

CONNECTION BLUEPRINT

Digital Tools for Youth Workers



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Erasmus+

Connection Blueprint: Digital Tools for Youth Workers

Erasmus+ Training Course

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<https://digitaltools4youthwork.eu/>

Connection Blueprint Toolkit

Developed collaboratively by Selfmade and 18 youth workers from Portugal, Spain, Italy, Ireland, Poland, Romania and Cyprus during the Erasmus+ Training Course *Connection Blueprint: Digital Tools for Youth Workers*, held in Fundão, Portugal. Participant contributions were reviewed, edited and adapted by the Selfmade team.

Authors

Silvia Ana Maria Patru
Ainhoa Trujillo Muñoz
Giorgos Christophorou
Stephanie Kourtellou
Krzysztof Ryskala
Tomás Marchão Cavalheiro
Alexandre F. Fernandes Bento
Ricardo Marques
Hugo Rodrigues

Dinis Gonçalves
Sara Brescacin
Giovanni Paris
Mario Gimeno
Irina Iordache
Eduardo Daniel de Carvalho Grilo
Luís Neves
Ana Faias
Pedro Mogas Gil

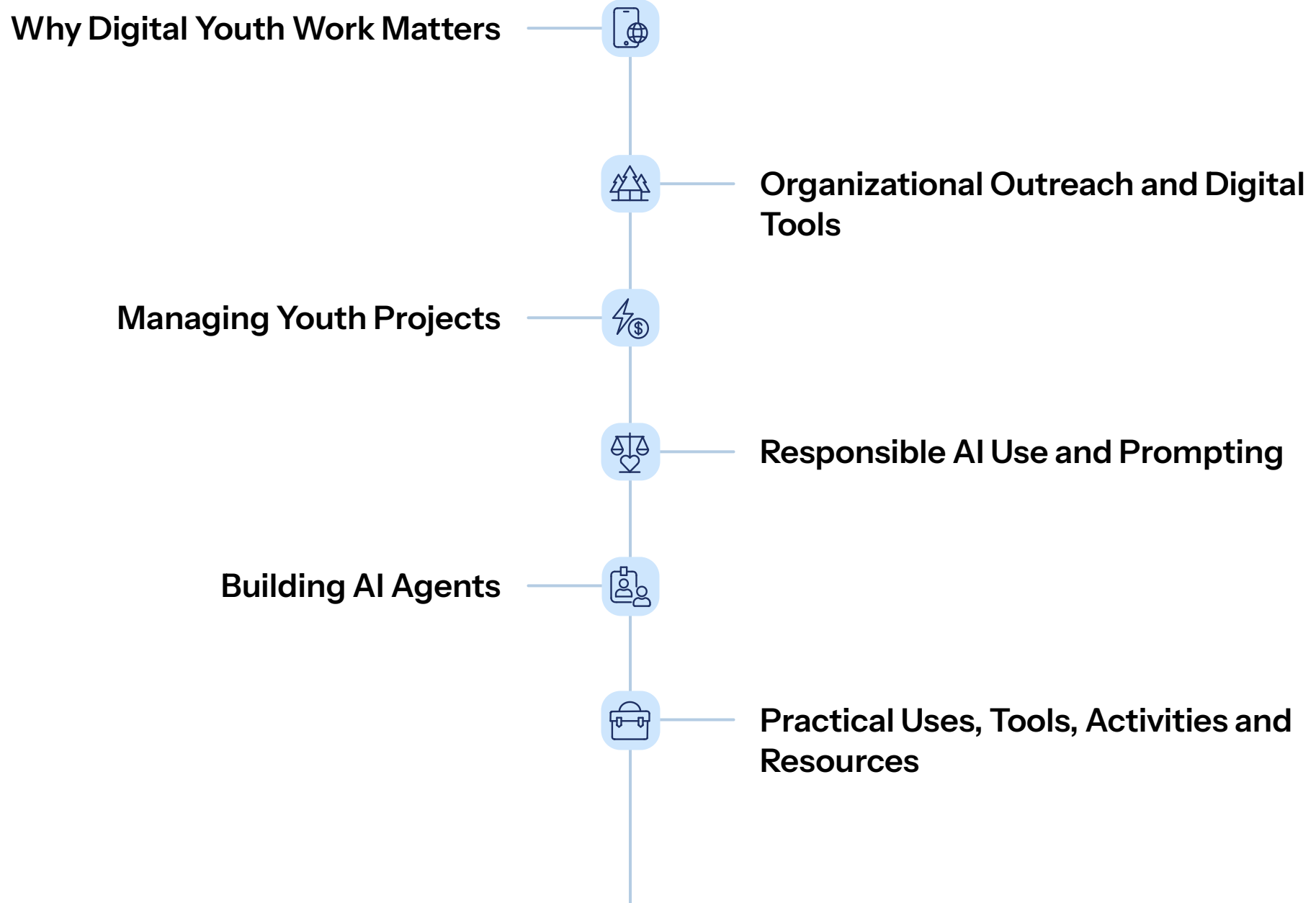
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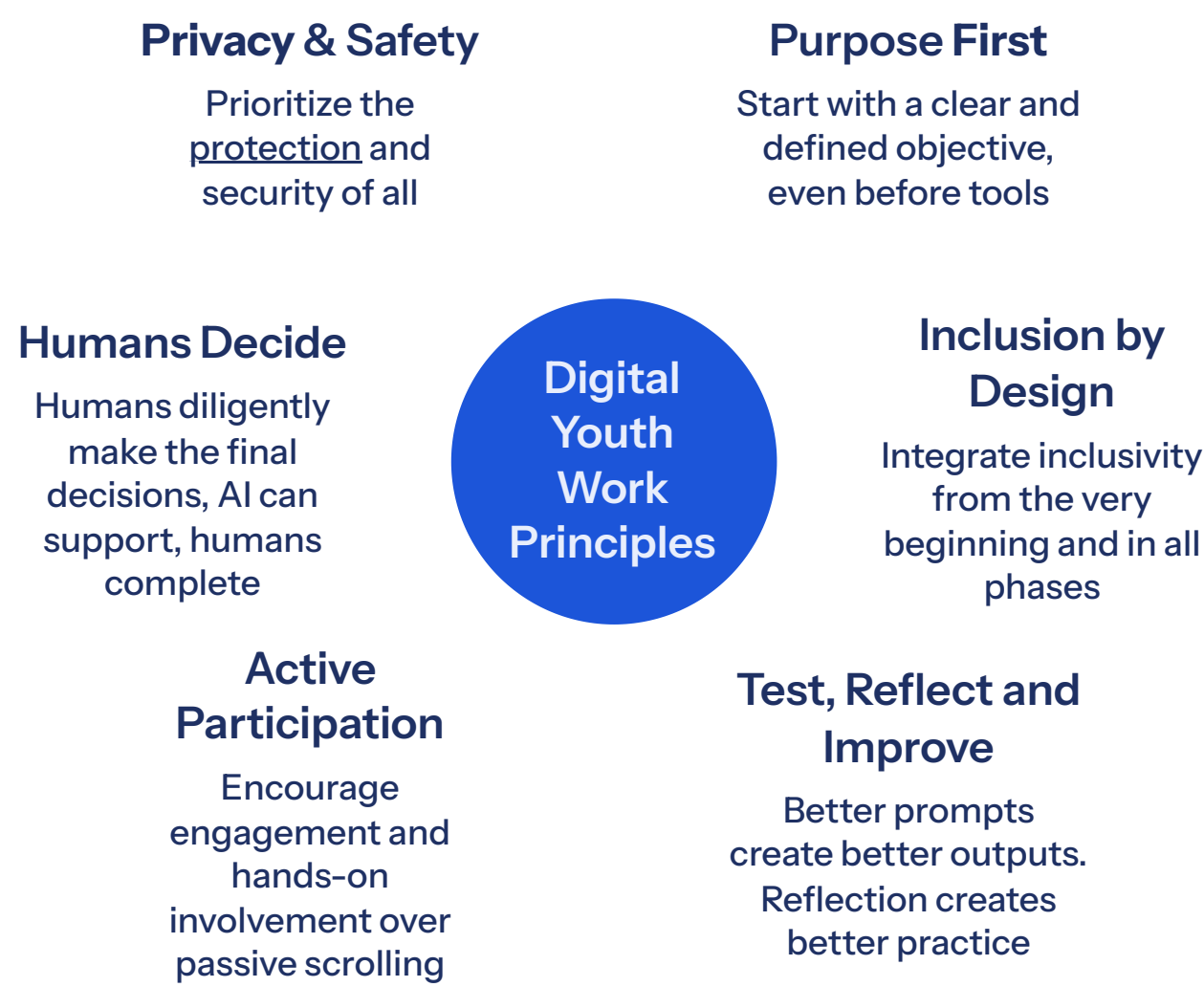
How this Toolkit Works



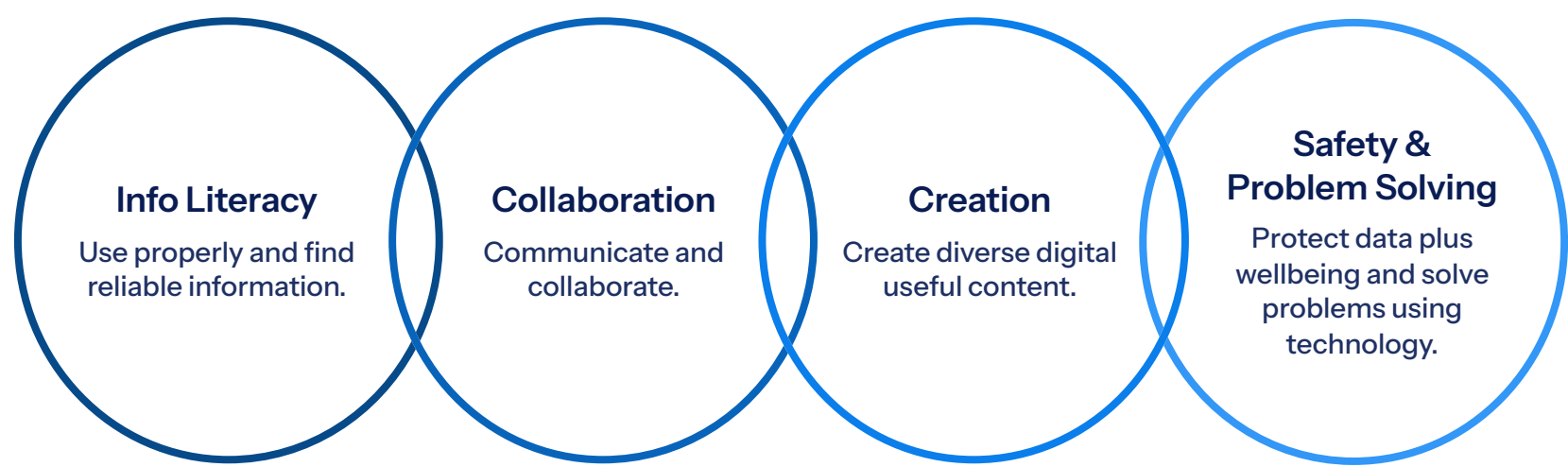
Project Website: <https://digitaltools4youthwork.eu/>

Digital Youth Work

Digital youth work means proactively using or addressing **digital media** and **technology in youth work**. It can take place **face-to-face**, **online** or in **hybrid** settings and is **guided by the same goals, values, principles and ethics as youth work**.



A simplified competence overview used in this toolkit



Digital Youth Work shares alignment with the **Erasmus+** horizontal priorities:

Digital transformation: digital and AI skills.

Inclusion and Diversity: easier access for young people with fewer opportunities.

Participation in Democratic Life, Common Values and Civic Engagement: digital spaces for voice and civic action.

Environment and Fight Against Climate Change: less paper, smarter workflows.



Visibility, Outreach & Youth Engagement

Meet young people where they already are, most often, in digital spaces. Tools like **Instagram**, **TikTok**, **Canva**, **CapCut** and **YouTube** turn online platforms into spaces for learning, storytelling, and participation.



Campaigns & Awareness

Promote activities and raise awareness on social issues through engaging **newsletters (email)**, **content / community (social media)**, **blogs** and **communities**



Creative Content

Canva, **Gamma**, **Napkin** and **CapCut** empower young people to tell their own stories and ideas visually.



Meaningful Participation

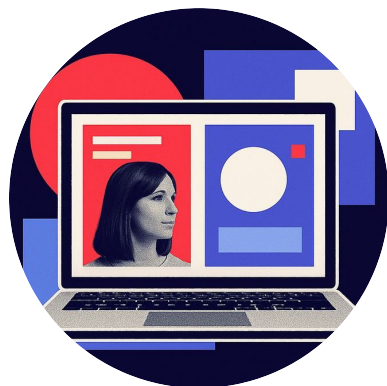
Digital tools like **Mentimeter**, **Canva** and **Padlet** turn passive scrolling into active engagement and learning with pedagogical resources.

Visibility is not just posting, it is **turning youth experiences into learning, participation, storytelling and community impact with intention.**

Key Starter Tools

Use each tool for a clear outcome, not because it is trendy but because it serves your purpose/functions

Presentations & Design



Canva, Gamma, Figma

Use for: Decks, toolkits, presentations, infopacks, posters, whiteboards, carousel, certificates, toolkits, infographics, social media posts and visual resources.

Best moment: Recruitment, training materials, dissemination, participant outputs and project visibility.

Safeguard: Risk of generic design, low readability, image rights and weak accessibility. Use clear hierarchy, strong contrast, simple language, consent-approved images and consistent branding.

Starter task: Ask participants to create one carousel explaining what they learned from a project activity.

Tasks & Projects



Notion, Google Workspace, Taskade

Use for: Organization and coordination of tasks, records, project dashboard, documents, folder systems, forms, calendars, meetings, notes, databases, team coordination, files, sharing and tracking project resources/knowledge/systems.

Best moment: Coordination with partners, volunteer and participant management, evidence storage, team operations and long-term project tracking.

Safeguard: Risk of tool overload, messy structure, duplicated files and wrong sharing access. Use one main hub, clear naming, restricted sharing, simple templates/ organization and one owner per task.

Starter task: Create a project dashboard with tasks, deadlines, contacts, procedures, files, risks, and evidence folders.

Audience & Education



Mentimeter, Wayground

Use for: Live participation inputs, polls, quizzes, Q&A, word clouds, formative assessment, participation data, interactive sessions and instant anonymous feedback and insights.

Best moment: Icebreakers, energizers, needs assessment, learning checks, debriefings and final evaluation.

Safeguard: Risk of public exposure, competition pressure, shallow answers and digital exclusion. Avoid sensitive questions, allow anonymous input, use team mode and provide offline alternatives.

Starter task: Run a live quiz on critical thinking and digital safety, then debrief wrong answers as learning moments.

From Needs to Impact

Question	Decision
What is the project phase?	Recruitment, preparation, delivery, evaluation, dissemination, reporting
What is the real need?	Inform, engage, collect, create, reflect, prove, improve
What tool/resource fits?	Choose one tool, not five
What output is required?	Form, post, board, report, reflection, evidence
What risk exists?	Privacy, exclusion, bias, overload, misinformation
What safeguard is needed?	Consent, accessibility, human review, clear rules
What learning is created?	Link to Youthpass / competence / reflection

No tool should be used without a clear output, risk check and learning purpose.

Exercise Design System

Ready-to-use layouts for youth work activities.

Flexible structures.
Clear steps.
Stronger learning together.

1

Activity Card

One activity at a glance.

Goal

Participants

Time

Materials

Activity Overview

Steps

1

2

3

Tips

2

Challenge Card

A challenge to spark action.

The Challenge

Why it matters

Success looks like

Constraints / Boundaries

3

Sprint Board

Plan, do, review. Repeat.

PREPARE

Get ready

DO

Make it happen

REVIEW

Learn & adapt

NEXT

What's next?

Sprint Goal / Focus

4

Practice Canvas

Map the practice.

Context

Needs

Resources

Approach

Activities

Outcomes

5

Traffic Light Cards

Quick feedback. Clear signals.

GO

SLOW

STOP

Notes

6

Debate Line

Explore positions. Listen deeply.

Strongly disagree

Unsure / It depends

Strongly agree

Prompt / Statement

Why?

★

How to use:

Pick a layout. Fill it in. Adapt to your group. Make it yours.

Types of content for reaching youth

Content that reaches youth must be short, visual, real and action-oriented. Every post needs one message, one emotion and one clear action.

Content type	Best for
Reels/TikToks	Attention and emotion
Stories	Quick updates and polls
Carousels	Explaining opportunities
Testimonials	Trust and identification / Reports
Behind the scenes	Authenticity
Challenges/Giveaway	Engagement
Memes	Relatability
Explainers	Learning
Opportunity call posts	Recruitment
Dissemination posts	Reporting results and inspiring future participation

Tools:

Canva, CapCut, Social media platforms

Formula:

Narrative (story) → Learning → Impact → Call to Action

Organizing Work & Managing Projects

Use project tools to define roles, deadlines, files, risks and evidence. Digital tools keep NGOs work structured, collaborative and on track, especially in international programmes like **Erasmus+**:

Task Management

Trello, Notion & Google

Workspace help assign roles, track progress, and meet deadlines.

Document Sharing

Google Drive keeps files

accessible, organized and up to date across teams and borders.

Scheduling

Google Calendar and **Outlook**

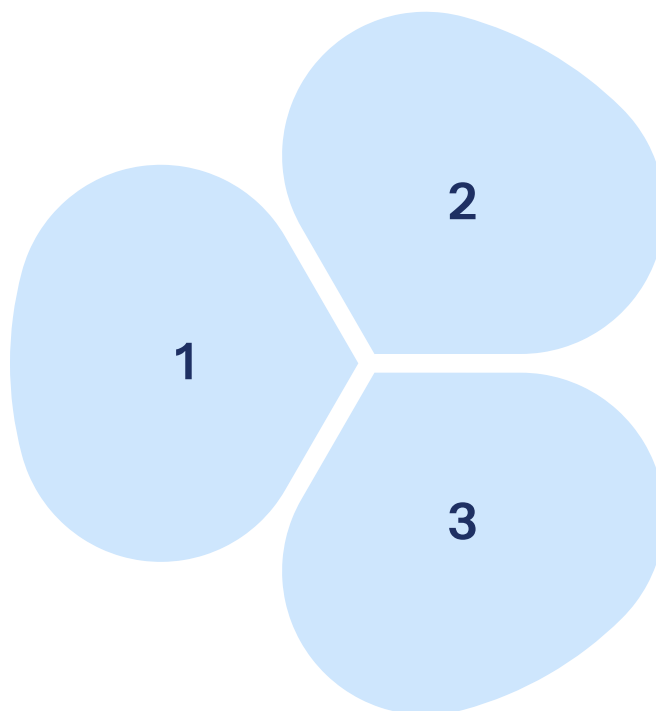
make planning meetings and activities effortless.

Communication & Team Collaboration

Communication is at the heart of youth work. The right platforms enable fast, inclusive, and cross-border collaboration. Choose one main official channel, one informal channel and one file hub. Clear communication prevents confusion, exclusion and missed deadlines.

Remote Teamwork

Zoom, Google Meet/Workspace & Microsoft Teams connect teams across countries.



Day-to-Day Messaging

WhatsApp, Discord & Telegram keep communication fast and accessible.

Digital Map

Miro, Canva, give communication and information an organized and infinite expression within your team and collaborators

Participant Management & Experience

Your Participants and Associates play an important role in any organization, especially NGOs, therefore creating spaces for connection is vital to engage more young people.

Create a Community

Creating a digital community is vital to keep your youth audience always connected to your opportunities.

Practical digital community examples include: **Instagram**, **WhatsApp**, **Telegram**, an online **forum** on your website.

Collecting Information

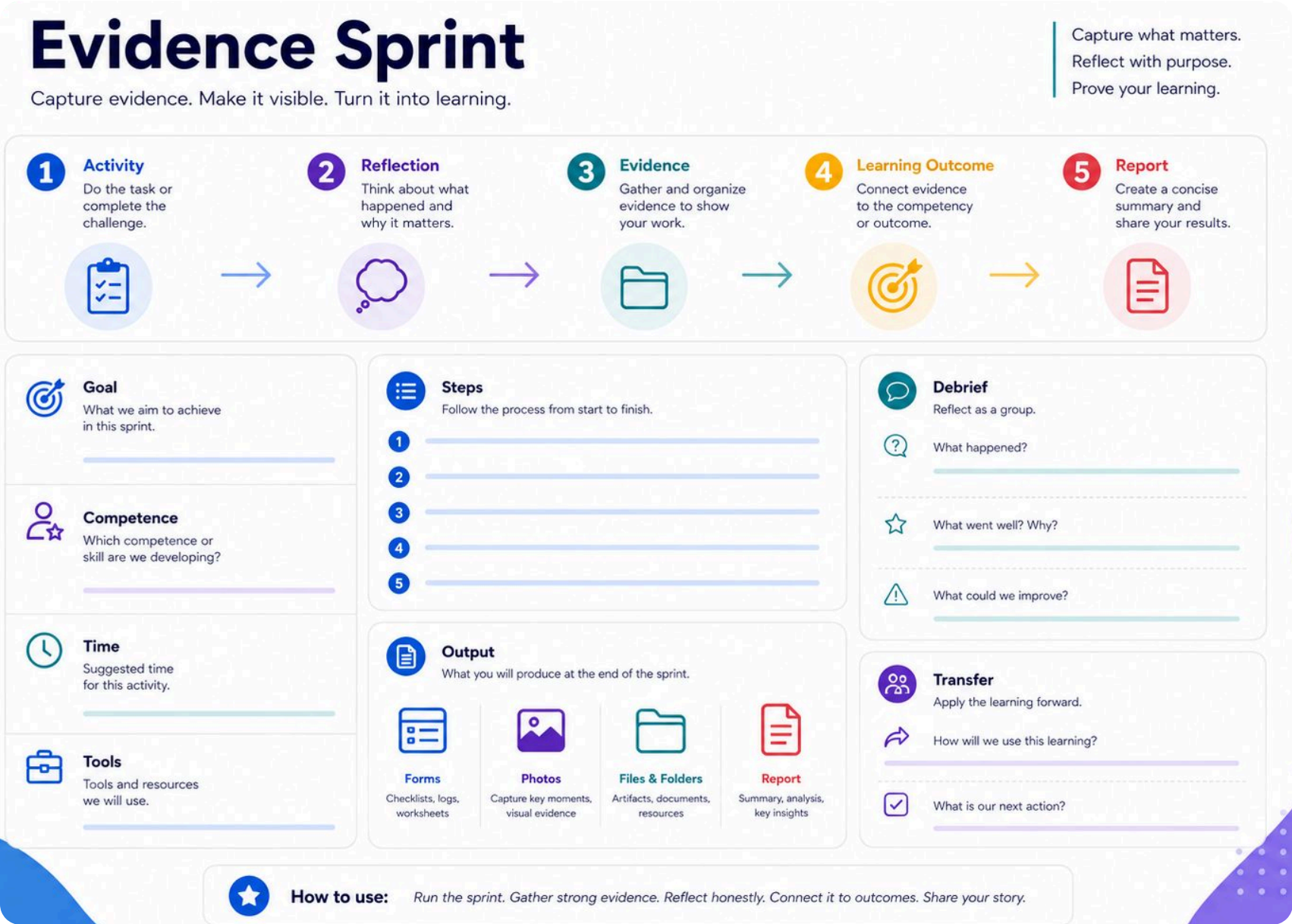
Use **Google Forms** and **Typeform** to gather only key participant data that you need and insights: identity, emergency contact, dietary needs, access needs, travel details, consent and learning expectations, insights. This reduces errors and helps **tailor activities to each person's needs**, in line with Erasmus+ inclusion priorities.

- ✔ Use an organisation-approved form to collect only the information necessary for participant management. Clearly inform participants about the purpose, access and retention of their data, and apply the GDPR rules presented in this toolkit.

Evaluation & Impact Evidence

Evidence	Tool
Attendance	Google Forms / Sheets
Learning reflections	Forms / Padlet / Mentimeter
Photos and videos	Online drive
Dissemination metrics	Social media analytics and feedback
Youthpass competences	Reflection templates
Final report	AI-assisted summary + human review

Define a clear output for your activity, as it will be a vital part of your learning evidence.



Infopacks

An Infopack tells everything needed about your project/event, is the participant's roadmap, your learners get ready for your project even before they have heard your voice with Infopacks, that are far more than just information documents, they prepare participants, reduce anxiety, prevent misunderstandings and improve project quality.

Infopacks should include: objectives, venue, travel, daily program, rules, safety, contacts, reimbursement, cultural preparation, packing list and learning expectations

Use Canva/Gamma for lively slides and ChatGPT/Claude to create dynamic websites as infopacks

The design should be simple and clear, as the following examples:



Erasmus+

How will you learn?

- Hands-on workshops & tool labs
- Group challenges & co-creation sprints
- Peer learning & good practice exchange
- Daily reflection & sharing sessions

What do you get?

- Not only do you get to learn about this topic, you will get out of here with a YOUTHPASS. A European Certificate that you can actually put in your CV!

Erasmus+

The slide features a blue background with a white grid pattern. On the right side, there is a photograph of a group of young people sitting at long tables, working on laptops in a bright, modern room. The Erasmus+ logo is visible in the top right and bottom left corners.



BEYOND THE FIELDS

DON'T FORGET TO BRING!

- Bed Sheets and Pillow Cases (If you want)
- Clothing for colder weather
- Comfortable Shoes
- Medication (If needed)
- Chargers for your devices
- Bring a souvenir from your country to exchange
- ID Card/Passport
- Typical Food From Your Country for the Intercultural Night
- Personal Hygiene Stuff (Towel too!)
- Tickets or travel documents related to reimbursement
- Bring your nacional flag

The slide has a light beige background with a faint, stylized illustration of a group of people sitting and talking. The logo 'BEYOND THE FIELDS' is in the top right corner. The title 'DON'T FORGET TO BRING!' is in bold black letters. The list of items to bring is organized into two columns.

If you have partners, **you should create a more detailed infopack just for your partners.** Examples of information typically included in a partner infopack but not required in the version shared with participants:

Partner Infopacks

If you have partners, **you should create a more detailed infopack just for your partners**. Examples of information typically included in a partner infopack but not required in the version shared with participants:

PROJECT TIMELINE:

20 Jan	C.R.E.A.M. PREP MEETING
Month of Jan	CALL FOR PARTICIPANTS/PROMO Selfmade Responsibilities: - Start promoting the C.R.E.A.M. Project - Provide Partners with adequate tools for the participant selection process (FORMS, DIGITAL CONTENT, INFOPACK, GOOGLE DRIVE SHARED WORKSPACE ETC.) Partner Responsibilities: - Share the project in social media, local community and groups of youngsters - Please send pictures and screenshots, of any posts or promo done for C.R.E.A.M in your name, for our dissemination report - Select a Team Leader as soon as possible - Do your best to find participants keeping gender balance and project needs in mind
20 Jan - 03 Feb	PARTICIPANT SELECTION ROUNDS Selfmade Responsibilities: - Select an adequate National Team considering the needs of the project - Ensure gender balance and fewer opportunity participants - Maintain open and constant communication with the partner team Partner Responsibilities: - Select an adequate National Team considering the needs of the project - Go through the aforementioned participant selection process - Ensure gender balance and participants from backgrounds of fewer opportunities
04 Feb	PARTICIPANT SELECTION DEADLINE Selfmade Responsibilities: - Create Excell sheets with all information regarding participants - Add Participants to the C.R.E.A.M. Project Facebook Group Partner Responsibilities: - Collect participants logistic information and submit it to the Selfmade Team (Google Forms etc.) - Schedule preparation meetings with the selected team - Start looking at flight options and costs (Please notify the Selfmade Team, with your top 3 or 2 flight options prior to purchasing)
10 Feb	FLIGHT PURCHASE DEADLINE Selfmade Responsibilities: - Approve Participant Flights - Create Travel Plans and other logistical documents related to the C.R.E.A.M. Project - Start gathering Invoices and other flight-related documents Partner Responsibilities: - Help participants choose the best flights and notify Selfmade before purchasing flights
10 - 28 Feb	PARTICIPANT PREPARATION PERIOD Selfmade Responsibilities: - Collect data from preparatory meetings - Prepare the Portuguese Team for participation in the exchange Partner Responsibilities: - Ensure the participants read and understand the C.R.E.A.M. Infopack - Inform the participants, and make sure they understand the methods used, their rights and responsibilities, intercultural learning, and other important info regarding participation in YE's - Prepare participants regarding the topic of the exchange, and prepare all resources they need to partake in the exchange (3 energizers)

Selection Process:

To ensure a collaborative and uniformed process of selection for this Training Course we have established a thorough selection process, comprising of:

A) The partners announce the Training Course and gather participants, in accordance with the profile.

1) Every partner has to publish on their social media and provide full information on the Training Course (topic, dates, place, conditions, application deadline, etc.).

Note: Selfmade will provide some ready-made content for social media posts.

B) Get to know the participants!

1) To select the participants we will conduct an application form with the necessary questions to determine their goals in joining the project, their background and their motivation.

2) After the selection of the participants, by the application form, the participants' organizations must conduct an interview in order to get to know each participant.



Erasmus+

Practical Project Digital Workflow

This workflow can support efficiency and quality when used responsibly

Digital Youth Work Workflow

Simplified • Practical • Easy to Use

✓ Plan smart. Engage youth. Deliver impact.



Phase	Main Output	Key Tools			Key Tools
1 Strategy & Planning	Clear goals, timeline and project structure	• Miro, Notion, Google Sheets/Excel, Google Calendar	6 Logistics & Delivery	Smooth logistics and active learning sessions	• Drive, Sheets, Maps, Mentimeter, Wayground, Miro, Canva, Padlet
2 Team & Resource Management	Tasks, files, responsibilities and resources organised	• Notion, Taskade, Trello, Google Workspace	7 Facilitation, Reflection & Evaluation	Clear sessions, feedback and learning evidence	• ChatGPT, Claude, Gemini, Google Docs, Padlet, Google Forms, Mentimeter
3 Communication & Community	Fast coordination and active youth engagement	• WhatsApp, Email, Teams, Meet, Zoom, Telegram, Instagram, Discord	8 Dissemination & Content Creation	Public visibility, storytelling and creative outputs	• Canva, CapCut, Gamma, Framer, Pika, Artlist, Suno, Instagram, TikTok
4 Recruitment & Selection	Applications and fair participant selection	• Canva, Instagram, TikTok, Google Forms, Typeform, Google Sheets	9 Research, Automation & Safety	Better decisions, less admin and safer practice	• NotebookLM, Comet, Perplexity, Google Search, Make, n8n, Zapier, consent forms, GDPR checklist, accessibility checklist
5 Onboarding & Preparation	Informed, ready and supported participants	• Infopack, Google Drive, WhatsApp, Email, Calendar, Meet	10 Reporting, Youthpass & Improvement	Final evidence, recognised learning and better next steps	• Google Drive, Sheets, AI assistant, evidence folder, Youthpass, reflection templates, feedback forms, action plan

A simple cycle for stronger youth work



Organise

Plan, structure and prepare with the right tools.



Engage

Connect, communicate and involve youth meaningfully.



Reflect

Gather feedback, learn and measure what matters.



Improve

Use insights to improve, grow and create impact.



Simplify the process. Use the right tools. Create stronger youth work.





Ethical & Responsible Use of AI in Youth Work

Artificial intelligence is increasingly used in youth work, but it **must always be used responsibly**. AI can support planning, writing and adaptation, but it must never replace professional judgement or human decision-making. **Youth workers remain responsible for safeguarding, relationships, final decisions and the accuracy of outputs.**

✓ Always check all types of AI-generated content before using it with young people and in every task decision.

→ Accuracy

Is the information correct and up to date? AI can sometimes get facts wrong, always verify facts, data and the sources.

→ Respectful Language

Is the content inclusive, non-discriminatory, and respectful of all identities, backgrounds and privacy?

→ Age Level

Is the language and content appropriate for the young people you're working with?

→ Inclusion & Safety

Does the content avoid harm and stereotypes or bias? Check always for anything that could be distressing, triggering, or unsafe.

GDPR: Minimum Rules for Digital Youth Work

The GDPR applies whenever an organisation processes personal data. The organisation remains responsible for how data is collected, used, stored, shared and deleted.

Purpose, Lawful Basis & Transparency

Define why the data is needed, identify an appropriate lawful basis and provide participants with a clear privacy notice. Consent is one possible lawful basis, not a universal requirement.

Data Minimisation

Collect only the personal data that is necessary. Avoid collecting health information or other special-category data unless it is genuinely required and the appropriate conditions and safeguards are in place.

Approved Tools

Use tools and platforms approved by your organisation. Check who processes the data, where it is stored or transferred and what data-protection conditions apply.

Access & Security

Restrict access to the people who genuinely need the information and use appropriate security measures.

Retention

Set clear retention periods. Keep personal data only for as long as necessary or legally required, and then securely delete or anonymise it.

AI, Photos & Personal Stories

Do not upload personal, special-category or confidential information to public AI tools. Before publishing identifiable photos, recordings or personal stories, use an appropriate lawful basis and provide clear information. Check copyright and image rights separately.

When in doubt, follow your organisation's privacy policy and consult the person responsible for data protection.

Digital Accessibility & Inclusion

Check	Rule
Device	Works on mobile
Language	Simple and clear
Access	No paid account required
Internet	Low-data option available
Visuals	Strong contrast
Video	Captions when possible
Participation	Offline alternative available

Digital Safety & Wellbeing

Digital youth work must protect attention, privacy, dignity and wellbeing. Online participation should never expose, shame, manipulate or exclude young people. It means a healthy, balanced and safe use of digital spaces, devices and platforms.

Risk	Prevention
Cyberbullying	Clear group rules and reporting channel
Digital fatigue	Short tasks, breaks, offline alternatives
Exclusion	In-person activities or mobile-friendly and low-tech options
Misinformation	Source-checking and media literacy
AI bias	Human review and inclusion check

AI Platforms Used in Youth Work

These are the leading AI "chat to create" platforms, each one lets you type in a request and get useful content back, from session plans to icebreakers to explanations for young people.



ChatGPT - Planning/Writing

One of the most widely used AI tools. Great for writing, planning, and generating ideas quickly.



Claude - Long-form writing and analysis

Known for nuanced, thoughtful responses. Excellent for longer content and sensitive topics.



Gemini - Google workflows and multitask

Google's AI platform. Integrates well with Google Workspace tools you may already use.



Perplexity AI and Comet - Research with sources and multitask

Combines AI with real-time search and execution. Useful for research, finding up-to-date information and long tasks.

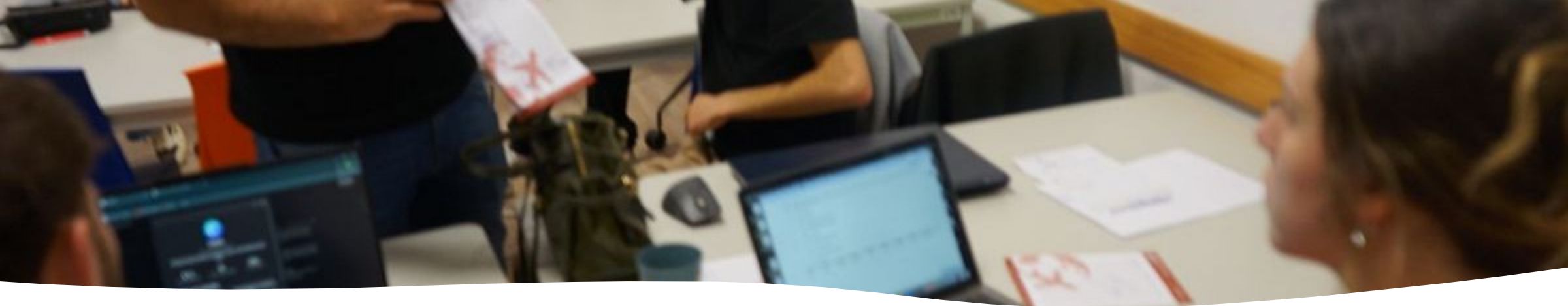
Use these tools for: Thinking, writing, planning, coding, analysing, simplifying and brainstorming.

Best moment: Session plans, reports, emails, infopacks, reflection questions and content adaptation.

Output: Drafts, summaries, plans, scripts, checklists, explanations and improved texts.

Safeguard: Risk of wrong facts, bias, generic answers and privacy issues. Add context, use source documents, give examples, verify facts, check age level and never upload sensitive youth data.

Before involving young people, check each platform's minimum-age requirements, terms of use, guardian-consent requirements and data-protection conditions. Use only accounts and tools approved by your organisation.



What Is a Prompt?

A **prompt** is the instruction you give to an AI tool to tell it what you want and need for the best output.

Think of it like **giving a clear task to a really capable colleague**
the clearer your instruction, the better the result you'll get back.

How you phrase your prompt makes all the difference between a generic response and something genuinely useful for your work with young people.

A prompt is a clear instruction input. The better the task, context and format, the better the output!

The Simple Formula

Prompt = what you ask + how you ask it

Weak Prompt ❌

"Explain AI."

Better Prompt ✅

"Create a complete mini-course explain what artificial intelligence is to young people aged 13-15 using simple language and real-life examples."

Clearer prompts usually produce more relevant outputs, but AI may still misunderstand the request or generate incorrect information. Every output requires review.

KEY ELEMENTS OF A GOOD PROMPT

A strong prompt has five key ingredients. Get these right and you'll consistently get outputs that actually work for your sessions, resources, and young people.

1

Persona / Role - Who the AI should act as - Define the expertise you need: youth worker, facilitator, Erasmus+ trainer, project manager, evaluator, social media strategist.

2

Task - What you want it to do - State the exact result: workshop plan, activity, email, report section, checklist, reflection questions, social media post.

3

Context - Who it is for and why - Include target group, age, needs, barriers, project type, objectives, local reality, and uploaded documents or source material.

4

Format - How the answer should look - Specify structure: bullets, table, step-by-step plan, timing, materials, objectives, debriefing, evaluation, final output.

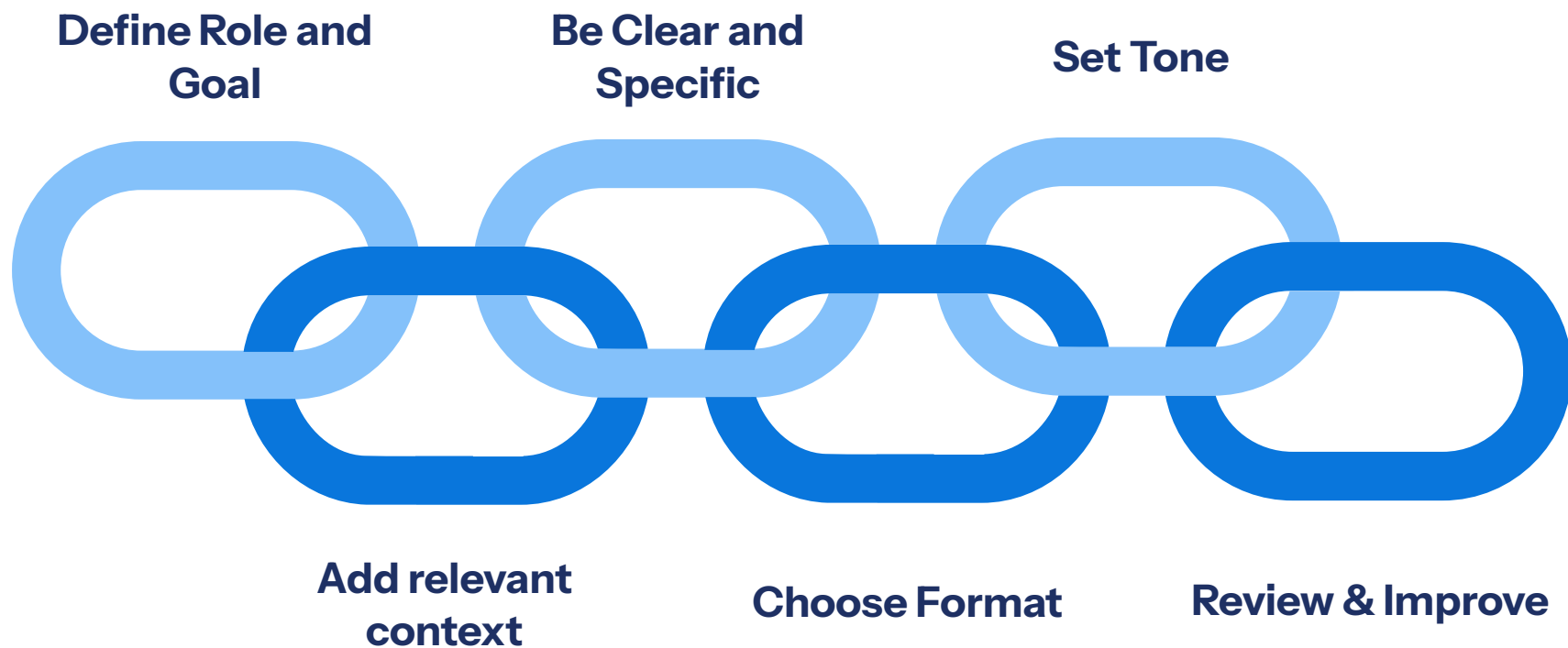
5

Tone - How it should sound - Define the voice: professional, youth-friendly, institutional, simple, persuasive, inclusive, direct, or formal.



Clear Role + task + context/sources + format + tone + limits = professional AI output

Step-by-Step: Writing a Good Prompt



Follow these 6 steps every time you write a prompt. By the end, you'll have something clear, specific, and ready to get great results.

- ✓ **Full example:** "Write a 150-word introduction for an ebook aimed at teenagers. Explain what digital tools are and why they are useful. Use simple language and an engaging tone with strong, engaging language that encourages readers to continue to read all the book."

Remember: **writing a good prompt is a process, define, explain, specify, structure, and improve.** Don't worry if your first attempt isn't perfect. Just refine!

- ✓ In case of doubt, you can always **ask the AI to make a prompt for you.**

OR

Full Example: "What other information, data, or structure do you need to complete this task with higher quality? Make a list of questions if necessary."

Prompt Lab

Turn ideas into clearer prompts and better results.

Better prompts.
Better outputs.
Stronger impact.



Goal

Write clear, effective prompts for real youth work tasks.



Competence

Digital literacy, critical thinking, communication.



Time

30–45 minutes



Tools

AI tool, templates, notes, timer.



Challenge

Rewrite a basic prompt into a powerful one that gets better, more useful results.



Why it matters

Clear prompts save time and improve impact.



Success looks like

Your output is clearer, useful and actionable.



Before: Basic Prompt

Write your starting prompt.



Tip: Be honest. Start simple.



After: Improved Prompt

Rewrite your prompt using best practices.



Tip: Add context, role, task, format and tone.

5

Step Process

Follow the steps.
Improve your prompt.



1. Write

Write a basic prompt.



2. Upgrade

Add context, details and role.



3. Test

Run the prompt and review output.



4. Compare

Compare before and after.



5. Save

Save your best prompt.



Output

Paste or describe the best output here.



What worked well?



Debrief

What did you learn?

- ---
- ---
- ---



Key takeaway



Transfer

How will you use this in your work?

- ---
- ---
- ---



Next step



How to use:

Work through the steps. Be specific. Test different versions. Keep and reuse your best prompts.

Ready-to-Use Prompt Examples

Copy, adapt, and make these prompts your own. They're designed for real youth work situations and will save you time straight away.

You can always ask the AI to improve your draft prompt

Workshop Design

"Create a 90-minute workshop for young people aged 15-18 on digital wellbeing. Include activities and reflection questions."

Icebreakers

"Give me 10 creative icebreakers for teenagers. Keep them simple and interactive with no materials needed."

Explain a Topic

"Explain AI using simple language and real-life examples suitable for young people aged 15."

Discussion Questions

"Create 10 debate questions about social media and wellbeing for a group of 16-18 year olds."

Risk & Inclusion Check

"Review this youth work activity for foreseeable safeguarding, accessibility, inclusion and data-protection risks. For each risk, suggest a practical mitigation and identify anything that requires human review or approval."

Outcomes & Evidence

"Turn this project idea into three realistic learning or organisational outcomes. For each outcome, propose one measurable indicator, one evidence source and one follow-up question. Clearly distinguish between outputs, outcomes and longer-term impact."

Upgrade Your Prompts

Once you've written a basic prompt, these simple add-ons can transform the quality of your output. Think of them as power-ups simple fixes that make a big difference. Better prompts do not need to be longer. They need better context, clearer limits and stronger outputs.



“Use simple language and explain any Erasmus+ terms.”

Makes content accessible for all young people, including those with lower literacy.



"Structure it step by step"

Makes the output easier to apply in sessions



Add risks and safeguards

Improves safety, GDPR awareness and youth protection



"Use the documents I uploaded as the main source and flag anything not supported by them"

Helps ground the answer in selected source material; check that the documents are reliable and up to date.



"Create a ready-to-use template"

Turns ideas into practical resources.



"Check for bias, exclusion or unsafe content"

Strengthens ethics and inclusion



"Ask me 3 questions before answering"

Prevents vague answers and forces better context.



"Give examples" or "Use examples for young people"

Grounds abstract ideas in concrete real-life situations young people can relate to.



"Make it interactive"

Turns passive content into something young people can engage with actively.



"Add reflection questions" or "Create a debriefing"

Encourages deeper thinking and supports learning beyond the session.



"Keep it short and more assertive/stronger" or "Give me the most practical version"

Perfect for attention spans especially in group settings or printed resources. Removes theory and focuses on real use.



"Adapt for mixed groups" or "Add inclusion adaptations" or "Adapt it to Erasmus+ youth work"

Ensures content works across different abilities, backgrounds, and experience levels.

Your Next Steps

You've got the knowledge, now it's time to put it into practice. Start small, experiment, and build your confidence with AI tools one prompt at a time.



Pick one AI platform

Start with ChatGPT, Claude or Gemini, create a free account and explore the interface.



Write your first prompt

Use the five-ingredient formula, defining clear: goal, context, details, format, and tone.



Review the output

Check for accuracy, age-appropriateness, and safety before using it with young people.



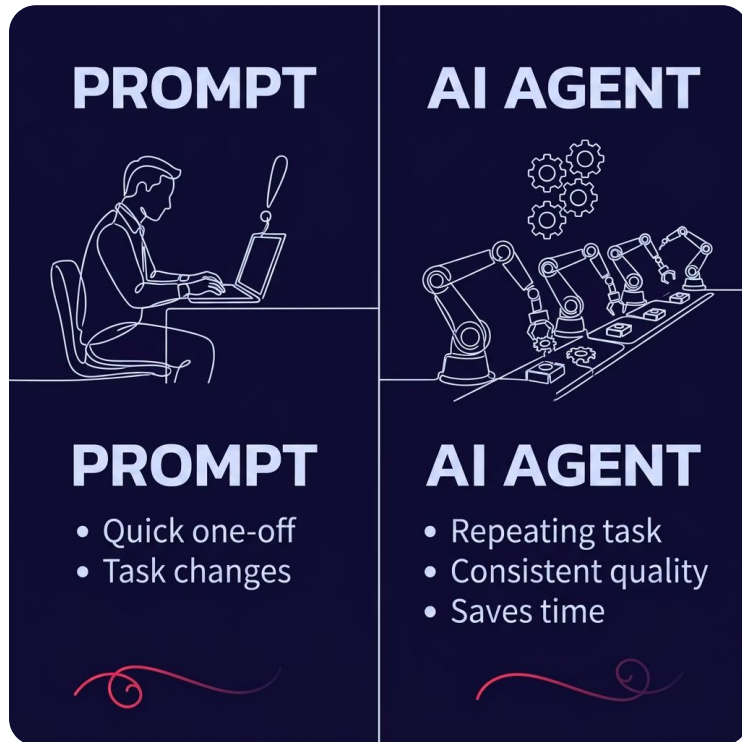
Iterate and improve

Refine your prompt, try the add-ons, and keep experimenting until it works for you.



Remember: Every expert was once a beginner. The best way to get good at using AI is simply to start using it. Start. Test safely. Verify outputs. Improve your system 🚀

AI AGENTS FOR YOUTH WORK



Prompt vs. AI Agent - Which Should You Use?

Both have their place. Use a **prompt** for quick, one-off requests. Use an **AI agent** when you're doing the same or similar tasks repeatedly and want reliable, consistent results without starting from scratch each time.



Remember:

Prompt = one-off task.

Agent = a system for repetitive tasks.

How an AI Agent Works

In this toolkit, a reusable AI assistant is built from five key building blocks that guide the AI consistently every time you use it.

1

Persona

The role and context the AI plays – trainer, facilitator, assistant; plus work areas you target

2

Tasks

What the AI should actually do step-by-step, the more clearly the task is described, the more useful the result is likely to be

3

Target Group

Who is the content designed for? Describe only relevant, non-identifying characteristics

4

Style

Tone, language level, size and format that you prefer

5

Rules

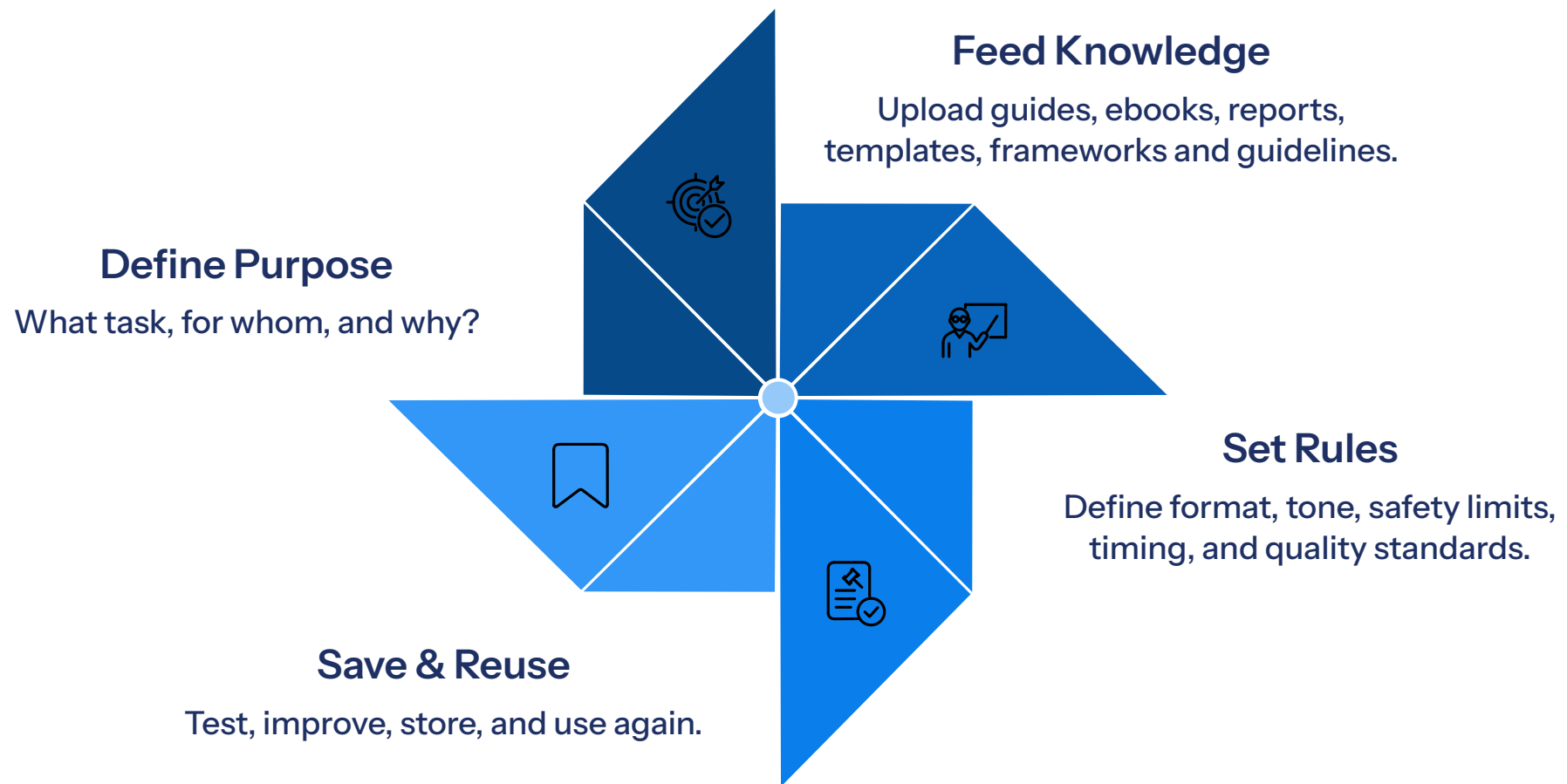
Limits, constraints and non-negotiables to create better and more consistent results.



"You are a youth worker virtual assistant with facilitation skills. You create practical workshop plans for young people aged 14-18. You use simple language and interactive methods. You always include activities, timing, and reflection questions in a simple table."

How to Build Your First AI Agent

Create a reusable assistant that plans, adapts, writes, and improves youth work tasks with consistent quality.



i In this toolkit, “AI agent” refers mainly to a reusable AI assistant configured with instructions, context, knowledge and rules. More advanced agents may also use approved tools or integrations to complete multi-step tasks.

Tips for Better AI Agents



Common Mistake

✗ Too Vague

"Help me with a session in youth work"

✓ Better

"Create an interactive 90-minute non-formal workshop for 16-20-year-olds on digital wellbeing, with objectives, timings, activities, debriefing questions, materials, and inclusion adaptations"

Without relevant sources, answers may be more generic. Reliable, up-to-date source documents can make the assistant more useful and consistent.

For **Persona/Role, Tasks, Target Group, Style and Rules**, create **short reference documents** containing only relevant, non-identifying information and approved instructions. Upload them only to tools approved by your organisation.

Other good sources include:

- Youth Goals
- Erasmus+ Guidelines and Priorities
- Youthpass competences revised
- Erasmus+ Training Toolkits and Resources

Your Goal: Build Your First Agent

Take five minutes right now to create your own reusable AI agent.

01	02	03
Pick a repeated task	Write 3 clear instructions	Test it with one real request
Think of something you do regularly such as icebreakers, session plans, social media posts or e-mails	Define the role, the audience, and the output format	See what it produces – then refine until it feels right

✓ **The goal:** One well-built agent can reduce repetitive preparation work after testing and refinement

Ready-to-Use: Youth Workshop Generator

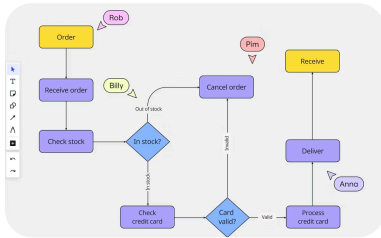
Copy this agent instruction directly into ChatGPT and start generating workshops immediately.

"You are a youth worker virtual assistant with facilitation and NFE skills. You create 60-90 minute workshops for young people aged 16-25 using non-formal education methods. - You include: objectives, step-by-step activities, materials, timing, and reflection questions - Use simple language and keep the sessions practical and easy to deliver."

✓ **Try it now:** Add a request (prompt) like – *"Create a session on the best practises for digital wellbeing"*

AI Tools Worth Knowing

Whiteboard/Visual Mapping



Napkin AI, Miro, Canva Whiteboards

Use for: Transforming written text into Diagrams, flowcharts, mind maps, process maps and visual explanations or summaries.

Best moment: Explaining complex ideas, mapping project workflows, visualising session plans and turning text into clear learning visuals.

Safeguard: Risk of oversimplification, inaccurate diagrams and unclear logic. Review structure, check accuracy and adapt visuals to the group's level.

Starter task: Ask participants to transform a project idea into a visual map: problem → target group → activities → tools → impact.

Automation



Make, n8n, Zapier

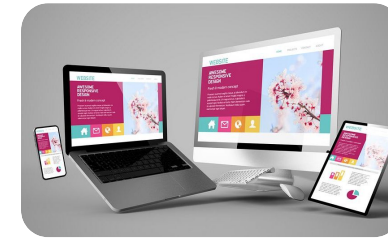
Use for: Connecting apps and automating repetitive admin workflows. Automatic workflows: form → sheet → email → folder → reminder.

Best moment: Applications, reminders, feedback, attendance, reporting and partner communication.

Safeguard: Risk of data leaks, broken workflows and wrong triggers. Start simple, test first, restrict permissions and avoid sensitive data.

Starter task: Build one workflow: e.g. when a participant submits a form, add them to a sheet and send a confirmation email.

Web & App Building



Framer, Emergent, Stitch

Use for: Websites, landing pages, app prototypes, UI mockups, MVP's and simple digital tools using no-code AI.

Best moment: Project dissemination, youth campaigns, community platforms and prototype challenges.

Safeguard: Risk of poor accessibility, weak UX and inaccurate content. Test on mobile, simplify navigation, check accessibility and validate with users.

Starter task: Groups design a landing page for a youth project with objective, activities, impact and call to action.



Practical NFE activities

Practical model for creating activities involving digital tools:

- 1. **Learning objective** - Define what participants should learn or practise.
- 2. **Digital tool purpose** - Explain why this tool is being used. The tool must serve the learning goal.
- 3. **Short demonstration** - Show the tool in 5-10 minutes. Do not overexplain.
- 4. **Group task** - Participants use the tool to create, decide, map, debate or reflect.
- 5. **Peer exchange** - Groups compare outputs and learn from each other.
- 6. **Debriefing** - Ask what they learnt, what was difficult and how the tool changed the process.
- 7. **Evidence output** - Save or upgrade one concrete result: board, post, form, reflection, screenshot, summary or action plan.
- 8. **Transfer Ask** - "How can you use this in your organization or next project?"

Core rule: Do not let tool instruction dominate the learning process. Provide the demonstration, practice and support that participants need. **Then let them jump into action.**

 Learning should focus on competences. The Youthpass 8 competences: **Multilingual; Personal, Social and Learning to Learn; Citizenship; Entrepreneurship; Cultural Awareness and Expression; Digital; Mathematical, Science, Technology, Engineering; Literacy competences**

Digital Activity to Youthpass Competences Learning

Digital tools should not only create outputs, they should help participants recognise, reflect and evidence their learning

Digital task	Competence developed
Create a post	Digital + literacy competence
Facilitate a poll	Communication + participation
Build a project board	Entrepreneurship + collaboration
Check sources	Digital + critical thinking
Debate AI ethics	Citizenship + personal learning
Reflect in Padlet	Learning to learn
Produce a video	Cultural awareness + digital creation

European Resources

Use these European resources to deepen digital youth work, participation, safety, competence development and ethical practice.

Resource	Apply in youth work	Links
SALTO Toolbox	Activities and methods for youth work	Click here
SALTO Participation Pool	Youth participation and citizenship	Click here
DigComp 3.0	Digital competence framework	Click here
Youthpass	Recognition of learning	Click here
ETS Competence Model for Youth Workers	Professional youth worker competences	Click here
Better Internet for Kids (BIK)	Online safety and wellbeing	Click here
Council of Europe Digital Citizenship Education Handbook	Digital citizenship and online rights	Click here
European Commission GDPR resources	Data protection	Click here
EU AI Act / AI Literacy resources	Responsible AI use	Click here
Erasmus+ Guidelines and Priorities 2025	Official programme rules, actions, funding, values and quality standards.	Click here

Scan. Explore. Adapt. Apply. Evaluate.
Digital youth work is not about using more tools. It is about using the right tools with purpose, inclusion, safety, evidence and measurable learning impact.

Glossary

Accessibility

Designing content, tools and activities so that people with disabilities and other access needs can perceive, understand, use and participate without avoidable barriers.

Active Participation

Meaningful involvement in shaping, carrying out and evaluating activities or decisions, with a real opportunity to express views and influence outcomes.

AI Agent

In this toolkit, a reusable AI assistant configured with instructions, context, knowledge and rules to support repeated tasks. More advanced agents may also use connected tools or perform multi-step actions. Human oversight remains necessary.

Artificial Intelligence (AI)

Technology that enables computer systems to analyse inputs and generate outputs such as content, predictions, recommendations or decisions.

Youth Work

A broad range of social, cultural, educational, environmental or political activities carried out by, with and for young people, based on voluntary participation and non-formal or informal learning.

Digital Youth Work

The proactive use or exploration of digital media and technology in youth work, as a tool, activity or topic, guided by the same goals, values and ethics as youth work.

Erasmus+

The European Union programme supporting education, training, youth and sport through learning mobility, cooperation and participation opportunities.

GDPR

The European Union regulation governing the lawful, fair, transparent and secure processing of personal data and protecting individuals' data rights.

Non-formal Education (NFE)

Purposeful and voluntary learning that takes place outside formal education and uses learner-centred, participatory methods.

Prompt

An instruction or input given to an AI system describing the task, context, constraints and desired output.

Safeguarding

Policies and actions that prevent and respond to harm, abuse, exploitation, neglect or unsafe situations, protecting young people's rights, dignity and wellbeing online and offline.

Workflow

A structured sequence of tasks, decisions, tools and outputs used to complete a process.

Automation

The use of technology to perform predefined tasks or workflow steps automatically, with appropriate human oversight.

Youthpass

A European recognition instrument for identifying and documenting learning outcomes developed in Erasmus+ Youth and European Solidarity Corps projects.

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