

GUIDE 03

PREPARING TO ENGAGE



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TOOLS AND MINIGUIDES



01

TOOL: DEFINE YOUR SCOPE

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MINI-GUIDE: IDENTIFYING ROLES AND BUILDING YOUR TEAM

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TOOL: PARENTAL ENGAGEMENT CHECKLIST

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MINI-GUIDE: RECRUITING YOUNG PEOPLE

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TOOL: YOUTH ENGAGEMENT OPPORTUNITY TEMPLATE

06

TOOL: ELEVATOR PITCH

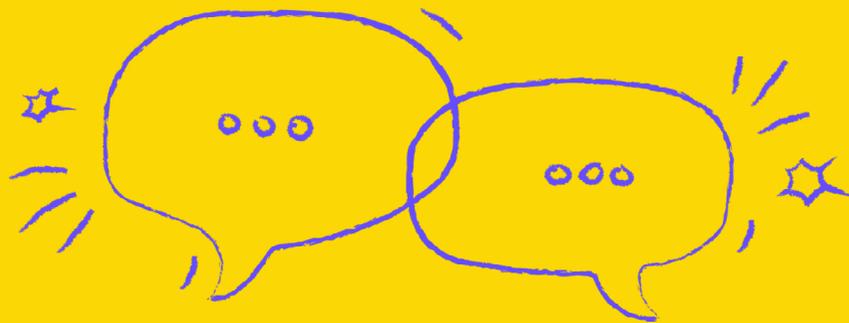
07

TOOL: WHO'S IN YOUR CIRCLE

Why is preparing to engage with young people important?

Preparation is key to meaningful youth engagement. When we take the time to prepare, we create an environment where young people feel valued, heard, and confident to participate. Preparation helps us establish trust from the beginning. It also allows us to address potential challenges, align our approach with young people's needs, and create a safe space for honest communication. Thoughtful preparation is important for navigating differences in perspectives and experiences, which can lead to stronger, more inclusive policies and programs.

This guide will walk you through the critical steps to prepare for youth engagement—from defining the scope of your engagement to building a team that understands the value young people bring. By the end, you'll be equipped to enter the engagement process ready to listen, learn, and collaborate effectively with young people.



01

DEFINE YOUR SCOPE

Clearly outline what you want to achieve with youth engagement. Identify who your target participants are and what success looks like.

**WHAT ARE YOUR
ENGAGEMENT GOALS?**

**WHO ARE YOUR TARGET
PARTICIPANTS?**

**WHAT OUTCOMES DO
YOU EXPECT?**

**WHAT RESOURCES
DO YOU HAVE?**

See the 'Define your scope' tool to help you with this step.

02

BUILD YOUR TEAM

Assemble a team with the right skills. Assign specific roles for tasks like recruitment and support. Provide training and set up communication channels for feedback.



Identify needed skills and diversity.



Assign clear roles and responsibilities.



Provide training on safeguarding and engagement.



See the 'Identifying roles and building your team' mini-guide to help you with this step.



03

RECRUIT YOUNG PEOPLE

Use engaging, youth-friendly materials and platforms for recruitment. Collaborate with youth organisations and organisations that run youth services. Be clear about roles and expectations.



Create accessible recruitment materials.



Use social media and youth spaces for outreach.



Clarify participation expectations.

See the “*Youth recruitment*” mini-guide to help you with this step.

04

ENGAGE WITH PARENTS AND GUARDIANS

Prepare to inform and engage parents in a way that works for them. Share project details and ensure consent for participants under 18.



Provide clear project information.



Highlight the benefits of youth involvement.



Ensure clear communication channels.



See the *'Parental engagement checklist'* to help you prepare for this step.

The *'Elevator pitch'* tool is also a helpful tool for crafting a brief summary tailored specifically for parents and young people.

For further information about how to engage with parents and guardians, and securing informed consent, see *'Guide 6: Safe and ethical engagement'*.

05

COLLABORATE WITH COMMUNITIES AND ORGANISATIONS

Partner with community members and youth-focused organisations for recruitment and training.



Approach organisations with a clear project brief.



Be flexible and communicate regularly.



Consider ways to acknowledge their support.



It can be useful to consider your current relationships with young people and relevant organisations, identify if there are gaps or a need to create new connections. See the ‘Who’s in your circle’ mapping tool to help you explore the networks and communities you engage with and to discover opportunities for deeper collaboration.



06

BUILDING SKILLS

Offer training and resources to build skills for both your team and the young people you're engaging with. This can include workshops, online courses, or guest speakers.



Assess the skills and needs of your team and participants.



Offer various training opportunities.



Focus on relevant skills for youth engagement.

See *'Guide 4: Building skills for impact'* for further guidance about how you can support young people and your team.

You can also reach out to the Office for Youth for training and advice.