



The Trainer Survival Kit in the Digital Era

Ebook of practical resources



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I. Introduction on The trainers' survival kit in the digital era

Free online ideas on how to make your trainings more engaging for your audience.

Do you feel overstimulated with ideas which do not bring an effect? Or you want to improve your online skills and level up your online classes? Or you just want to know how to spice up your online training?

Here is what you need! This toolkit combines 50 types of engaging and straightforward exercises. You can use them during your online training to create space for physical, social, emotional and cognitive development.

For your use there are ready: energisers, games, discussion igniting questions and techniques, receiving feedback must do's, 5-minutes warm-ups and grounding meditations, all free and at your disposal. It is all to make your training more effective, unique, various and fun.

The TRENDSS toolkit results from the cooperation of professional trainers and educators. In the process of the toolkit creation, the target group we focused on was: online or online-to-be educators who need to stand out and bring the best quality to their audience. It combines the new and up-to-date cases and examples and the collection of good practices developed during pandemics or transferred from offline to online education.

For ease of use, all exercises follow the same structure - organizational information such as the number of participants, the aim of the exercise, duration, materials and tools needed. We describe the course of the exercise step by step and share hints and suggestions on how to perform the exercise in different ways.



There are four types of activities:

- **Social**

For example, find an engaging way to **get to know each other** and let the group **bond** by using new, funny activities which spark the group energy;

- **Emotional**

For example, how to **simmer down** participants' emotions and bring them back to the "present" moment or **engage** those who do not feel comfortable speaking aloud during a plenary, especially when asked to be expressing their minds;

- **Body**

For example, how to include ideas on **reducing tension** in the body, **relaxing** while working;

- **Cognitive**

For example, **how to structure participants' knowledge of the discussed topic or get feedback** on the usefulness of the gained information or suggestions on how to improve your work as a trainer.

Find out more at: <https://trendss.eu/trainers-survival-kit-in-the-digital-era/>

The toolkit is a part of the Roadmap for Educators in Digital Soft Skills -TRENDSS Project was brought to life as a prompt response to the pandemic's digital shift in educational paradigms.

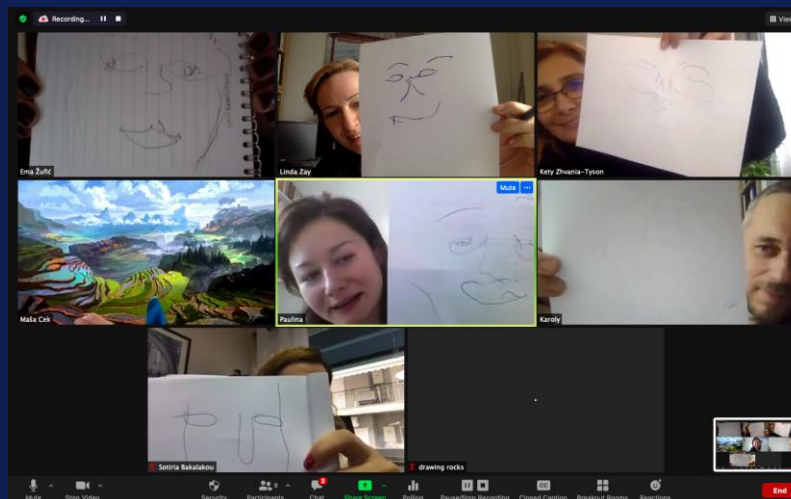
The transnational consortium of the TRENDSS project (<https://trendss.eu/>) consists of 6 partner organizations: Yes You Can from Hungary, Culture Shock Foundation from Poland, Helix hub from Greece, Delta from Croatia, NEA from Romania and Sunny House from Georgia.

The novelty of the TRENDSS project lies in its integrated approach of recognising the need for different pedagogical practices in the digital era and instantly responding to the current issues in the educational paradigm shift by focusing on an area of its members' expertise: soft skill development.

II. Exercises



Exercise nr 1: Self-portrait



Self-portraits of our TRENDSS team done during one of our introductory meetings on [Zoom](#)

Group size	10-15 participants
How to use this exercise?	<p>Social / Body / Emotional / Cognitive</p> <p>The aim of this exercise is to get to know each other and engage participants visually, using drawings. You can use it as a warm-up and energizer at every stage of your training.</p>
Duration	10-15 min
Apps	n/a
Materials	Before the meeting make sure that each participant will have prepared an A4 sheet of paper and a pen, marker or pencil.

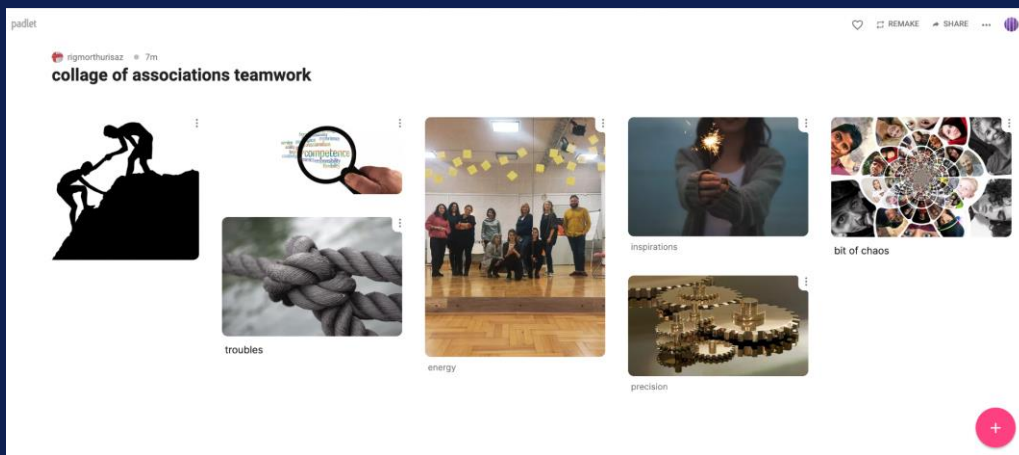


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Exercise agenda	<p>Ask the participants to take a sheet of paper and a pen or a pencil. Then ask them to put a paper on their faces and take the pen. While keeping the sheet of paper on their faces ask them to draw the outline of their faces. Tell them not to forget about their eyes, eyebrows, nose, mouth and hair.</p> <p>Encourage the participants to share their work with the group and, depending on the purpose of the exercise:</p> <p><u>At the beginning of the meeting</u></p> <p>As a warm-up:</p> <p>Describe this person, whom you drew. Who is he/her? How does this person feel? What is he/she thinking?</p> <p>As Making Connection and increasing involvement: What does he/she expect from this meeting/ training?</p> <p><u>In the middle (introduction to the next part of the meeting)</u></p> <p>As a check-in: Gives you the opportunity to distance yourself, for example: How does this person feel so far? Or how does he/she feel at this moment?</p> <p><u>In the end,</u> you can ask participants for a group picture while they present their self-portraits.</p> <p>As the evaluation/reflection: What did the person learn today? Was he/she satisfied with the workshop/training? What will he/she take away from this experience?</p>
Possible modifications	We recommend this as a warm-up for the beginning of the training but you can also use it for the end of your meeting as a summary or meeting/job satisfaction survey at the end of the meeting.
Credits	<p>Compiled by Fundacja Culture Shock for TRENDSS - Transnational Roadmap for Educators in Digital Soft Skills (https://trendss.eu/)</p> <p>Attribution 4.0 International (CC BY 4.0)</p> <p>Co-founded by the Erasmus+Programme of the European Union</p>



Exercise nr 2: Collage of associations



Collage of associations done with participants on the subject teamwork with [Padlet app](#).

Group size	10-15 participants
How to use this exercise?	<p>Social / Body / Emotional / Cognitive</p> <p>To check participants' knowledge, beliefs and perceptions, first, basic thoughts before going deeper into the subject of your meeting.</p> <p>The exercises uses web applications and visual collage to create engagement.</p>
Duration	10-15 min
Apps	Prepare a Padlet (https://padlet.com/) or another app where photos and images can be uploaded together (f.e. Miro, Mural, Gslides or Jamboard)
Materials	n/a



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Exercise agenda

Ask your participants to find on the web an image or photo that they associate with the topic you will be discussing, for example: if your topic is professional burnout - what kind of images come to your mind when thinking burnout - find one. Ask participants to download the selected image to their computer desktop and place it in a shared document such as a Padlet application or similar. Give participants a minute to look at the collage they have created together.

In the end, ask each person to comment briefly on a joint creation as a collage: 1 word/1 phrase or 1 sentence.

Possible modifications

You can also explain and comment on their piece as part of a larger whole, but we recommend asking them to comment on the collage as a result of the joint group work.

You can also use the exercise for the formation of the shared definition from the associations they gathered together, and write the definition as a title of the padlet you used.

Credits

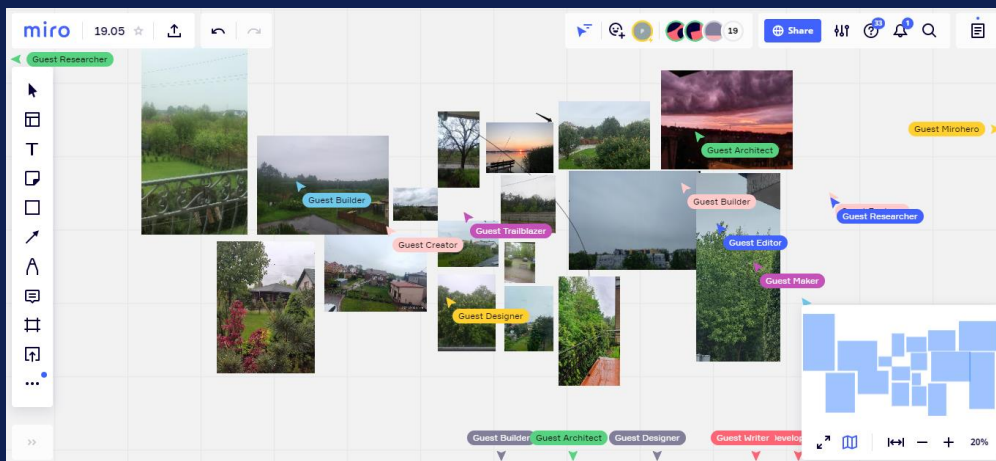
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Exercise nr 3: Window view



Window view exercise performed by participants using [Miro app](#).

Group size	10-15 participants
How to use this exercise?	Social / Body / Emotional / Cognitive As a visual warm-up or energiser to break the ice and get to know each other.
Duration	15 - 20 min
Apps	Padlet
Materials	Before the meeting, ask participants to have their smartphones nearby.
Exercise agenda	Ask participants to take a picture with their smartphones of the view from their window from where they are. Prepare a Padlet app - ask each person to upload a photo to the Padlet. Next to the photo, each person can write their name.



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A collage of photos will be created. Talk for a while about what you see in the pictures, did anything surprise, interest or amuse you?

You can use this exercise at the beginning of the meeting - to get participants comfortable. It works well also after a break before the group returns to the main topic of the meeting.

Possible modifications

If someone does not have access to the window or does not want to share the view, ask them to take a picture of their room/desk/table, or you can ask them to search in Google for the window view participants would like to show as their contribution to the exercise.

Credits

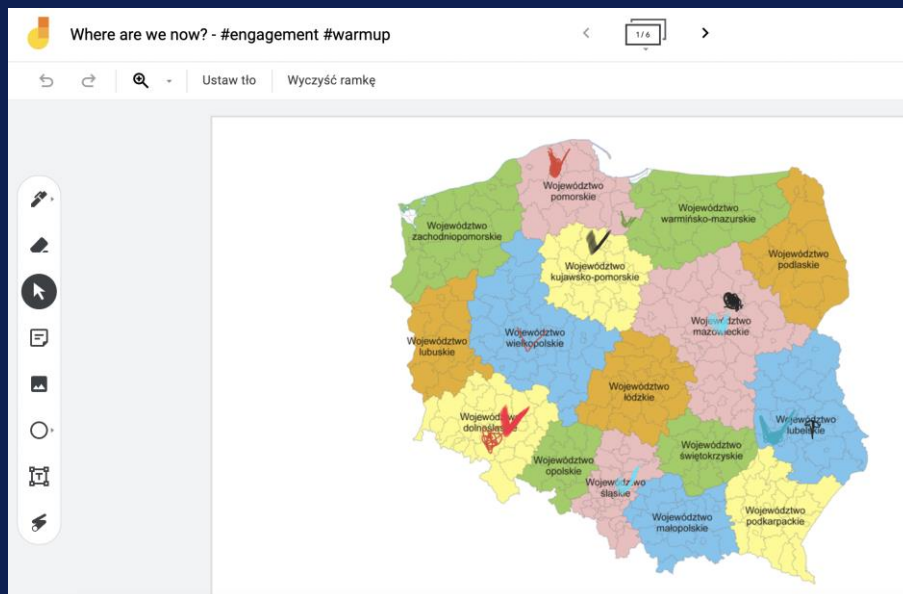
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Exercise nr 4: Where are we now?



Map of Poland with participant location marks - we used [Gslides application](#)

Group size	No limits
How to use this exercise?	<p>Social / Body / Emotional / Cognitive</p> <p>As a visual warm-up or energiser to break the ice and get to know each other - it's about group engagement, mapping, and going visual.</p>
Duration	10 min
Apps	Prepare a Jamboard (https://jamboard.google.com/) or another app where photos or images can be uploaded (f.e. Miro, Mural, Gslides)

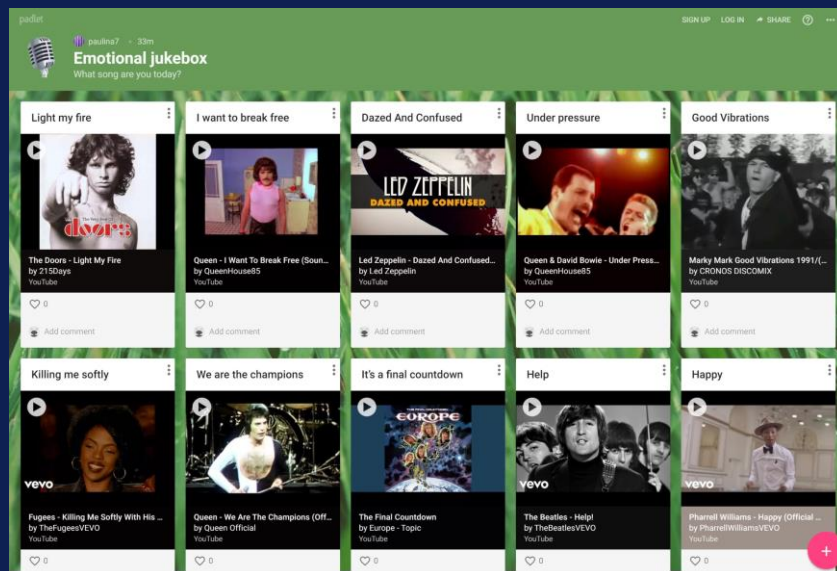


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Materials	Before the meeting, prepare an interactive map of the country or the world depending on whether your workshop is national or international.
Exercise agenda	<p>Checking participants' location can be both integrating for the group and valuable to the coach. Share a screen of the map (of a chosen region, country or the whole world) using any available web app. Ask participants to put on a mark of where they are now or write the name of their town if it's not visible on the map.</p> <p>Discuss the scope of the area the group covers.</p>
Possible modifications	<p>You can also ask participants to write names next to their marks so that you can map the places with people's names. Another idea is to ask participants to reflect on the map creation process with 1 word, phrase or sentence.</p> <p>We recommend this exercise as a warm-up for the beginning of the training.</p>
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Exercise nr 5: Emotional jukebox



Possible appearance of the Emotional jukebox exercise in the [Padlet application](https://padlet.com/)

Group size	2 - 100+ participants
How to use this exercise?	Social / Body / Emotional / Cognitive As a quick and easy way to find out how a group is doing without getting into personal details. It's about engagement, warmup, music, movement and dance.
Duration	10-15 min
Apps	Prepare a Padlet (https://padlet.com/) or another app where photos and images can be uploaded together (f.e. Miro, Mural, Gslides or Jamboard)
Exercise agenda	Show (using Padlet or another app) your participants cover images of popular songs with their titles.



We suggest using 10 titles, f.e:

1. Happy
[Pharrell Williams - Happy \(Official Music Video\)](#)
2. Help
[The Beatles - Help!](#)
3. It's a final countdown
[The Final Countdown](#)
4. We are the champions
[Queen - We Are The Champions \(Official Live Video\)](#)
5. Killing me softly
[Fugees - Killing Me Softly With His Song \(Official Video\)](#)
6. Good Vibrations
[Marky Mark Good Vibrations 1991/\(HD/HQ\)](#)
7. Dazed And Confused
[Led Zeppelin - Dazed And Confused \(Official Audio\)](#)
8. I want to break free
[Queen - I Want To Break Free \(Soundtrack Mix\)](#)
9. Under pressure
[Queen & David Bowie - Under Pressure \(Classic Queen Mix\)](#)
10. Light my fire
[The Doors - Light My Fire](#)

Now, invite your participants to answer this question: What song are you today?

Ask them to give a like (put their mark or sign) next to the cover that best represents their mood today. This allows everybody to see who's on today and the coach to see what the group's mood is and what the group needs now.

Possible
modifications

An extension of the exercise is to have people dance to the number that gets the most "votes" to get a feel for the energy of the group majority. You can enhance this playlist with additional items. It is important that the songs have catchy titles so they can easily convey the participants' emotional state. At the same time, they should be energetic, danceable and generally uplifting.

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Exercise nr 6: Reality filters



Example photos for Reality filters exercise. Check out more at [Pixabay](https://pixabay.com) where you can find visuals on Creative Commons license.

Group size	5-15 participants
How to use this exercise?	Social / Body / Emotional / Cognitive As a simple way to test your participants' beliefs, assumptions about the world around them, and the topics you want to explore with the group during the workshop using criticalthinking.
Duration	10-15 min
Materials and tools necessary for the activities	Prepare 2-3 photos that relate to the theme of your workshop. Make sure there are people in the pictures.

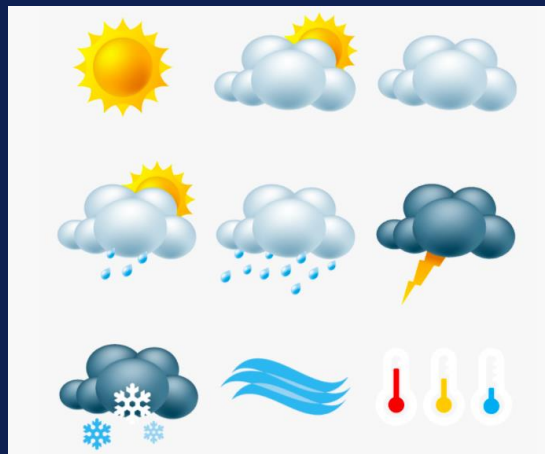


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Exercise agenda	<p>On the screen of the app you are working in, display one chosen photo which relates in some way to the topic of your workshop (communication, work, cultural diversity, wellbeing etc.).</p> <ol style="list-style-type: none">1. Ask participants to describe the photo. What do you see in the photo? Tell them to refer to facts only, and stop them if they start talking about emotions or other interpretations. The more details, the better. Each person can describe one detail. Decide if it is one by one, if everyone will spontaneously speak or if participants will invite another person to speak. You can also ask participants to gain ideas as a team and write them down to get the profile of the group's beliefs.2. In the next step, ask the participants to describe the same picture, adding interpretations and naming the emotions they notice in the picture.3. In the third step, ask the participants to describe the reality that can't be seen in the picture, didn't fit in the frame or happened a while before the picture was taken. They can add the social, political, and historical context suggested by the facts you noticed, your knowledge and your beliefs. <p>Ask participants about their conclusions from this exercise - which was easier-describing facts or making interpretations?</p>
Possible modifications	<p>The exercise is an excellent introduction to the topic you want to cover in your workshop and is widely applicable. We suggest using it after the first integrative training phase, before the actual content part.</p> <p>The exercise can also be used to question the assumptions, different histories, cultures, and beliefs of the individuals in the group, especially in steps 2 and 3.</p>
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Exercise nr 7: Emotional weather report



Group size	1- 8 participants
How to use this exercise?	Social / Body / Emotional / Cognitive This grounding and icebreaker exercise can create a safe space and help establish trust in a group (or in 1:1 setting). Participants by sharing their current feelings using weather metaphors can build emotional awareness and resilience.
Duration	5-10 min
Materials and tools	Preparing weather visuals and sharing screen can be useful; however not necessary.



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Exercise agenda	<p>Instructions:</p> <p>The trainer shares a presentation slide or collage of weather pictures or photos and asks the participants to give an emotional weather report as a weather description. How do they feel today? What is their weather inside?</p> <p>The visuals can give some clues to help participants start the conversation. The trainer may also start with his/her own weather report that gives general idea that the participants may follow one by one.</p> <p>Optional wrap up: In order to build emotional awareness the trainer can ask the participants to share their experience on reporting their emotions. Have they experienced any distance when they focused and named their emotions? How can this awareness influence their behaviour?</p>
Possible modifications	<ol style="list-style-type: none">1. During the session or at the end of the session the trainer can ask the participants if their inner weather has changed. What is it like now? What was the reason for the change?2. Before or at the very beginning of the session while participants are joining in the video call, the <i>Emotional weather report</i> song from Tom Waits can be played before the actual exercise to get in the mood: https://www.youtube.com/watch?v=6c5YNPDp8Ww3. If there are more participants they could work in pairs or small groups in breakout rooms, otherwise the exercise would be too long.
Credits	<p>Compiled by Yes You Can for TRENDSS - Transnational Roadmap for Educators in Digital Soft Skills (https://trendss.eu/)</p> <p>Funded by the Erasmus+Programme of the European Union</p>



Exercise nr 8: Melting ice statue



photo credit: GoNoodle Inc.

Group size	1-100+ participants
How to use this exercise?	Social / Body / Emotional / Cognitive This grounding, embodied exercise helps participants relax and relieve stress that they may experience during their everyday challenges in turbulent times. After the exercise participants can better focus on the particular tasks that the rest of the session will address.
Duration	5 min
Materials and tools	Microphone and video camera captures the whole body from head to toe. The trainer may choose to share a screen and play the linked YouTube clip.



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Exercise agenda	<p>The trainer moves away from the camera where there is some space and checks if the camera can capture his/her full body from head to toe. He also encourages the participant(s) to do the same in front of their own screen and camera. (If the embodied exercise might feel intimidating to some participants the trainer may suggest turning off the camera for the exercise.)</p> <p>Instructions:</p> <ol style="list-style-type: none">1. Introduction: „Sometimes we all have those moments when we feel overwhelmed or frozen in our mind or in our body. We feel stuck but with practice we can mobilize our energies at different levels and learn to melt the tension away.”2. Embodied exercise demonstrated and explained: „Stand up with a little space around you and freeze all your body parts from head to toe and imagine that you are freezing: close your eyes and mouth, tuck your chin, cross your arms and lift up your shoulders. Tighten as many muscles in your body as you can: belly tight, legs and feet are frozen too. Your body has become an ice statue. Stay still. Now little by little begin to melt: let your face soften, open slightly your eyes, just a little your mouth. Let your shoulders and arms melt, bend and let your hands go down all the way to the floor. Let yourself be a puddle on the floor melted all the way. Melt, melt, melt and relax.”3. Wrap up: „Next time if you feel frozen try to melt it away.” The trainer may discuss with the participants what they experienced and what thoughts may have emerged during this exercise.
Possible modifications	<ol style="list-style-type: none">1. The trainer can also share the screen and use the corresponding Youtube video (or different videos for similar grounding and embodied exercises). https://www.youtube.com/watch?v=fTzXFPh6CPI2. The trainer may also compile 2 sets of music to play while demonstrating the exercise: a „freezing music” and a more relaxed „melting music”
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Exercise nr 9: Guided meditation



Example of screen sharing picture <https://pixabay.com/>

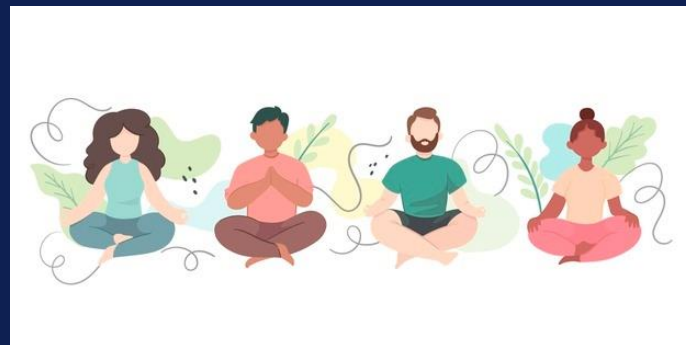


image: freepik.com

Group size	1-100+ participants
How to use this exercise?	Social / Body / Emotional / Cognitive This is a mindfulness exercise for grounding, calming, and getting into deeper contact with oneself.
Duration	10 min
Materials and tools necessary for the activities	No additional materials are needed.



Exercise agenda

Ask participants to set down comfortably, as you will guide them through this meditation practice. Encourage them to switch off their cameras to get as comfortable and relaxed as possible.

Follow my voice. Sit down comfortably. Allow yourself to be in this experience.

Put both feet on the ground
straighten your spine
open, relax the front of your body
close your eyes
take a deep breath and feel it passing through your body
Breathe out, let yourself sink into it,
make yourself comfortable

Take a deep breath
make it even deeper
and let it out
repeat inhale and exhale
one, two, three
see if any part of your body is asking for attention
direct your breath there
breathe it out

Check what emotions are here now
notice them
Breathe
maybe your attention has drifted
worries
dreams, thoughts
observe this
with attention,
feel your beating life
the inner world of your body
your peace
your clarity,
your curiosity,
your compassion,
your confidence,
your courage,
your creativity
your connection with others
direct your attention to your back
notice if you feel any
tensions, observe it
check
how it feels
belly, neck
face, head
feel their weight,
feel how they relax



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slowly expand your attention to
your whole body,
how gravity pulls on it
so that you can stay calmly in this place
feel the contact with the ground
your feet
feel how your body
rests
Just
for a moment

with your next breath
turn your attention outwards,
feel the air you breathe in, hear the sounds,
and when you are ready
open your eyes

Possible
modifications

The exercise is a good introduction to connecting with our body, grounding.

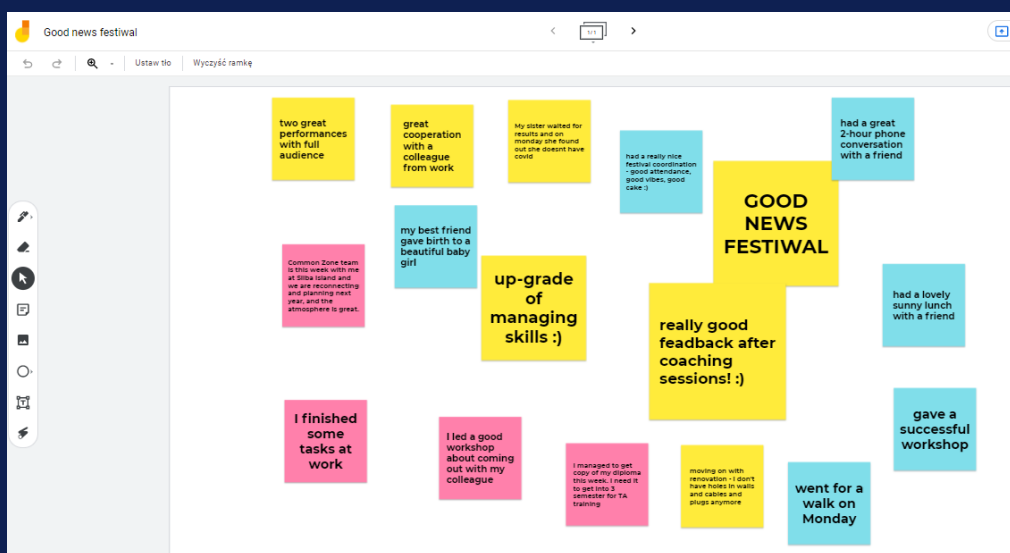
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Exercise nr 10: Good news festival



Good news festival jamboard done with participants of one of Culture Shock Foundation workshop.

Group size	10-15 participants
How to use this exercise?	<p>Social / Body / Emotional / Cognitive</p> <p>This exercise is about appreciation, empowerment, mental resilience and thankfulness.</p> <p>The aim is to strengthen the group: show the positive values and events happening around, and build a foundation for further work.</p>
Duration	30 min
Apps	Jambord, Zoom
Materials	Access to jambord app



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Exercise agenda	<p>Prepare a jamboard app. Ask participants to write down on virtual post-its the positive things that have happened to them recently in their professional or private life, even the smallest things (at least 1 per person, if possible, ask for 3 per person). 1 message on one post-it.</p> <p>Ask participants to read, one by one, aloud the information from the post-its. To appreciate events that participants share, you can ask for details of the written messages, encouraging participants to speak at greater length.</p> <p>Ask how what has happened has influenced the mood and motivation of the participants.</p> <p><i>How thinking about positive situations affects your attitude to action or work?</i></p> <p><i>Do you easily notice positive events in your daily life?</i></p> <p>Summarise the exercise in the forum and point out that focusing on the negative is simply the behaviour of human beings. Still, if they notice it takes over their thinking, they should seek help because it could be a symptom of a more significant problem like depression and anxiety.</p>
Possible modifications	<p>Before the forum summary, you can ask participants to reflect briefly in pairs (when using the ZOOM app, divide participants into the breakout rooms). The question for discussion in pairs: <i>How often do you think about positive events, or situations that are present in your life?</i></p>
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Exercise nr 11: Breathe



Example of screen sharing picture <https://pixabay.com/>

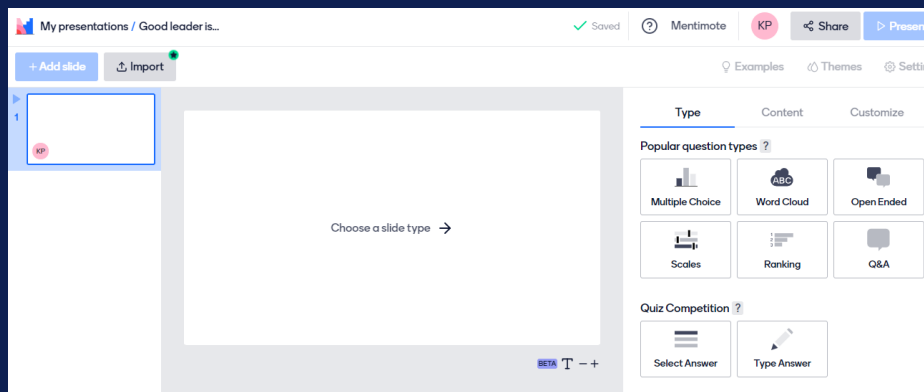
Group size	1-100+ participants
How to use this exercise?	Social / Body / Emotional / Cognitive A guided meditation and mindfulness exercise will help you with grounding and calming your group. It prepares to get into deeper contact with oneself and reflect.
Duration	10-15 min
Materials and tools	No additional materials are needed.



Exercise agenda	<p>Ask participants to sit comfortably as you guide them through this breathing practice. Encourage them to switch off their cameras to get as comfortable and relaxed as possible.</p> <p>1st part: Breathing Instruction for participants</p> <ol style="list-style-type: none">1. Slowly inhale and exhale for a few moments.2. Inhale slowly and deeply through your nose to the count of four. In this step, count to four very slowly in your head. Feel the air fill your lungs, one section at a time, until your lungs are complete and the air moves into your abdomen.3. Slowly exhale: Sitting upright, slowly exhale through your mouth, getting all the oxygen out of your lungs. Focus on this intention and be conscious of what you're doing.4. Now, we will add holding of the breath after both inhale and the exhale: Hold your breath for another slow count of four.5. Exhale again: Exhale through your mouth for the exact slow count of four, expelling the air from your lungs and abdomen. Be conscious of the feeling of the air leaving your lungs. <p>Step 5: Hold your breath again: Hold your breath for the exact slow count of four before repeating this process.</p> <p>2nd part: Breath Focus instruction for participants</p> <p>While you do deep breathing, use a picture in your mind and a word or phrase to help you feel more relaxed.</p> <ol style="list-style-type: none">1. Breath in. As you do that, imagine that the air is filled with a sense of peace and calm. Try to feel it throughout your body.2. Breathe out. While doing it, imagine that the air leaves with your stress and tension.3. Now, use a word or phrase with your breath. As you breathe in, say in your mind, "I breathe in peace and calm."4. As you breathe out, say in your mind, "I breathe out stress and tension." <p>Continue for 2 to 4 minutes.</p>
Possible modifications	<p>The exercise is an excellent introduction to connecting with body, grounding and focus. You can add more parts and visualisations to the breathing: filling the body with colours, putting the hand on various body parts, imagining sending the breath to the place, etc.</p>
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Exercise nr 12: Word cloud of ideas



Mentimeter interface



World cloud example created in Mentimeter app.

Group size

5-100 + participants

How to use this exercise?

Social / Body / Emotional / **Cognitive**

This exercise is great for summarising knowledge or creating association map.

The aim is to gather answers from participants in the visual form, which can be helpful when you start a discussion or enter a new topic or problem.



The Trainer Survival Kit in the Digital Era

Duration	15 min
Apps	Mentimeter: The basic version of the application is free of charge.
Materials & tools	Access to Mentimeter app, participants' mobile phones
Exercise agenda	<p>Before the workshop: Log in to Mentimeter via https://www.mentimeter.com. Prepare a task for participants in advance. It can be a question to be answered or a sentence to be finished.</p> <p>In the application, options add a new presentation. On the right side, from the available presentation types, select word cloud. In the Mentimeter app, you can enter your question or a sentence you want to start with the meeting, e.g., A good leader is... The topic [your topic] is for me about... Write down the code that will appear at the top of the presentation slide. This is the access code for the assignment that you will give to your workshop participants.</p> <p>During the workshop: Ask participants to enter: www.menti.com on their devices with internet access. The app will ask for an access code. Give everyone the code from this slide. Each person will be able to enter 3 answers. You will see all the answers in your app. They will form a word cloud. Answers that are repeated will be highlighted graphically. Show the slide with the answers to the participants.</p> <p><i>What answers appear most often? What surprised you as a trainer? What surprised the participants?</i></p> <p>The word cloud can be a great introduction to the rest of the training. You can also use it when you want to summarise the discussed topic or problem. You can use this exercise both in online and offline training. It works well in small and large groups.</p>
Possible modifications	You can also use it to strengthen the group by bringing attention to the positive values in order to build a foundation for further work. Mentimeter offers different types of presentations to collect and summarize knowledge. Instead of the word cloud option, you can use: open-ended - then the participants' answers will be visible in separate frames, and each person will be able to give only one answer instead of 3 as in the option described above.
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Exercise nr 13: Practice gratitude



Example of screen sharing picture <https://pixabay.com/>

Group size	1-100+ participants
How to use this exercise?	Social / Body / Emotional / Cognitive This is a guided meditation for grounding, calming, getting into deeper contact with oneself and others.
Duration	10-15 min
Materials and tools	No additional materials are needed.



The Trainer Survival Kit in the Digital Era

Exercise agenda

The exercise is an excellent introduction to meeting as practising gratitude and appreciating oneself can contribute to feeling calm and happy. The practice helps to tune in and calm the mind positively and can be a great way to end your session or close off a problematic topic. Ask participants to sit down comfortably, as you will guide them through this gratitude practice. Encourage them to switch off their cameras to get as comfortable and relaxed as possible.

Mute your phone

Sit down comfortably

Take a deep breath in and on the exhale close your eyes

Take a long deep breath in and a long calm breath out.

Straighten your spine

If your thoughts flow in another direction, notice it and return to watching your breathing

Allow yourself to be here and now

Now is the moment that counts

Long inhale

And exhale slowly

Focus all your attention on the place where your beating heart is

And ask yourself - how do I feel right now? No judgement, you have the right to feel how you feel

Focus on your breath, observe how it affects you when you breathe in and out

You can count to 4 when inhaling and to 4 when exhaling

Once your breathing is even, gentle, balanced

Then recall 3 things in your life that you are grateful for

Appreciate whatever comes up

Think about what you have that makes your life easier

What are you grateful for?

Find joy in the little things too,

Of which our lives are made up

Turn your attention to the area of your heart

Ask yourself - what am I thankful for today?

Appreciate the fact that you are at this meeting

Recall the effort you made to be here (e.g. sending the registration form, booking a time)

Feel your energy. How does this make you feel?

Repeat in silence after me

I feel gratitude for my living body

I feel gratitude for my mind that is attentive and curious

I feel gratitude for being here, in this moment

With your next breath turn your attention outwards,

Hear the sounds, feel the air you breathe in,

And when you are ready, ready

Open your eyes



The Trainer Survival Kit in the Digital Era

Possible modifications

The exercise can be also used as a good closure for the meeting. You can include in the meditation to think of the participants in this meeting and appreciate them. Ask participants to think about what they would like to thank others for and to write it down in the chat room.

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Exercise nr 14: Charades



<https://pixabay.com/>

Group size	15-20 min
How to use this exercise?	<p>Social / Body / Emotional / Cognitive</p> <p>This exercise is about group engagement and warmup, movement and creativity. The aim is to integrate the group and activate body and imagination, that will help to bring well-being and humor into the group.</p>
Duration	10 - 15 participants
Materials and tools	Electronic devices with access to quality camera
Exercise agenda	<p>Suggest a well-known charades game when you want to bring some good energy and fun into your workshop.</p> <p>This game allows the group to move around a bit and usually generates a lot of laughter and good energy.</p> <ol style="list-style-type: none">1. At the beginning of the game, set the time you plan with the group.



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2. Decide with the participants what category the charades will be about, such as movies, books titles, or Disney characters.
3. One person shows in front of the camera using their body language. Without words, you can use single sounds (e.g. movie title).
4. The rest of the group guesses. The person who guesses the answer is next: they make up their idea and show it to the others.

In the end, ask participants about their energy level (you can use hand positions to indicate the range from low to high energy) and how each person feels (you can also use emojis for this purpose).

If you work in an app fitted with chat, ask each person to write a short comment in the chat window.

Possible modifications

If you want all the group to get involved in performing charades suggest that everyone prepare an idea for charades. Then ask participants to show their charade one by one, regardless of who has guessed the other person's idea before.

The person who guesses the idea gets one point.

At the end of the game, count up the points and announce who is king or queen of the game.

Another possible modification of this game is for one person to develop an idea for a charade that someone else shows. In this case, the author of the concept does not participate in the guessing part. This could be a good add-on for those who don't have a camera or are reluctant to use it!

More inspirations: <https://nerdschalk.com/how-to-play-charades-on-zoom/>
And as a fun additional tool - word generator for charades - <https://www.thegamegal.com/word-generator>

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Exercise nr 15: Status check



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Group size	1-10 participants
How to use this exercise?	Social / Body / Emotional / Cognitive The aim is to integrate the group by sharing their successes and dreams for the near future. This can be a perfect practice for the team meetings or teambuilding.
Duration	10-20 min
Materials and tools	No additional materials are needed.

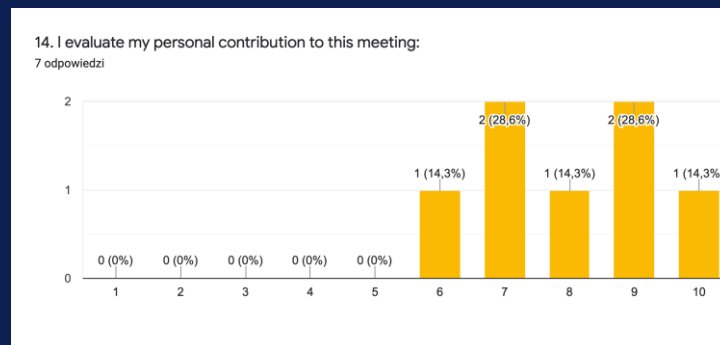


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Exercise agenda	<p>Ask each participant to share one success from the passing week and one dream for the upcoming week.</p> <p>Success: This can be a very big or a tiny thing that they are happy about, or that they achieved. Ask them to think of a situation they are proud of, their behaviour, and their feelings about it.</p> <p>Dream: this can be any small or big plan they intend to put into action in the very near future. It can be something they want to accomplish, learn or experience.</p> <p>Remind the group to keep their statements short, up to 2 min.</p> <p>At the end of each speech, the presenting participant suggests a relaxation exercise for the rest of the group. It can be a funny face to repeat or face yoga to relax the face muscles, taking a deep breath with one nose hole and exhaling with the other, or some gestures with the shoulders to release the pressure of sitting in front of the camera.</p> <p>Keep the exercise at a good pace and rhythm, and don't forget to check if everybody had their opportunity to perform. Go first: show the structure as the first person to give an example for the others, and set the tone of openness and trust.</p>
Possible modifications	<p>The exercise can also be a good closure for the meeting. You can perform it as a part of a short meditation and ask participants to think of their successes and appreciate them or think of their dreams for the next week and listen to their bodies while they reply to those thoughts. Ask participants to think about what they would like to share with the group and write it down in the chat room.</p>
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Exercise nr 16: The power of scaling



Culture Shock Foundation materials

Group size	1-100 participants
How to use this exercise?	Social / Body / Emotional / Cognitive This self-assessment exercise is about scaling, evaluation and goal. It allows the group to evaluate their contributions to the meeting. It can also be used to create an overall plan and define more detailed step-by-step actions that bring participants closer to their learning objectives.
Duration	10-15 min
Materials and tools necessary for the activities	No additional materials are needed, although you can use evaluation tools such as Mentimeter, Google Forms or Slido.



Exercise agenda	<p>Fostering a sense of ownership and responsibility for the learning situation in the participants is often a challenge for the trainer. A scaling technique used as part of coaching can be helpful.</p> <p>Examples of self-estimation used with auto-evaluation questions:</p> <ul style="list-style-type: none">• Please assess your contribution to this activity on a scale from 1 to 10, Where 1 is "None" and ten is "I did excellently".• Or On a scale from 1 to 10, please indicate your overall satisfaction degree with your performance today, where one is very dissatisfied, and ten is very satisfied. <p>Other examples of scaling questions as far as the learning goal are concerned:</p> <ul style="list-style-type: none">• On a scale of 1 to 10, how important is this goal to you, where one is unnecessary, and ten is extremely important.• On a scale of 1 to 10, how would you rate your satisfaction with your current situation? <p>Questions to help with scaling might be as follows:</p> <ul style="list-style-type: none">• Where would you like to be on this scale a month from now?• What does this mean to you? <p>Another idea for participants' self-assessment is to draw a scale on a piece of paper from 1 to 10 areas and mark a number indicating what level they met their goals so far.</p> <p>The participants then evaluate their actions and imagine what they need to do to improve and to provide themselves with. e.g. 3 points more. When they finish, they add, for example, two more points and once again stimulate the fantasy of what more is needed to achieve the goal. In this way, they visualise in their mind's eye a scale on which they find themselves and their learning plan, and on the axis, they map out the steps - the stages needed to achieve the goal.</p>
Possible modifications	<p>The exercise is also helpful as a good closure for the meeting. In the meditation, you can ask participants to think of their contribution to the workshop and appreciate themselves, f.e. e to appreciate their time and effort, to thank themselves for the work they did?.</p>
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Exercise nr 17: 60 seconds



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Group size	1-100+ participants
How to use this exercise?	Social / Body / Emotional / Cognitive It is an effortless yet powerful experience raising awareness of our diversity and grounding, calming, and getting into deeper contact with ourselves. The goal is to see how relative the sense of time is and see yourself and your perception of time in a group. And to practise group empathy and a deeper understanding of our diversities.
Duration	5-15 min
Materials and tools	No additional materials are needed.



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Exercise agenda	<p>The exercise task is to count down 1 minute (60 sec) in your mind. Ask participants to sit down comfortably in front of their cameras. On the instructor's signal, each person closes their eyes and starts counting 60 seconds in their mind. The aim is to feel the passing of time and decide that 1 minute has just passed.</p> <p>When a person decides a minute has passed, they should open their eyes. Trainer breaks the silence when the last person in the group opens their eyes.</p> <p>The instructor observes the group and writes down who opened their eyes at what time mark.</p> <p>When all the participants have opened their eyes, the trainer sums up the experience: they say who opened their eyes first - for whom the one minute was the shortest, and who was last - for whom the one minute was the longest. Perhaps it is worth encouraging a short conversation between everyone and asking questions:</p> <ul style="list-style-type: none">- When a minute seems long, and when does it seem short?- How often and when do participants look at their watches? <p>The exercise deals with the subjectivity of experienced time. It shows simply and powerfully the scale of the sense of time. Some people are likely to open their eyes after only 30 seconds. Others may open their eyes even after 2.5 minutes, thinking that only 1 minute has passed.</p>
Possible modifications	<p>The exercise can also be used as a good closure for the meeting. You can include in the meditation to think of the participants in this meeting and appreciate them.</p>
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Exercise nr 18: Empower your team



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Group size	this exercise is perfect for small teams - up to 6-7 people
How to use this exercise?	Social / Body / Emotional / Cognitive To integrate and strengthen team bonds by mapping team members' strengths.
Duration	25-30 min
Materials and tools	Jambord, Zoom or Miro bord

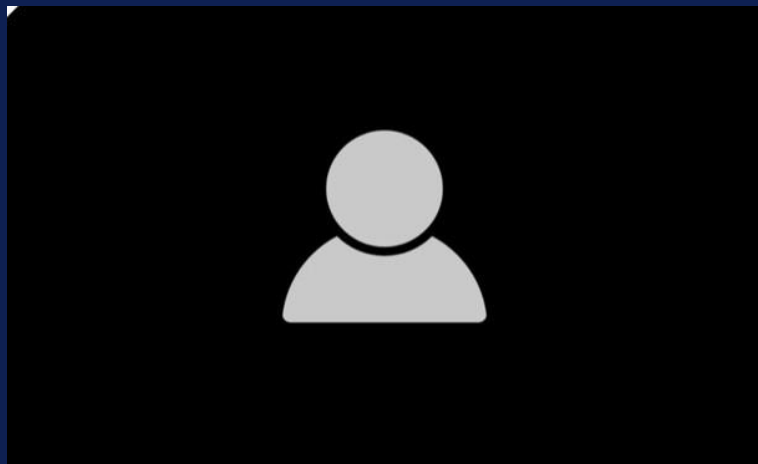


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Exercise agenda	<p>Prepare a Jambord, Zoom or Miro bord with the names of your team members.</p> <p>Ask your team to select one volunteer. Then ask each person to write up to 3 strengths they see in the volunteering person and write them on the post-its.</p> <p>For example, The strengths can be good work organisation, punctuality, creativity, problem-solving ability, commitment, attention to relations, communicativeness, and openness to criticism.</p> <p>The STAR model can help team members name other people's personality strengths. Ask the team to think about:</p> <p>S (specific situation) - describe the particular situation they found themselves in with this person.</p> <p>T (task) - explain what this person had to do in this situation.</p> <p>A (action) - tell what they did for it</p> <p>R (result) - describe the impact of their actions, i.e. a specific benefit for the organisation.</p> <p>The next step is to give short feedback to the volunteering person using the competencies written on the board with commentary explaining the choice.</p> <p>After everybody finishes giving their feedback, another person takes the volunteering role.</p> <p>In the end, participants will create a collage of empowerment posts. Talk for a while about what you see in the pictures, did anything surprise, interest or amuse you?</p>
Possible modifications	<p>The exercise can also be a good closure for the meeting. You can include it in the meditation to think of the participants in this meeting and appreciate them. Ask participants to think about what they would like to thank others for and write it down in the chat room.</p>
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Exercise nr 19: Good morning radio



Zoom meeting video off

Group size	5-15 participants
How to use this exercise?	Social / Body / Emotional / Cognitive This icebreaker is about language, voice, and diversity. The aim is to encourage participants to speak up, to express themselves and to get to know each other. It's also usefull if you want to test the sound on the devices participants work on.
Duration	10-15 min
Materials and tools	No additional materials are needed.



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Exercise agenda	<p>This exercise will work best with an international group of participants. You can do it at the beginning of your training to bring a warm, friendly atmosphere to the group.</p> <p>This exercise focuses on speaking and listening. Ask everyone to turn off the cameras.</p> <p>Ask each person to prepare a short welcoming speech in their native language,, e.g. “Good morning, greetings from Warsaw, the sun is shining outside. My name is, and today I am/ I deal with.../ during this training I want....”</p> <p>Then each person, one by one, welcomes the group in their native language. It is important that everyone says 2-3 short sentences.</p> <p>The group's task is to listen to different voices, different languages and different statements.</p> <p>At the end of the exercise, talk about your impressions.</p> <p>You can use the following questions for the discussion:</p> <ul style="list-style-type: none">- How does it feel to speak your native language in front of an international group?- What did you notice while listening?-What does the voice 'say'? <p>At the end of the exercise, ask everyone to repeat in English what they have already said in their native language.</p>
Possible modifications	<p>You can also use this exercise when working with a group of people who speak the same language. If so, reflect upon voice cues: How did messages make you feel? How did you feel speaking to others without seeing their faces? etc.</p> <p>The topic of the speech can be different - you can ask the participants to introduce themselves briefly, tell you about their mood, about what everyone sees outside the window.</p>
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Exercise nr 20: Sharing opinion on chat



<https://pixabay.com/>

Group size	5 - 100+ participants
How to use this exercise?	Social / Body / Emotional / Cognitive It's about creating a space for participants to share opinions in order to engage them. The aim is to summarize learning experience and gather feedback from the group.
Duration	7-10 min
Materials and tools	No additional materials are needed.



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Exercise agenda	<p>This exercise is excellent for large groups. When there are many people in a meeting, it is not always possible for everyone to speak and say something on the forum.</p> <p>It is very convenient to use the chat option in such a situation.</p> <p>Encourage participants to use this form of communication at the beginning of the workshop as a warm-up, i.e., ask each person to write one sentence of greeting - hello, I'm from Warsaw, etc.</p> <p>Later you can use this chat option to collect opinions on the discussed topic or feedback on the training.</p> <p>At the end of your workshop, ask each person to write in the chat window what was most important to them during the meeting and why it was important. Ask what they take with them after this meeting.</p> <p>The answers will give you an idea of what people have noticed but, most importantly, give participants the possibility for group closure and self-expression.</p> <p>Once everyone has written, and read all the answers aloud, you can also ask one person or even a few people from the group to read everything that came up.</p>
Possible modifications	<p>Chat is an excellent option for engaging people who prefer to write rather than to speak. You can use this option at different stages in your workshops.</p> <p>Remember to start with something simple that everyone can write without long thinking.</p> <p>Possible questions you can ask on chat:</p> <ol style="list-style-type: none">1. What do you want to learn in this workshop?2. With what thought do you end the meeting?3. How will you use the skills acquired during this training?4. What is the thought you are taking with you? What is the question that you are taking with you?...
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Exercise nr 21: Objects around you



www.unsplash.com

Group size

5-15 participants

How to use this exercise?

Social / Body / Emotional / Cognitive

This is an energizer that uses movement and fun to change the energy level. The aim is to encourage participants to move a bit, express themselves, and boost the energy level in the group.

Duration

10-15 min

Materials and tools necessary for the activities

No additional materials are needed.



Exercise agenda

This exercise is proper when you need to change group energy during a training session.

Especially when you need to take a break and get away from the workshop's main topic for a while.

The aim of the exercise is also to invite participants to move away from chairs and monitors.

The task is to find specific objects around you as quickly as possible and bring them in front of the computer camera. Ask participants to act quickly and spontaneously.

Count to three and ask the participants:

1. Let's focus, ready, steady, and find something green!"

Encourage participants to move away from the monitors to find their subjects. Give them 5? seconds for this task.

Ask participants to show their objects to the camera so that everybody can see. You can ask a few questions about objects people have collected:

- Was it easy to find them?
- If someone brings a plant, you can ask if they have many plants at home.

Then offer a few more challenges. For example:

1. Bring and show others the thickest book you can see in your place.
2. Bring and show the strangest thing you see around you.
3. Bring and show others something soft.
4. Bring and show others something round.
5. Make yourself a headdress from whatever you have on hand.

Each one can be commented on briefly. You can add some of your suggestions - experiment!

Finish the exercise after a few minutes. Take advantage of the moment when everyone is doing something interesting and take a picture of the group using the print screen function.

Possible modifications

In this simple exercise, you can come up with your ideas for challenges for participants. Remember that nothing brings people closer, like having fun and laughing together. Use spontaneous fun to talk a bit with the participants, and make sure the relations within the group are good.

You can use as well great online tool: "Wheel of Fortune: that generates random



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tasks you prepare in advance: Using "Wheel of Fortune" that generates random tasks that you prepare in advance

<https://wheeldecide.com>.

Credits

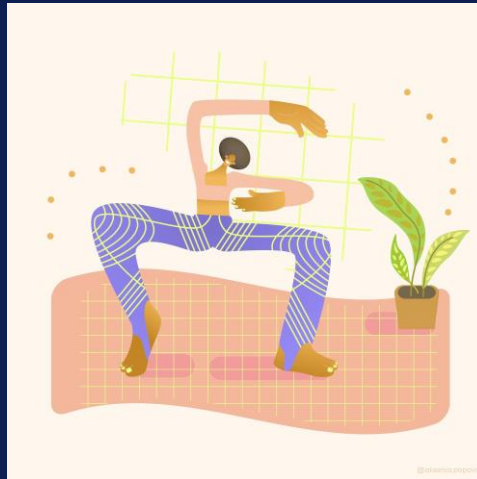
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Exercise nr 22: We are bodies



Pixabay, Creative Commons license

Group size	6-20 participants
How to use this exercise?	<p>Social / Body / Emotional / Cognitive</p> <p>The aim is to relax and take care of body condition and activation of the kinesthetic sense during the video training. This exercise is about movement, body sensation, energy management and body language.</p>
Duration	10 min
Apps	Zoom
Materials	No other materials needed
Exercise agenda	Turn the situation of sitting in front of a computer camera into an idea for a short warm-up for the body!



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Propose some exercises that will allow participants to see themselves and their whole body -not only their face.

Invite participants to step away from their computers for a while without losing sight of the screen and the other people on it.

Encourage everyone to take a few steps so that the whole silhouette of each person can be seen on the screen.

Suggest some simple exercises:

- stand on tiptoe and stretch your hands towards the ceiling
- stand as far away as you can - but still be seen
- disappear from the screen
- appear again
- make a wave by using your body and curving your spine
- stand at a comfortable distance from the screen and look at other people doing the same thing
- sit in front of your computer again, sit straight on a chair, feel your sitting bones and bring your hands behind your head. Let your spine be straight and relaxed simultaneously
- smile at everyone

After the exercise, ask the participants how they feel. Did they manage to relax their bodies a bit? How does the exercise affect the atmosphere of the training?

Possible modifications

This exercise can be repeated several times during the workshop. Invite participants to suggest their ideas for exercises to activate the body.

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Exercise nr 23: Agree or disagree?



Group size

5-15 participants

How to use this exercise?

Social / Body / Emotional / **Cognitive**

The aim of the exercise is to introduce and to explore ways of thinking about a particular topic in a group. It can also be an introduction to a deeper analysis of the chosen topic.

Duration

10-15 min

Materials and tools

No additional materials are needed.



Exercise agenda	<p>This exercise allows you to determine what trainees think about a particular topic. It is helpful as an introduction to an in-depth discussion. It is a simple way to check the group's beliefs on the subject.</p> <p>Prepare some statements that relate to the topic of your workshop. It is good if the statements are short, and concrete, and you can agree or disagree with them quite quickly.</p> <p>Write down each statement in a separate slide, e.g. in google jamboard. You will share the document during the workshop with all workshop participants.</p> <p>Write the sentences in the middle at the top of each slide. Divide the slide into two equal parts. One part will be titled I AGREE, the other I DISAGREE.</p> <p>Read the written statements one by one and ask each person to write their name in the chosen part, depending on their personal opinion.</p> <p>You can comment briefly on how the answers are distributed - whether more people in the group agree or disagree with the statement.</p> <p>If you wish, you can ask random participants to comment briefly on why they agree or disagree with something.</p> <p>Here are some examples of statements for a workshop on work-related topics:</p> <ol style="list-style-type: none">1. Work is my passion.2. I usually plan my holidays well in advance.3. Money is not as important as the sense of meaning in your work.4. Stress is a natural part of any job.5. I know how to manage work-related stress.
Possible modifications	<p>You can use this exercise during the integration part of the workshop. Then suggest simpler sentences with less emotional charge, for example: I like rainy weather.</p>
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Exercise nr 24: First step



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Group size	5- 20 participants
How to use this exercise?	Social / Body / Emotional / Cognitive The aim of the exercise is to summarize and evaluate the learning experience and encourage participants to use the knowledge and skills acquired during the training as quickly as possible
Duration	10-15 min
Materials and tools	The Mentimeter application can be used. writing materials - a notebook and a pen - will be useful in one of the variants



Exercise agenda	<p>A simple exercise which will allow participants to reflect on how to use the acquired knowledge, experience and inspiration after the workshop. For the trainer, it also can be a form of evaluation, checking what impact the workshop had on the participants.</p> <p>The first step is an exercise often used in coaching. This simple method is a declaration made in front of the workshop group and in front of yourself. Thinking about the first step - a small action- allows participants to imagine, plan, and then do it. At the end of your workshop, before you say goodbye to the participants, ask each person to think about how he/she will use the acquired knowledge in the first few days after the workshop. Ask people attending the workshop a question: <i>What will be your first step to applying this knowledge gained during this workshop - what exactly will you do?</i></p> <p>Add some questions to help them create a concrete plan for their first step:</p> <ul style="list-style-type: none">• <i>When are you going to do it?</i>• <i>Who can help you do it?</i>• <i>How much time do you need to do this thing?</i> <p>Ask each person to describe their first step in a chat box on the platform you are working on. Then ask one person to read all the declarations (of course, you can read the declarations too, or each person can read his/her declaration).</p> <p>Try to appreciate all the ideas. It can boost the participants' energy! In this exercise, it is essential to share the ideas and read them out loud. Emphasize whether participants take their first steps according to the declarations is their individual decision.</p>
Possible modifications	<p>This task can be done in several other ways:</p> <ul style="list-style-type: none">- you can use the Mentimeter application - after completing the task, a nice slide will be left, which you can email to everyone.- you can ask each person to write down their first step in their notebook or paper and then show this note to the webcam.
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Exercise nr 25: Battle of the arguments



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Group size	Group size 6-15 participant
How to use this exercise?	Social / Body / Emotional / Cognitive The aim of this exercise is to encourage people to discuss topics critically, listen to all points of view and formulate their own opinions. During this exercise people have the opportunity to share their opinions and collect and exchange arguments.
Duration	30 min
Apps	Zoom
Materials	Access to Zoom platform
Exercise agenda	Before the training, prepare for participants a few sentences related to a topic of your workshop.



All have to be short and as clear as possible.

Ex. for workshop about work related topics - entrepreneurship, burnout:

1. Showing emotions at work is unprofessional.
2. Working with friends is a bad idea.
3. Young people should not be heads of large teams.

Divide the group into two smaller ones. Create two separate rooms e.g. using the breakrooms option.

One team prepares some arguments to agree with the statements, the other group prepares the arguments to disagree with the statements.

People have to convince the opponents that they are right.

After 10 minutes, invite everyone back to one group.

Now is the time to exchange arguments.

Present each sentence in turn and ask both groups to engage in a battle of arguments.

Each person speaks one at a time. Do not interrupt each other.

After all the rounds, ask who indeed agrees with the theses presented and who is against them.

This is a moment to reveal for participants what is their real opinion.

Encourage the group to have a short discussion. You can ask the following questions:

1. *Was there a moment when you were closer to the arguments of the opposite team?*
2. *Did you describe your position clearly ?*
3. *Did all the participants join the discussion?*
4. *What new things did you learn about the discussed topics?*

Possible modifications

This exercise has two different aspects:



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- one concerning the culture of discussion, the art of exchanging arguments. What is needed for each person to be able to express himself/herself freely?
- the second is from the merit point of view of the issues discussed, in this case, you can use the exercise as an introduction to the substantive part of the workshop.

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Exercise nr 26: Group verbal portrait



Yan Krukow, Pexels.com, Creative Commons license

Group size	8-20 participants
How to use this exercise?	Social / Body / Emotional / Cognitive The aim of the exercise is to integrate the group, to create a pleasant atmosphere for further work. You can use it as an ice-braker in the beginning of a training.
Duration	20 min
Apps	Zoom
Materials	Before the training, prepare a space in the miro app, mural or google jamboard
Exercise agenda	Divide the group into pairs, take part in the exercise if there is an odd number of people in the group. Use the breakout rooms option to create a separate room for each pair.



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In couples, participants are asked to do a short interview with each other to break the ice and get to know each other.

Each person asks the other partner two questions:

1. Who you are and what do you do professionally?
2. What is your passion?

Each person has 5 minutes for their story. While one person tells his/her story, the other listens carefully.

After 10 minutes, finish the pairs' conversation.

Then, when everyone has met in the forum, share with each person the link to the app of your choice.

Each person's task is to write in the form of #hashtags 3 to 5 pieces of information they remember about the person they met in the pair.

The information is to be given anonymously, without mentioning the person's name.

This will create a word collage - a portrait of the group that met at the workshop.

Comment briefly on this verbal portrait of the group. Do you have any information that appears more than once, what connects the group? Is there any surprising information?

Possible modifications

You can invite participants to invent questions to be answered in pairs before the start of the exercise..

Credits

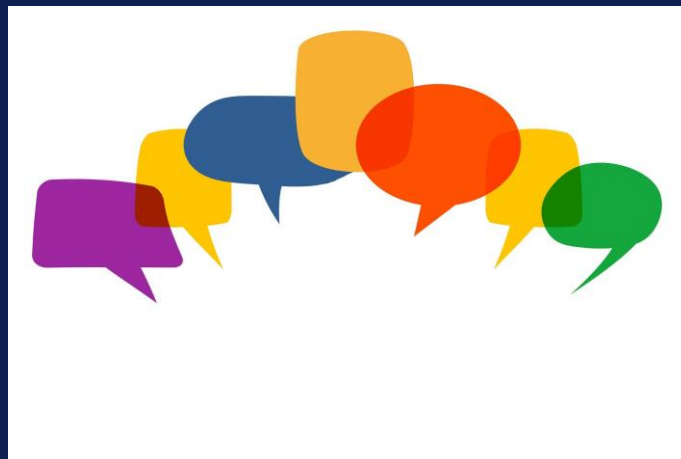
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Exercise nr 27: What would you like to learn?



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Group size	6-15 participants
How to use this exercise?	Social / Body / Emotional / Cognitive This exercise is good for an Introduction to the workshop. Creating a space for free conversation among the participants, checking the motivation of each person. It is useful when you want to motivate people to set their own goals for the training and learning process.
Duration	20 min
Apps	Zoom
Materials	Access to Zoom platform,
Exercise agenda	This exercise would work well at the beginning of your workshop.



It will allow participants to take a moment to focus and reflect on their individual motivation for attending the workshop.

Divide the group into pairs by using the break-out rooms function.

In pairs, for 2 min, one person asks the other one a question, repeats it several times, and listens to the answers, without further comments. The other person just answers.

The question is:

What would you like to learn during this training?

Afterwards there is a change in pairs. And the person who answered the question now asks it to the other person, listening carefully.

After 5 minutes end work in couples.

Find out the conclusions of the discussions in the forum - if anyone would like to comment.

How it was for the participants as the person answering the question? How it was for the person asking the question? What did repetition bring to the surface?

Encourage all participants to share their own answers to the question asked in the exercise.

Possible modifications

If you wish, you can ask each pair to make a short visual. This can be done in any visual application - google jamboard, miro, mural, canva.

In the forum, each pair can show their note.

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Exercise nr 28: Calendarium



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Duration Group size	8-20 participants
How to use this exercise?	Social / Body / Emotional / Cognitive To show the variety of the group and the diversity of their life experiences. You can use this exercise also for the group integration process. It's perfect as a warm-up and an ice-breaker.
Duration	15 min
Apps	Zoom
Materials	Before the workshop, prepare a document with YEARS in a word file or google doc. Write years in the column, e.g.: 1978 - 1999 -



	<p>2000 -</p> <p>2005 -</p> <p>Decide how many dates you would like to include in your calendar - it's worth having at least as many dates as participants.</p> <p>These dates must refer to the period when participants were already born.</p>
Exercise agenda	<p>Share the prepared calendar file with the workshop participants.</p> <p>Ask each person to write anonymously about an event from their life connected to this date.</p> <p>Suggest that participants should pick one date.</p> <p>If there are more dates than participants, encourage people to select one more date.</p> <p>When everyone has finished writing, ask them to read their notes.</p> <p>You can decide if one person reads the calendar or if you do it as a team - each person can read their events, or each person reads someone else's.</p> <p>Ask them to stay focused while reading. Everybody is sharing a piece of their life story, so urge them to appreciate this.</p> <p>After reading the calendar, ask participants for their impressions of the exercise.</p> <p>Examples of questions you could ask:</p> <p><i>What kind of feelings did you have when you were listening to the calendar?</i></p> <p><i>Are there any experiences that you have in common as a group?</i></p> <p><i>Is there a person in the group who was born when someone else was already an adult?</i></p> <p><i>What can we tell about our group from reading this calendar?</i></p>
Possible modifications	<p>In this exercise, it is essential both to appreciate diversity and to look for similarities. You can put some future dates in the calendar, e.g. 5 or 10 years from now. Sometimes it is helpful to see how participants imagine their lives in the future.</p>
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Exercise nr 29: Elevator pitch



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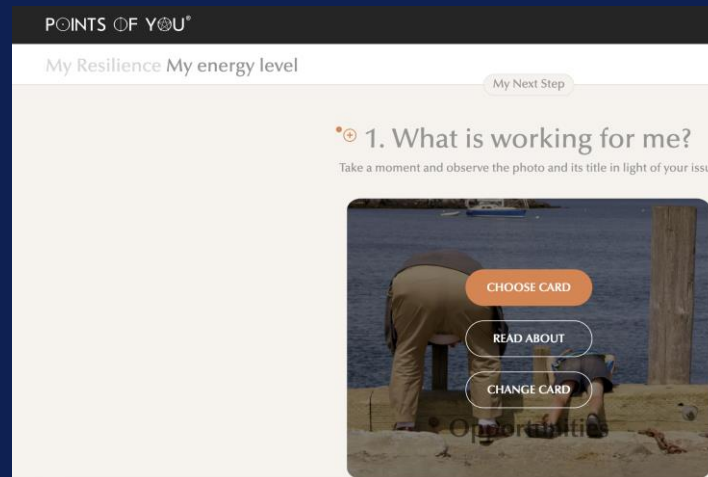
Group size	5-15
How to use this exercise?	Social / Body / Emotional / Cognitive To Introduce group members to each other and shifts attention to the participants' responsibility for the course of the meeting.
Duration	15-20 min
Materials and tools necessary for the activities	No additional materials are needed.



Exercise agenda	<p>An elevator pitch is a famous name for a fast highly focused 30 second way of sharing the message with another person. The name reflects that an elevator speech can be delivered during an elevator ride (for example, 30 seconds and 100-150 words).</p> <p>It has to be concise as time seems to be very short. It requires focus and precision. Therefore, it's perfect for participants to introduce their backgrounds and expectations for the meeting and wrap it up in a reasonable amount of time.</p> <p>Invite everybody to present themselves in 30 seconds. You can refer to the elevator speech formula. Ask participants to first think of what they want to say while introducing themselves and post on chatbox those four elements they should follow:</p> <ol style="list-style-type: none">1. Introduce - "Hi, my name is..., I am from....So nice to meet you all"2. Provide a summary of what you do, how are you unique - "I work in, My main area of interests is"3. Explain what you want from this meeting - "I'm here because...."4. Tell how you can contribute to the workshop - "I can contribute by being honest, considerate of others and...." <p>Give participants 3-5 minutes to prepare their speeches. Then ask them to write their names on a chat in the order they want to perform. Follow the order by reading participants' names as they make their speeches. Timer 30 seconds with a buzzer to keep participants on schedule, and don't forget to pin or put the speaker in the spotlight to give them their time to shine.</p>
Possible modifications	<p>The exercise can also be a good closure for the meeting as participants can share using the frame of 30 seconds what they take from the meeting. The closing question can be f.e. What have you learned today? What have you learned, discovered about yourself today?</p>
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Exercise nr 30: What is my body telling me?



<https://www.points-of-you.com/play/game/expanding/question/1>

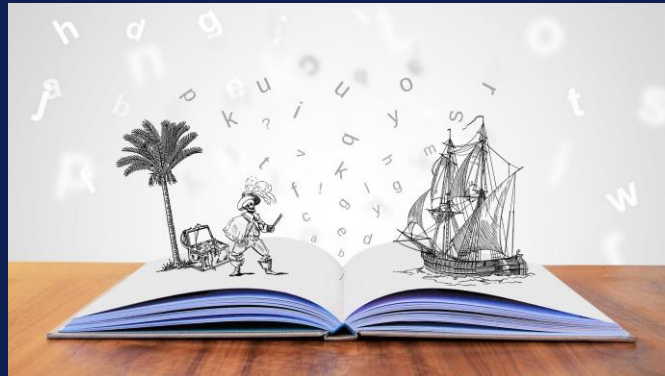
Group size	2-100+
How to use this exercise?	Social / Body / Emotional / Cognitive The aim of the exercise is to help participants get in contact with their bodies and bring a new perspective, another point of view on how they feel and what they need.
Duration	15-20 min
Materials and tools necessary for the activities	POINTS OF YOU® – The Digital Experience You need to create an account here: https://courses.points-of-you.com/users/sign_in



Exercise agenda	<p>This exercise uses a metaphoric card app with a 3-card process to help participants to get in contact with their bodies. The app brings a new perspective, another point of view on how they feel and what they need.</p> <p>Points of you is a thought-provoking metaphoric coaching game that has various applications.</p> <p>From the authors of the game: “A cornerstone of the Points of You® method is the interaction between the right brain, the intuitive and emotional half of the brain, and the left brain, focused on logic and analysis. This occurs when we look at a photograph and a word simultaneously.</p> <p>The photograph stimulates our right, creative brain while the word activates the left, analytical brain.</p> <p>The simultaneous stimulation of the two brain hemispheres creates a struggle between the emotional and the rational, momentarily “shorting out” the vigilant defence mechanisms of our mind. This “deliberate confusion” gives the mind a short respite from our preconceived ideas on how things “should” or “ought” to be, and allows our mind to open up to new places inside ourselves, shifting our point of view.”</p> <p>Share your screen with an open app: https://points-of-you.com/ Click on the game and choose the resilience dot. Choose the answer “What is my body telling me?”. Click on the first board “1. What is working for me?”</p> <p>Choose a dot and show the options: choose a card, read about or change card.</p> <p>After selecting a picture as an example, go to the second board “2. What is not working for me?” and “3. What is my next step?”. After choosing all three cards, take a print screen to save your images. Tell participants they can keep their boards once they register. Tell participants that they will have 8 minutes to complete their boards. Then they will be sent for another 6 minutes to 3-person rooms to share their reflections.</p> <p>Now ask participants to open the website POINTS OF YOU® – The Digital Experience and go to the resilience dot and then create their boards relating to the subject of their bodies. After all, participants came back from their breaking rooms ask them to write in the chatbox one word describing their state of the body at the moment.</p>
Possible modifications	You can use other topics of the Points of you game, f.e. “My energy level” under Resilience or “What do I really enjoy doing?” under the Fulfilment category.
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Exercise nr 31: Drag and drop story



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Group size

5-15

How to use this exercise?

Social / Body / Emotional / Cognitive

The aim is to boost creativity and integrate participants using the storytelling method.

Duration

15-20 min

Materials and tools necessary for the activities

No other materials needed. The video app must be able to move the video screens of participants in gallery view mode (f.e. ZOOM).



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Exercise agenda	<p>This exercise boosts the ingenuity and spontaneity of the participants, integrates them and empowers them to be creators.</p> <p>First, ask participants to create a common order of all the participants appearing on the screens. Explain they can drag and drop each person's video screen and move it in the desired order. You can rehearse it by starting a gesture, f.e. gesture of hand movement that others will follow in the previously done order. You can decide if you follow horizontal or vertical lines or go down the serpentine.</p> <p>Invite participants to create and tell a story together. Tell participants to sit comfortably, take a deep breath and relax. Each person will contribute to the story by adding one sentence to what has been said, adding important details, or pushing the story forward. The rule is they cannot contradict what has been said so far and make magical plot twists. Ask them to be good listeners – to give their full attention to what is being said and to allow silence as it might unfold to a continuing story.</p> <p>Depending on the group size, you can make from one up to three rounds. When the last round ends, remind that this is a final closure so participants can complete their story.</p> <p>In the end, ask participants how they feel about this experience or what they have discovered in the chatbox.</p>
Possible modifications	<p>Depending on the workshop's topic, the story may refer to participants' field of work or area of interest.</p> <p>Participants can write their sentences in the chatbox.</p> <p>If the participants are unable to follow the instructions about the picture order, you can agree on an order, write it down and share the screen with the participants to follow it in that way.</p>
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Exercise nr 32: Community warm-up



Free Image by Akshay Gupta on PixaHive.com

Group size	5-20
How to use this exercise?	Social / Body / Emotional / Cognitive The aim is to engage participants by contributing to the group warm-up.
Duration	15-20 min
Materials and tools necessary for the activities	No other materials needed



The Trainer Survival Kit in the Digital Era

Exercise agenda	<p>First, ask participants to create a common order of them appearing on the screens. Explain that they can drag and drop each person's video screen and move it in the desired order. You can decide if you follow horizontal or vertical lines or go down the serpentine. Rehearse it by asking everybody to say their names one by one.</p> <p>Tell participants to stand up in front of their cameras to be visible up to their waist or knees.</p> <p>Then explain that they will propose an exercise for others to follow. Those can be simple moves for stretching or energising. Show the first example. Ask them to show their chosen exercise one by one. Once they finish, the other person offers their moves.</p> <p>In the end, ask participants to show their initials moves simultaneously and stay with this move for a while.</p>
Possible modifications	<p>The exercise can also be a good closure for the meeting. Ask participants to share their energy level after the activity on a scale from 1 to 10 and write it down in the chatbox.</p> <p>You can also modify the exercise by spotlighting the exercise leader, with all of the others following their lead. It can be a good modification to cut the time needed for the expected order or for participants who don't have a camera and can only follow.</p>
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Exercise nr 33: Culture codes



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Group size

3-8

How to use this exercise?

Social / Body / Emotional / Cognitive

The aim is to engage participants by sharing their stories using culture codes to help them open up and build bonds in the group.

Duration

15-20 min

Materials and tools necessary for the activities

No other materials needed



The Trainer Survival Kit in the Digital Era

Exercise agenda	<p>This exercise uses pop-culture archetypes and stories as a metaphor to express personal stories.</p> <p>Ask participants to think of a fairy tale, story, novel or a film or song they relate to as "their story". Recommend them sticking to headlines of books or songs and point out that their story and the reflection in them are the most important to hear. Let them think about it for a while but encourage them not to overthink and take the first spontaneous thought that comes to their minds.</p> <p>Each person will have two minutes to share their story with the group, as well as the way it reflects their own experience. Use the timer set to 2 minutes with a buzzer to keep participants on schedule.</p> <p>In the end, depending on time, you can open a discussion on what surprised, touched or amused them and share in the group or the chatbox.</p>
Possible modifications	<p>You can send the task before the meeting and ask participants to prepare answers in advance.</p>
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Exercise nr 34: Warmth of the heart



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Duration Group size

3-8 (use breaking rooms for larger groups)

How to use this exercise?

Social / Body / **Emotional** / Cognitive

The aim is to connect participants with their sense of purpose and contribute it to the group by sharing their positive experience. The exercise will work well at the beginning of the workshop.

Duration

15-20 min

Materials and tools necessary for the activities

No other materials needed



Exercise agenda

This exercise refers to a personal experience of the participants creating good vibrations and shifting the attention to positivity using it as a perspective for the upcoming meeting.

The first step is to ask participants to focus on their bodies. Ask participants to sit down comfortably, as you will guide them through this breathing practice. Encourage them to switch off their cameras to get as comfortable and relaxed as possible.

1st part: Breathing Instruction for participants

1. Slowly inhale and exhale for a few moments.
2. Inhale slowly and deeply through your nose to the count of four. In this step, count to four very slowly in your head. Feel the air fill your lungs, one section at a time, until your lungs are complete and the air moves into your abdomen.
3. Slowly exhale: Sitting upright, slowly exhaling through your mouth, getting all the oxygen from your lungs. Focus on this intention and be conscious of what you're doing.
4. Now, we will add holding of the breath after both inhale and the exhale: Hold your breath for another slow count of four.
5. Exhale again: Exhale through your mouth for the exact slow count of four, expelling the air from your lungs and abdomen. Be conscious of the feeling of the air leaving your lungs.
6. Hold your breath again: Hold your breath for the exact slow count of four before repeating this process.

2nd part: Focus instruction for participants

As you breathe, think of an incident, a situation, a memory in your work when you felt a sense of purpose and warmth in your heart. Ask them to think of the first thing that comes to mind.



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Ask questions that encourage them in bringing the story to life. A few suggestions, when appropriate:

- When or how did this shift?
- What or who supported you?
- How did you find your strength?

This list could be endless...you can add your questions.

The next step is to join the breaking rooms and share their stories with other participants.

Send them to 3-4 groups and set 2 minutes for one person.

In the end, depending on time, you can open a discussion on what surprised, touched or amused them and share it in the whole group or the chatbox.

Possible modifications

You can also use this exercise to shift participants' attention into the future and imaginary situation in the near future when they would feel warmth in their hearts that they are longing for.

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Exercise nr 35: Story of your name



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Group size	3-10
How to use this exercise?	Social / Body / Emotional / Cognitive The aim is to introduce and verbally warm-up participants to use their creativity. The exercise will help you remember the names of the workshop participants.
Duration	15-20 min
Materials and tools necessary for the activities	No other materials needed
Exercise agenda	<p>This is a popular way to start working with a group and works well if bonding with the group and remembering participants names are important for the future workshop activities.</p> <p>Invite participants to think of stories of their names and share them with the group.</p>



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For example, why it was chosen, by whom and how they felt about it throughout their lives. Each person will have two minutes to share their story with the group. Timer 2 minutes with a buzzer to keep participants on schedule.

The simplest way to start this is by you telling the story of your name. Then there is no need for detailed instructions or explanations.

Ask participants to invite by name the next person to speak.

Possible modifications

You can share your board and ask participants to write their names on it all at once. The other modification idea is to ask participants to share their stories in pairs and then summarise their partners' stories in the forum

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Exercise nr 36: What is your spirit animal?



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Group size

3-10

How to use this exercise?

Social / Body / **Emotional** / Cognitive

The goal is to introduce and warm up participants to use their creativity by using metaphor.

Duration

15-20 min



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Materials and tools necessary for the activities	Miro, Padlet or Jamboard
Exercise agenda	<p>A simple exercise for group introduction and boost participants creativity.</p> <p>Ask participants to take a deep breath and think about what animal they feel like today.</p> <p>Give them a moment and ask if they have their choices. Ask them to respond with their thumb up or down reaction.</p> <p>The next task is to find relevant images on the internet and download them. Then share it on a joint board on Miro, Jamboard or Padlet web app.</p> <p>In the next step, participants will create a collage of animals. Ask participants to introduce themselves, revealing which picture they posted and explaining their choice. Ask participants to invite by name the next person to speak.</p> <p>In the end, talk for a while about what you see in the pictures. Did anything surprise, interest or amuse you?</p>
Possible modifications	<p>At the end, you can ask participants to write their names next to their posted images.</p> <p>If you are working with a pre-existing group, you can ask participants to guess which animal represents their colleagues. After they write everything down, ask them to share it in the chatbox (for example, ask "Who is the elephant?" and let them write their answers. Then, the real "elephant" introduces themselves).</p>
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Exercise nr 37: Question of time



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Group size	8-20 participants
How to use this exercise?	Social / Body / Emotional / Cognitive The goal is to see how relative the sense of time is, see yourself and your perception of time in a group.
Duration	15 min
Apps	Zoom
Materials	Trainer's presentation
Exercise agenda	Prepare some commonly used time expressions e.g: Moment Soon



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In a while

Shortly

At a glance

Immediately

Write these terms on separate presentation slides.

Ask the workshop participants to write down in their notes, individually, how many minutes or days it is: "a moment", "soon", "shortly", etc.

When you have read all the terms, ask participants to share their answers.

Discuss with the group for a moment how we perceive time differently.

Do you have a similar understanding of time in your group?

When and in what situations is it beneficial to precisely define time frames for tasks?

Possible
modifications

It's up to you if you would like to have a presentation in this exercise. You can choose to list the timings, speak slowly, and simply. You can stop the video option and ask participants to turn off their cameras to help everyone concentrate better.

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Exercise nr 38: 45 second



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Group size	8-20 participants
How to use this exercise?	Social / Body / Emotional / Cognitive Main aim of this exercise is to change the energy and bring well-being and humor into the group. The exercise will work well at any time during the workshop as a short break.
Duration	5 min
Apps	Zoom
Materials	No other material needed



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Exercise agenda

The task is to list as many things as possible from the chosen category in a given short time.

Choose any category e.g.:

- Sports
- Items one can find in the kitchen
- Titles of American films
- Cities in Europe

Set a stopwatch for 45 seconds. Each person tries to write down as many things as possible from the given category.

Participants can write things down e.g. using the chat option or analogically using a sheet of paper.

After the time has elapsed, ask the participants to count up how many things they have written down and announce the winner of the game.

Set categories wisely. If you want to build cohesion, have the group write something that can reflect their own experiences (e.g. childhood games, items in the room). If you wish, you can use the game to consolidate the knowledge you covered in your lesson!

Possible modifications

The game can be played at the end of the main activity. For example, use it before the break as a cool-down. You can also use it before the beginning of the next part of the workshop to focus the participants before continuing the activity.

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Exercise nr 39: Power of questions



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Group size	6-15 participants
How to use this exercise?	Social / Body / Emotional / Cognitive The aim of the exercise is to stimulate curiosity and creativity by asking questions.
Duration	15 min
Apps	Zoom
Materials	Before the workshop, prepare an object, something that can easily be shown on the webcam. It is important that the object is simple and interesting at the same time, so that it looks a little different from each side. It could be a wooden box or a photo frame.
Exercise agenda	Show the chosen object to the participants on the camera from one perspective, so that it is not immediately clear what it is. Then ask the



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participants to write down as many questions as possible about this object in their notes.

Each person writes down on a piece of paper in his/her notebook.

Say that the more questions the better.

After two minutes give some detail about the object, for example, if it is a wooden box you can say that it contains something inside.

Ask participants to continue with questions.

After another 2 minutes, show the object with all the details and ask to continue asking questions. The more questions they ask, the better.

After another 2 minutes, finish this stage of the exercise.

Ask about the conclusions of the exercise, what was interesting in this exercise, which moment was a turning point in asking questions.

You can ask if anyone would like to share a question.

Encourage participants to stay in this attitude of curiosity for the rest of the workshop.

Possible modifications

This exercise can be used as a way to boost the creativity of the participants by focusing more on the act of exploration and asking the questions. After every round of questions, remind the participants of a direction their questions didn't take. For example, "Did you question its function, or material?"

Credits

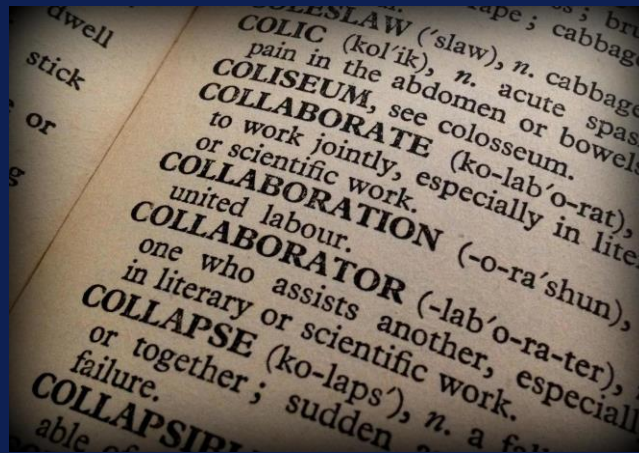
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Exercise nr 40: Training glossary



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Group size	5-15 participants
How to use this exercise?	Social / Body / Emotional / Cognitive The purpose of this simple exercise is to summarize the training and gather feedback from participants.
Duration	15 min
Apps	Zoom
Materials	Open doc: google doc or google jamboard
Exercise agenda	Divide participants into groups of three. Ask each group to write five different words that could best sum up the whole workshop, and to prepare a brief description.



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Each team has 10 minutes to work on their keywords.

E.g.,

Perspective - during the workshop, we had the opportunity to learn about other people's opinions.

Afterward, ask each team to share the results of their work.

Prepare an open document; it can be a google doc or google jamboard and invite groups to paste their notes into a shared file.

In this way, the learners will create a glossary to summarize the workshop.

Suggest a brief discussion of the collected words. If any words are repeated, reflect the words aspects of the workshop that were considered the most important.

In addition, ask participants if anything is missing from this glossary.

If so, write some additional keywords.

Possible
modifications

At the end, you might ask everyone to choose the keyword that is most important to them and share it on the forum.

Credits

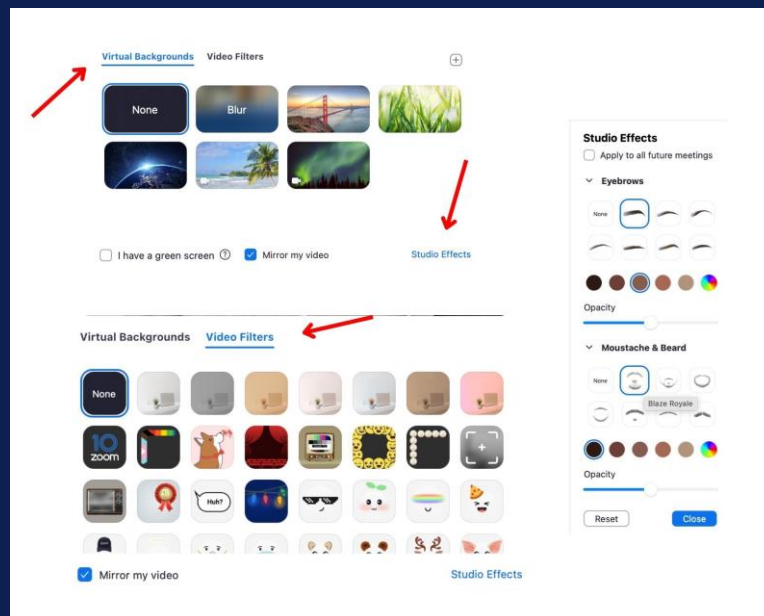
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Exercise nr 41: Outfit for today



Printscreens from Zoom, <https://zoom.us>

Group size	3-16
How to use this exercise?	Social / Body / Emotional / Cognitive The aim is to introduce and warm-up participants using their creativity. Through the exercise, participants will learn about the different options in the zoom app.
Duration	5-10 min
Materials and tools necessary for the activities	Zoom

Exercise agenda

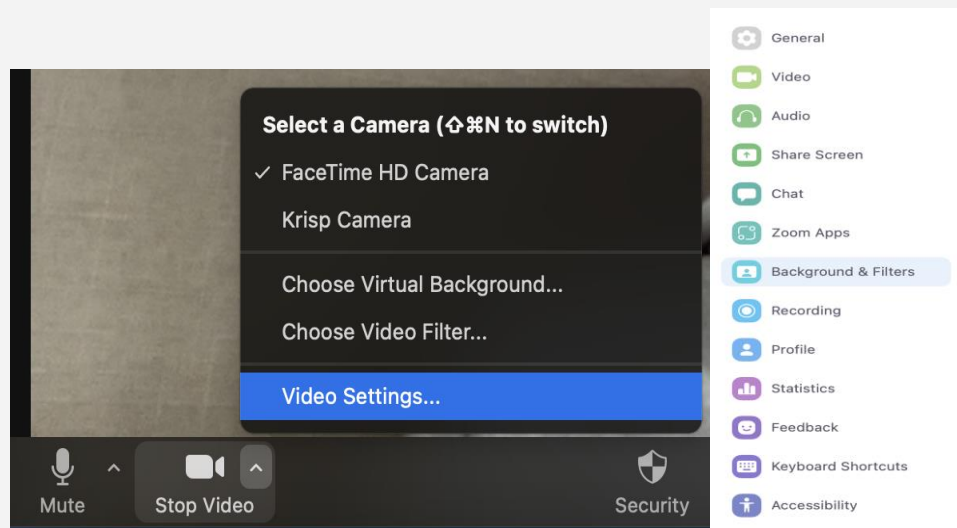
A simple exercise for group introduction and boosting participants' creativity.

The start of a meeting is critical, often setting up the rest of the meeting. Therefore, if we know that there are latecomers who are about to join, we may want to wait for them so that we can start the meeting in full.

Have you ever had to wait a few minutes for latecomers when most group members were already in a meeting? Have you struggled with keeping them engaged and talking especially if they don't know each other?

This exercise will let you start integrating the group with a blast.

Go to the video settings and share your screen with the participants. Then go to Background & Filters.



There you will find Virtual Backgrounds and Video Filters. At the bottom right, there are also Studio effects with Eyebrows, Moustache & beards, and Lip colour.

Ask participants to play with zoom filters and choose their creation for today. Encourage them to check if their name appears as they want to be called and rename it if needed.

This exercise introduces a lot of laughter and lightness.

Possible modifications

The filters in Zoom are varied and often updated.



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Exercise nr 42: You can leave your hat on



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Group size

3-15

How to use this exercise?

Social / Body / Emotional / Cognitive

The aim is to warm-up participants by asking them to embellish, decorate their heads using creativity.

Duration

15-20 min

Materials & tools

-



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Exercise agenda	<p>A simple exercise to introduce an atmosphere of fun and creativity.</p> <p>Ask participants to take 2 minutes away from the monitors and find something nice to put on their heads and decorate themselves. They can use hats and scarfs like a fashionable trend (f.e. Audrey Hepburn style), or earrings, clothes, bags, paper, or other things they find around.</p> <p>Give them a moment and ask if they have their choices. Ask them to respond with their thumb up or down reaction.</p> <p>Then you can take a group picture as a memo and a nice souvenir from this meeting.</p> <p>Ask participants to introduce themselves, share their names, and then invite the next person to speak by name.</p> <p>In the end, suggest that they can take their creations off or stay in them even till the end of the workshop.</p>
Possible modifications	<p>At the end, you can ask participants to share their moods in the chatbox.</p>
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Exercise nr 43: Common points



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Group size	3-15
How to use this exercise?	<p>Social / Body / Emotional / Cognitive</p> <p>The aim is to warm-up participants by asking them to find in smaller groups what they have in common.</p> <p>This is also a great team building exercise.</p>
Duration	15-20 min
Materials & tools	- an app with breakout rooms
Exercise agenda	<p>A simple exercise to introduce participants to each other so they can bond and find common ground in an atmosphere of fun and creativity.</p> <p>Ask participants to jump into (you decide on how many) breakout rooms for 4-7 minutes to discuss what they have in common and how to show it using only body language. Each team should have 2-5 people. Explain that later they will perform it in</p>

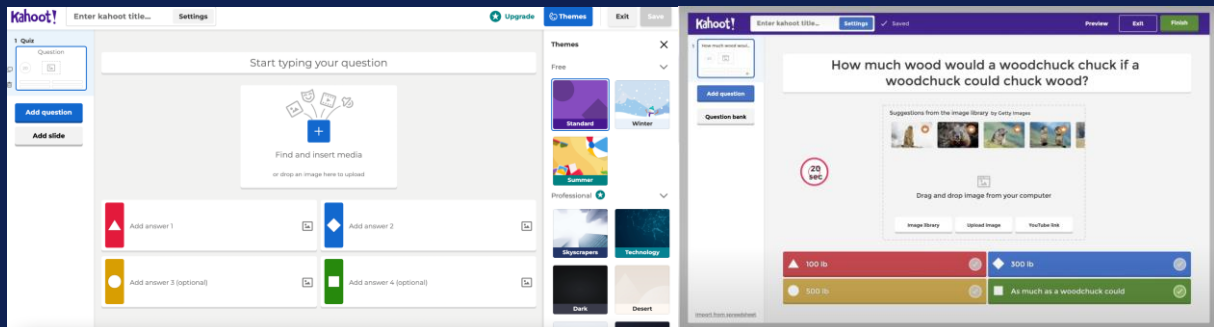


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	<p>front of the others without words. The task for the rest of the group is to guess what it is.</p> <p>This can be a favourite food, need or shared experience, it's up to the group to decide.</p> <p>Ask them if they understand or have questions by giving their reactions (f.e. with their thumb up or down).</p>
Possible modifications	<p>At the end, you can ask participants to share their moods in the chatbox.</p>
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Exercise nr 44: Kahoot challenge



<https://create.kahoot.it/creator>

Group size	3-15
How to use this exercise?	Social / Body / Emotional / Cognitive The goal of the exercise is to review participants' knowledge using the Kahoot! app.
Duration	15-20 min
Materials & tools	-
Exercise agenda	<p>Kahoot! is a game-based learning platform used as educational technology by teachers, trainers, and educators. Its learning games, "kahoots," are user-generated multiple-choice quizzes that one can access via a web browser or the Kahoot app. Kahoot! can review students' knowledge for formative assessment or as a break from traditional educational activities.</p> <p>Kahoot! was designed for social learning, with learners gathered around a common screen such as an interactive whiteboard, projector, or computer monitor. The site can also be used through screen-sharing tools such as Skype, Zoom, or Google Hangouts.</p> <p>The gameplay is simple; all players connect using a generated game PIN shown on the common screen and use a device to answer questions created by a teacher, business</p>



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leader, or another person. These questions can be changed to award points. The creator can choose whether the players can get 0 points, up to 1000, or 2000 points. The player's points are calculated on how much the player can get and how long it takes the player to answer. The sooner the player responds, the more points they get if the player answers correctly. Points then show up on the leaderboard after each question. The player can also get a streak, meaning they answered more questions in sequence. The better their streak is, the more points they earn when correctly answering a question.

Kahoot! has now implemented 'Jumble.' Jumble questions challenge players to place answers in the correct order rather than selecting a single right answer.

Create your account at <https://create.kahoot.it/auth/login> and create your quiz. You can learn more about the app at the [How to create a Kahoot - tutorial](#). Decide whether you want them to play individually or in teams.

You can get inspired by others' ideas on quizzes at <https://create.kahoot.it/discover>.

Possible modifications

Design your quiz depending on the workshop's topic. You can also use Kahoot to consolidate the knowledge gained by participants through the workshop by dividing them into groups to prepare quizzes for each other. Each team will organize a short quiz for others. The exercise is also helpful as a good closure for the meeting.

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Exercise nr 45: Dancing hands



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Group size	3-18 participants
How to use this exercise?	Social / Body / Emotional / Cognitive Stimulation of body awareness and relaxation of the body. It is perfect for focus and short break.
Duration	10 - 12 min
Apps	Zoom, Microsoft teams, Google Hangouts or other
Materials	No other materials needed
Exercise agenda	This simple movement exercise will warm up your workshop participants a bit and stimulate their imagination and creativity. Thanks to the activity, participants will focus on their bodies and release the tension accumulated while sitting in front of the screen.



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Ask participants to step away from their computer screens for a moment while remaining visible. They can sit or stand.

Invite each person to focus their attention on their hands. Ask everybody to put their hands forward and look at their hands - when their palms are facing away, and towards their body.

Next, ask everyone to close their hands into fists and then gently and slowly open them.

Encourage the participants to do a short "hand dance". Keep the whole body relaxed and free. The hands can move in any direction, fast or slow, both in the same direction and in different directions.

Then ask everyone to try to bring their hands close to the computer camera and do a short hand dance so that it is visible in the application window in which you are working.

Possible modifications

If all participants agree, you can record an excerpt of this dance and send it to everyone after the workshop.

Credits

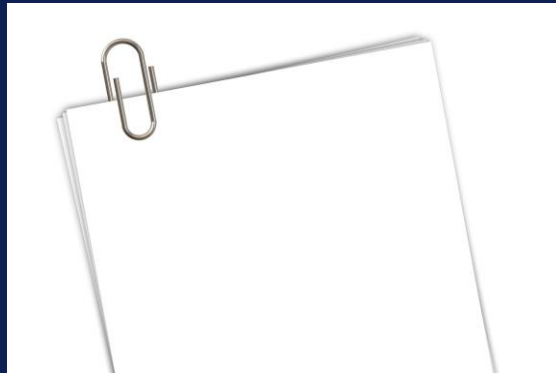
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Exercise nr 46: Piece of paper



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Group size	3-18 participants
How to use this exercise?	Social / Body / Emotional / Cognitive This is great exercise as sensory stimulation and relaxing the body.
Duration	10 min
Hashtags	#senses #relax #focus
Apps	Zoom, Microsoft teams, Google Meet or other,
Materials	Tell participants to prepare themselves a piece of A4 paper or a page from any newspaper.
Exercise agenda	Using a simple sheet of paper you can stimulate the senses of the participants and take their attention away from the online world.



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First, ask them to take the prepared sheet of paper in their hands and do gentle tactile exploration: move it around to check if it makes a sound, smell it, check its texture and temperature with their hands, put it near their eyes to see if it lets the light through.

Ask everyone to make a paper ball, close and then open the hand around it. Does the paper open with the hand, or does it remain squeezed?

Encourage each person to toss the ball with one hand and try to catch it with the other.

Invite the participants to notice their sensory reactions to this exercise.

After the exercise ask everyone for their impressions: with which sense do they experience the world most?

Possible modifications

You can ask the participants to turn off their cameras and microphones.

At the end of the exercise, you may ask the participants to straighten the sheet of paper and tear it into smaller pieces, or use it for some other activity for writing, sketching, or drawing.

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Exercise nr 47: Energy factory



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Group size	3-20 participants
How to use this exercise?	Social / Body / Emotional / Cognitive You can use it for stimulating your body and mind, energizing participants, activating and opening their bodies.
Duration	5 min
Apps	Zoom, Microsoft teams, Google Hangouts or other.
Materials	No additional materials are needed.
Exercise agenda	<p>This simple exercise will help you to increase the energy in the group. It is great when you need to release the tension that has accumulated in the bodies of participants.</p> <p>Invite the participants to move away from their computer screens. They can leave</p>



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the cameras on or off - let each person decide for themselves.

Now, ask participants what movement comes to their minds when they think about: "energy factory"?

How can the body start producing energy?

Would it be jumping, running in place, shouting, shaking, dancing, or self-massaging?

For one minute, let each person imagine that he/she is an energy factory and do all the movements that come into his/her mind and are pleasant for him/her.

You can repeat this exercise several times during the workshop.

At the end of the exercise you can encourage people to share their thoughts - how do they feel more energetic?

Possible modifications

If you do this exercise more than once during the whole workshop, first do it with the cameras turned off - it will make people feel more relaxed, next time you can encourage participants to leave the cameras on and try to be inspired by others.

Credits

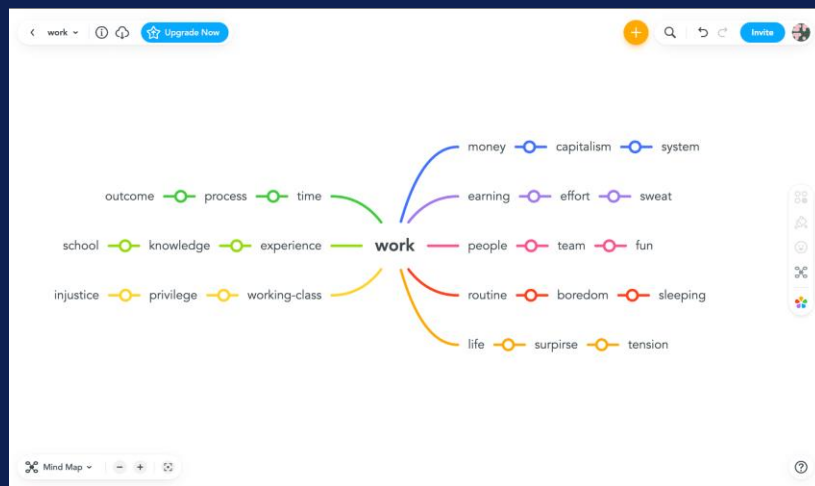
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Exercise nr 48: Mind map



print screen from app MindMeister

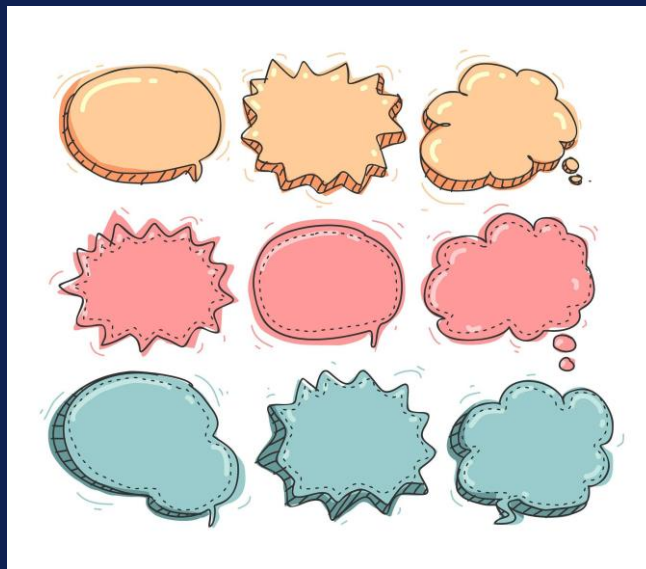
Group size	5-20 participants
How to use this exercise?	Social / Body / Emotional / Cognitive The goal of the exercise is to explore the topic of the workshop, to structure knowledge of the discussed topic.
Duration	15 min
Apps	Zoom, Microsoft teams, Google Hangouts or other, MindMeister app or other designed for creating mind maps
Materials	No additional materials are needed



Exercise agenda	<p>Choose one word that is important to the topic of your workshop, e.g.: work.</p> <p>Create a template in MindMaster: www.mindmaster.io and place the selected word in the center of the document.</p> <p>Mindmeister is a great tool for preparing a simple mind map in minutes - it has some limitations in the free version, but it takes minutes to create even a very complex mind map.</p> <p>Share the template with the workshop participants.</p> <p>Invite participants to create a mind map, starting with your chosen keyword.</p> <p>Together with the group, decide how many elements each chain of associations should consist of, e.g. 4</p> <p>Each word connects to the previous one. Work (main word) - 2. effort - 3. gym - 4. Muscle. Give the group time to create the map, e.g. 5-7 minutes.</p> <p>After this time, read through all the associations that have appeared with the group.</p> <p>Then, ask each person to choose the word that surprised them the most in this set of associations. What is surprising about it? What words do they find most meaningful?</p> <p>Based on this map, what picture of the chosen term emerges?</p> <p>Have a short conversation.</p>
Possible modifications	<p>You can invite participants to create the mind map individually.</p> <p>After 5-7 minutes of individual work divide the participants into teams of three and encourage them to share their results. Then ask the participants what they have in common and what is different about their maps.</p> <p>You may suggest the participants use a simple sheet of paper and a pen or marker. The analogue form will always work well!</p>
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Exercise nr 49: Silent discussion



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Group size	6-15 participants
How to use this exercise?	Social / Body / Emotional / Cognitive The goal of the exercise is to explore a topic or concept in-depth and encourage participants to share their opinions.
Duration	15 min
Apps	jamboard
Materials	n/a
Exercise agenda	This simple exercise will help engage people who are not feeling comfortable



speaking aloud in front of the whole group, those who are less involved in verbal communication.

Prepare a topic you want to explore that is related to your workshop. Write it down on google jamboard in such a form that it encourages discussion e.g.: question, quotation.

Write it down on google jamboard in such a form that it encourages discussion: question, quotation. Share document with the group. Next, ask the participants to share their thoughts on the proposed topic using the sticky notes option available on google jambord.

Establish the rules of discussion, e.g:

- Each person can share as many reflections as they like;
- During the discussion, we turn off the microphones in computers - this is silent discussion;
- We discuss the given topic;
- We relate to each other with respect;
- We do not judge the opinions of others, we look for arguments and counter-arguments.

Decide how long the discussion should last.

During the discussion, the participants can refer to the topic given in the title of the discussion, they can also comment on each other's statements and ask questions.

The more participants contribute, the more interesting the discussion will be.

After the set time has passed, finish the discussion. Ask one person to read all the thoughts written down.



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Check if anyone feels like asking questions or making comments.

You can also ask what forms of exchange of thoughts and discussion the participants prefer and why? You can also ask participants how it felt to discuss in this way: was it easier, harder, or the same?

Possible
modifications

This method will work as an idea to collect feedback after the whole workshop.

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Exercise nr 50: Palms & eyes



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Group size	6-25 participants
How to use this exercise?	Social / Body / Emotional / Cognitive It is great for reducing tension in the body and relax while working.
Duration	2-3 min
Apps	zoom
Materials	n/a
Exercise agenda	Working in front of a screen for a long time is tiring for the whole body, including the eyes. During the workshop, plan a short break and suggest some simple exercises that



allow participants to take care of their eyes, relax and find their concentration.

Ask everyone to turn off the cameras and move away from the screens.

Ask each person to look somewhere far away - for example, outside the window of the room they are working in or, if it is not possible, in the farthest part of the room.

Next, I suggest rubbing the palms of the hands together to feel them getting warmer.

Ask the participants to put their warmed hands to their eyes so that the fingers touch the forehead. Stay in this position for a minute, concentrating on breathing; eyes are resting in the darkness. After a minute, ask the participants to take their hands off their eyes and slowly open them.

Then, ask each person to give themselves a short, gentle massage of the head, forehead and eye area.

You can do this quick exercise several times during the workshop, for example, after each completed session.

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III. Credits

Exercises were compiled by Cultureshock Foundation team from Poland:

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With contribution (exercise 7 and 8) from Dr. Melinda Zay PhD, MCC interculturalist, digital coach and trainer, project coordinator of TRENDSS Consortium – <https://trendss.eu/> –, managing director of Yes You Can Training & Coaching Kft., Hungary.

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