

Special Note to Facilitator About **Why Do We Do This?** Session:

Thank you for planning to lead this session with volunteers. This session is very important to YFU as it provides information about requirements from our YFU global partners; the Council on Standards for International Educational Travel (CSIET), who certifies YFU as a reputable and trustworthy travel organization; and the US Department of State. The content in this training is complicated. While there are no contradictions, the regulations from the different stakeholders are complex and can be confusing.

As a trainer, participants will see you as the subject-matter expert. Thus, this session requires additional preparations and strategies. Below is a list of preparation and planning tips to build your confidence to deliver an accurate, engaging session with volunteers.

1. Talk with E&T and/or Quality Assurance about the content. Review the content and clarify any questions that you may have.
2. Think about the participants and discuss with the FD what compliance components are the highest priority for the group. Amend the training to focus on those areas.
3. Co-Train with a YFU staff person. Staff have additional knowledge and experience with the regulations. Ask the FD or a YFU staff person to lead the session with you. Work together through the content, assign slides, and lean on the staff person for tricky questions.
4. Ask an expert (Quality Assurance) to co-lead the session with you virtually. You can skype someone in and have the expert with you to co-lead the session together. This strategy is highly effective and requires advanced planning.
5. Educate yourself and review additional materials. Using the search function with key words such as *CSIET* or *US State Department*, search through handbooks (Volunteer Handbook, AR Manual, Host Family Handbook, and Passport to the USA, etc.) to learn more about the different regulations and how they apply to our stakeholders.
6. Set up a time to practice the session with E&T. E&T can provide additional feedback on the delivery of the content and make sure you are comfortable with the presentation.
7. Think about application of the regulations and have examples ready. Talk these over in advance with the FD or a YFU staff person to ensure that your example is an accurate representation of the regulation.

8. Don't be afraid to say, "I don't know." We are human and we don't know everything. It is better to make note any questions that need answers from YFU experts than to guess. We all have the best intentions, but if you are not 100% sure, it is better to find out and report back to the participants at a later time.