

COBL AGES

Methodology for using Community Based Learning
as a tool for Intergenerational Citizenship
in preparing higher education students for an ageing world

Facilitator's *Guidelines and Templates*

Project
**CoblAges - Using Community-Based Learning to
Prepare Higher Education Students for an
Ageing World**

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This document is part of the CoblAges Methodology. It contains a series of tools ready to be printed and used as hand-outs to the participants. For a purposeful use, it needs to be used in line with the description of the sessions' outline. For more information, please read the "Methodology for using Community Based Learning as a tool for Intergenerational Citizenship in preparing higher education students for an ageing world".

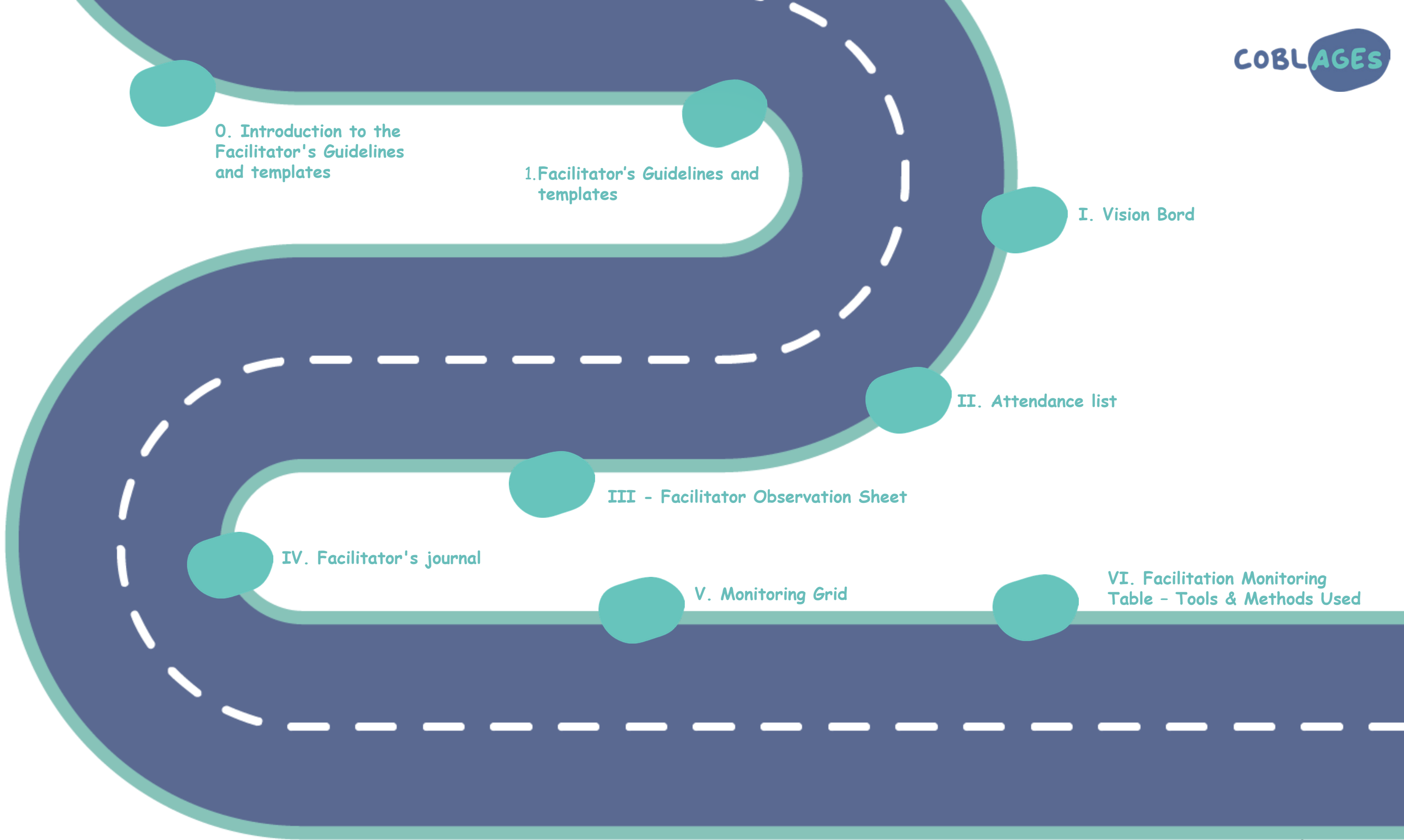
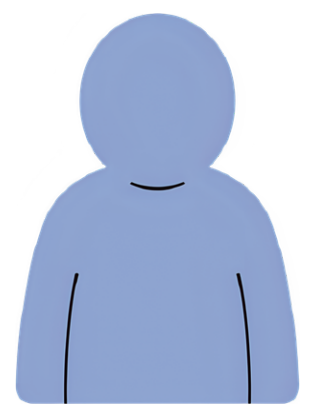


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0. Introduction to the Facilitator's Guidelines and templates

1. Facilitator's Guidelines and templates

I. Vision Bord

II. Attendance list

III - Facilitator Observation Sheet

IV. Facilitator's journal

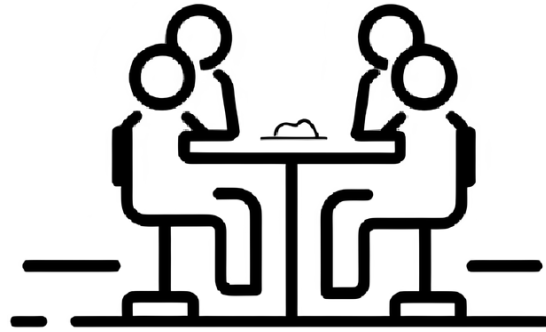
V. Monitoring Grid

VI. Facilitation Monitoring Table - Tools & Methods Used

1- Introduction to the Facilitator's Guidelines and templates

What is this Guidelines and templates ?
To help facilitators put into practice the intergenerational citizenship workshops proposed in the CoblAges methodology, with guidelines and templates to support before, during, and after each session.

2 - Role of the Facilitator



What should the facilitator do?

- Create a safe and welcoming environment for all ages.
- Monitor the energy and engagement of the group throughout the sessions.
- Make necessary adjustments to ensure equal participation.
- Manage the time and materials for each session.
- Document each meeting for monitoring and evaluation purposes.

3- Supporting the Use of the CoblAges Methodology

This document is one of three core resources used in the implementation of the intergenerational citizenship workshops. Each document plays a specific role:

- **Methodological Manual**

Explains the theoretical foundation, learning objectives, structure, and logic of the intergenerational workshops.

- **Toolkit**

Provides the interactive tools that participants (younger and older adults) will use to collaboratively design solutions for real civic or community challenges.

- **Facilitator's Guidelines and templates (this document)**

Offers practical support to the facilitator, including tools for monitoring participation, observing group dynamics, documenting each session, and adapting the methodology to better suit the needs of the group.

This document focuses on what the facilitator needs to observe, track, and adjust — before, during, and after each session — to ensure the success of the workshops on a human, educational, and civic level.

1. Facilitator's Guidelines and templates

This document contains guidelines, including a set of templates, to support the active implementation and facilitation of intergenerational citizenship workshops.

These workshops bring together higher education (HE) students from multidisciplinary courses and older adults from rural communities.

The document is intended to be used alongside the WP2 Methodology and Tools, and should be read in connection with it.



Session n°1

Emergent challenges

- I - Introduction and Refresh - 15 minutes**
- II - Main Activity - 60 to 90 minutes**
 - Tool to Use: 1. Our Crew**
 - Materials needed: One copy per group, coloured pens or pencils.**
- III - Farewells - 15 minutes**
- Goal - Group Formation & Challenge Framing**
 - Establish working groups, assign thematic areas, and identify a community-based challenge to address.

1. Our crew

As a group, introduce yourselves and choose Your Crew name. Define the problem you're going to work on during the sessions, using the "Rain of Ideas".

Our crew:

Our crew's name:

What challenges do you identify in the community?

Session n°2

Life Stories

- I - Introduction and Refresh - 15 minutes**
- II - Main Activity - 60 to 90 minutes**
 - Tool to Use: 2. Personal narratives**
 - Materials needed: One copy per group, coloured pens or pencils, post-it.**
- III - Farewells - 15 minutes**
- Goal - Sharing Life Stories for Mutual Understanding**
 - Facilitate the sharing of life stories between older adults and students, centred on the identified problem and the memories it evokes, to foster empathy, respect, and meaningful reciprocal relationships.

2. Personal narratives

In this tool, let's get to know each other better. Stop and think, choose a story/testimony from the first time you faced some of challenges we discussed before.

Date: _____ Storytelling: _____	Date: _____ Storytelling: _____
Date: _____ Storytelling: _____	Date: _____ Storytelling: _____

Conclusion:

Session n°3

Gallery Wall

- I - Introduction and Refresh - 15 minutes**
- II - Main Activity - 60 to 90 minutes**
 - Tool to Use: 3. Gallery Wall**
 - Materials needed: One copy per group, coloured pens or pencils, images requested in the previous session (based on the group's topic), and illustrated cards (i.e. Dixit-style cards).**
- III - Farewells - 15 minutes**
- Goal - Deepening Understanding through Visual Reflection**
 - Build a shared and deeper understanding of the identified challenge by interpreting and discussing images or illustrations that evoke personal memories, emotions, and perspectives related to the community issue.

3. Gallery Wall

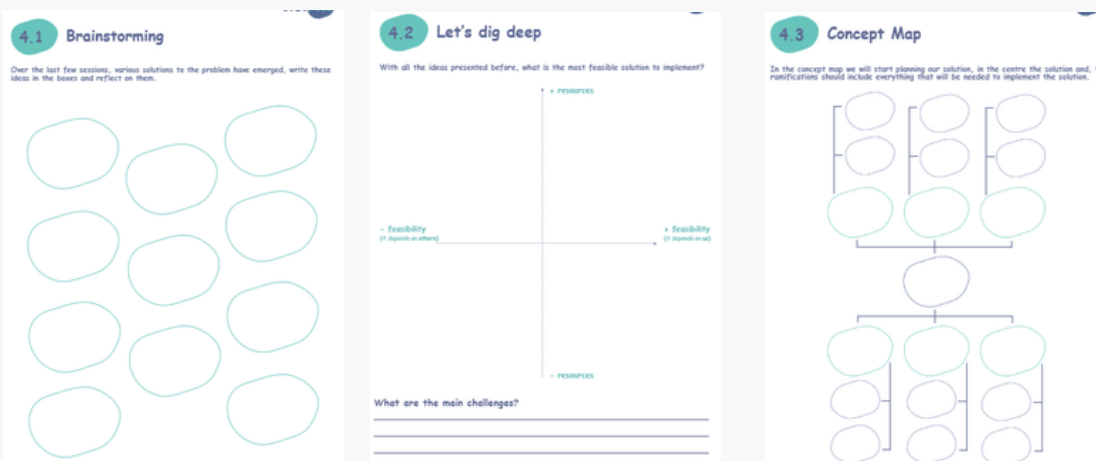
The crew is presented with various photos, from journal magazines or random postcards. Each crew member chooses one they identify with/like most and explain his/her choice to the other members.

Place your chosen pictures in the spaces here.

Why did I choose this picture? _____
Why did I choose this picture? _____
Why did I choose this picture? _____

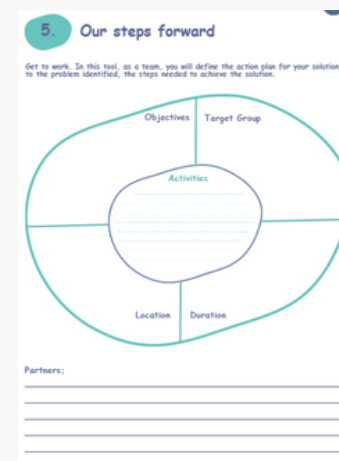
Session n°4 Brainstorming & Concept Map

- I - Introduction and Refresh - 15 minutes
- II - Main Activity - 60 to 90 minutes
 - Tool to Use: 4.1. Brainstorming
 - Tool to Use: 4.2. Let's dip deep
 - Tool to Use: 4.3. Concept Map
 - Materials needed: One copy per group, coloured pens or pencils, post-it.
- III - Farewells - 15 minutes
- Goal - Co-Design: Brainstorming, Concept Mapping & Solution Definition
 - Generate, organise and prioritise ideas collaboratively, defining the most feasible and impactful solution to implement for the identified challenge.



Session n°5 Action Plan

- I - Introduction and Refresh - 15 minutes
- II - Main Activity - 60 to 90 minutes
 - Tool to Use: 5. Our Steps Forward
 - Materials needed: One copy per group, coloured pens or pencils, post-it.
- III - Farewells - 15 minutes
- Goal - Action Planning & Solution Implementation
 - Develop a concrete action plan with defined steps, responsibilities, resources, and timelines, and proceed with the implementation of the agreed solution.



Session n°6 Message Broadcasting

- I - Introduction and Refresh - 15 minutes
- II - Main Activity - 60 to 90 minutes
 - Tool to Use: 6. Message Broadcasting
 - Materials needed: One copy per group, coloured pens or pencils, post-it, Digital content creation tools (i.e. Canva), mobile phone, computer (use of digital tools is optional).
- III - Farewells - 15 minutes
- Goal - Communication Strategy & Presentation Preparation
 - Finalise the action plan and co-create a communication strategy to present the project to the community or stakeholders.



II. Attendance list

 Date: _____

 Session n°: _____

 Local: _____

 Facilitator: _____



N°	Name	Signature



III - Facilitator Observation Sheet

Date: _____

Session n°: _____

Local: _____

Facilitator: _____

Group n° Names: _____

- **Active participation:** Few / Some / All
- **Balance between generations:** Yes / No
- **Inclusion of diverse voices:** Yes / Partially / No - Justification
- **Group dynamics:** Open / Tense / Dominated by few / Other
- **Intergenerational interaction:** Natural / Forced / Absent / Exemplary
- **Active listening in the group:** Yes / No
- **Use of accessible language:** Yes / Partly / No
- **Presence of conflict:** Yes / No
- **Conflict resolution:** _____

- **Overall atmosphere of the session:** Welcoming / Neutral / Tense
- **Follow-up Actions** (Actions to implement, participants needing support, material to adapt): _____

Group n° Names: _____

- **Active participation:** Few / Some / All
- **Balance between generations:** Yes / No
- **Inclusion of diverse voices:** Yes / Partially / No - Justification
- **Group dynamics:** Open / Tense / Dominated by few / Other
- **Intergenerational interaction:** Natural / Forced / Absent / Exemplary
- **Active listening in the group:** Yes / No
- **Use of accessible language:** Yes / Partly / No
- **Presence of conflict:** Yes / No
- **Conflict resolution:** _____

- **Overall atmosphere of the session:** Welcoming / Neutral / Tense
- **Follow-up Actions** (Actions to implement, participants needing support, material to adapt): _____

Group n° Names: _____

- **Active participation:** Few / Some / All
- **Balance between generations:** Yes / No
- **Inclusion of diverse voices:** Yes / Partially / No - Justification
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- **Active listening in the group:** Yes / No
- **Use of accessible language:** Yes / Partly / No
- **Presence of conflict:** Yes / No
- **Conflict resolution:** _____

- **Overall atmosphere of the session:** Welcoming / Neutral / Tense
- **Follow-up Actions** (Actions to implement, participants needing support, material to adapt): _____

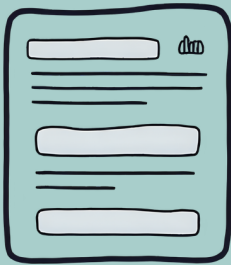
IV. Facilitator's journal

Date: _____

Session n°: _____

Local: _____

Facilitator: _____



Summary of workshop



Positive Points

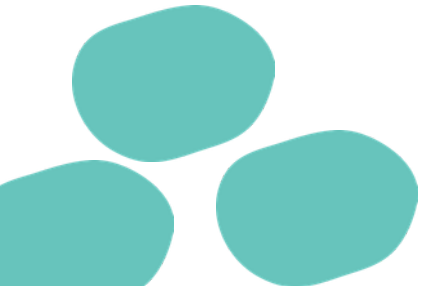


Suggestions and improvements



Challenges and difficulties

Next steps



V. Monitoring Grid

Date: _____

Session n°: _____

Local: _____

Facilitator: _____

Group	Participation	Questions/Issues	Progress Towards Session Objective	Progress Towards Project Objective	Notes

VI. Facilitation Monitoring Table - Tools & Methods Used

Facilitator: _____

Session	Planned Tool/Method	Was it Used?	Reason if Not Used	Observations / Notes
1	<i>Tool to Use: 1. Our Crew</i>			
2	<i>Tool to Use: 2. Personal narratives</i>			
3	<i>Tool to Use: 3. Gallery Wall</i>			
4	<i>Tool to Use: 4.1. Brainstorming Tool to Use: 4.2. Let's dip deep Tool to Use: 4.3. Concept Map</i>			
5	<i>Tool to Use: 5. Our Steps Forward</i>			
6	<i>Tool to Use: 6. Message Broadcasting</i>			

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