experience. Reflection is an important tool that **allow your participants to ground the experience in long-term learnings**.

Following reflection, there's the importance of **translating thoughts into actionable steps**. This process involves transforming insights and ideas into concrete goals, ensuring that participants are not only contemplating but also planning for tangible outcomes.

TIP & TRICK

Promote among participants sharing their action plans with others so they can be accountable and inspire each other

SMART Goals

Specific, Measurable, Achievable, Relevant, and Time-bound.

Use this approach with participants to ensure goals are well-define, dattainable, and aligned with individual needs



Meditation & mindfulness facilitation

In your program, you should focus on **fostering a serene environment and cultivating a calm mindset**. It allows you to provide a quiet and comfortable space to facilitate a conducive atmosphere for meditation and mindfulness.



The choice of meditation techniques is flexible and responsive to the dynamics and energy of the group.

REMEMBER

To adapt these techniques to suit the collective mood, ensuring a harmonious and effective session.

Your **instructions for meditation must be delivered clearly and concisely**, utilizing simple language to enhance participants' understanding and implementation of the practices.

TIP & TRICK

Plan for the **post-meditation**, specifically allocate time for participant sharing and questions.

You always have to maintain awareness of participants' experiences as this can foster a supportive environment, enabling individuals to reflect on their experiences and seek clarification or share insights in a peer-to-peer moment.

Take in mind to **prioritize cultural sensitivity, and respecting diverse perspectives in framing meditation practices**. Before setting the activity you have to be conscious of cultural differences in attitudes toward meditation, ensuring an inclusive and respectful approach in guiding participants through the mindfulness experience.



Continuous Evaluation and Adaptation

- **Regular evaluations are a fundamental aspect**, of gauging the program's influence on participants' wellbeing. This assessment ensures a continuous understanding of the program's effectiveness in contributing to the overall wellbeing of the participants involved.
- **Feedback collection serves as a dynamic tool for constant improvement and to adapt the activities**, addressing areas of improvement and building on needed elements.
- **Adaptability is the key, as the program adjusts to evolving organizational needs and responds to emerging challenges.** This ensures that the program remains relevant and effective, aligning with the ever-changing landscape.
- **Individualization** enhances you to align the program with your style and your strengths points to proceed directly to your objectives.

REMEMBER

Personalize your program, adding your signature touch and utilizing your resources.










After each session:

- ✓ Evaluate participants progress, engagement, challenges.
- ✓ Check the progress towards the initial goal of the program.



Inclusion

-  **Social Obstacles:**
Foster a safe and respectful environment for everyone during activities carried out in the Program.
-  **Economic Obstacles:**
Incorporate the program into participants' paid working hours.
-  **Educational Difficulties:**
Address individual learning needs, adapt materials, and provide additional support to those at risk of dropping out of the program due to previous training abandonment.
-  **Disability:**
Adapt environments and activities to ensure physical accessibility and provide specialized support according to the specific needs of each participant with a disability.
-  **Cultural Differences:**
Celebrate diversity, promote mutual understanding, and provide specific support for cultural and linguistic adaptation.
-  **Health Problems:**
Have relevant health information confidentially available about participants' health status and adjust physical activities whenever necessary.
-  **Geographical Obstacles:**
Establish the Program in different centers if applicable to the organization and facilitate access to online sessions for geographically dispersed participants.

CONCLUSION

The successful implementation of the EXIT BURNOUT Wellbeing Training Program requires a thoughtful and adaptive approach. By addressing key questions related to problem identification, activity selection, participant engagement, trainer considerations, program planning, and coaching/nature and adventure based/gamification elements, organizations can create a supportive environment that fosters the wellbeing of youth workers. Regular evaluation and adaptation are crucial to ensuring the program remains effective in addressing burnout and promoting sustained wellbeing.

And the most important of all...

Enjoy the process, have fun and Exit Burnout!



EXIT burnout

CONTACT INFORMATION

You may **contact us** if you wish to have more information about the program. These entities can **implement** the Exit Burnout program in your organization or provide **support or supervision** in the implementation process.

This WELLBEING TRAINING PROGRAM is created in Erasmus+ project "EXIT BURNOUT" that is implemented by 4 partners from 4 countries:

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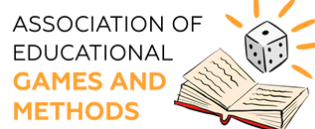
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WELLBEING TRAINING PROGRAM