



Navigating Mis- and
Disinformation at an Older Age

LEARNING KIT

FACILITATOR GUIDEBOOK



Nordplus



JYVÄSKYLÄN
KESÄYLIOPISTO



Vanhustyön keskusliitto
CENTRALFÖRBUNDET FÖR DE GAMLAS VÄL RY



MEDARDO ČOBOTO
TREČIOJO AMŽIAUS UNIVERSITETAS



Facilitator Guidebook for Workshops

A workshop is a session where people learn, reflect, and discover new perspectives together. The facilitator may give short introductions to topics, but the most important part is the discussion between participants. A workshop should always have a clear goal, and it is led by one or more facilitators whose role is to support the discussion and ensure that everyone can participate.

The ideal number of participants depends on several factors, such as the facilitator's experience, the timeframe, and the topic. Discussions often work best in small groups, where it is easier to share one's thoughts. At the end, insights can be shared with the whole group.

This guide provides practical tips for facilitating workshops. The examples are based on exercises related to media literacy.

1. Planning and Preparing the Workshop

- Define the workshop's topic, goals, target group, and number of participants.
- Prepare a clear schedule and select materials that support the goals.
- Familiarize yourself with the topic and possible questions that may arise.
- Make reservations and set up the space: ensure good lighting, sound, and comfort for participants, both in classroom and online.
- Check all technical equipment (projector, laptop, internet connection) and necessary supplies (pens, paper, etc.).

2. Tips for accessibility

- Speak at an unhurried pace and make sure everyone can hear you.
- Use plain language and illustrate technical terms with practical examples.
- Pause regularly to allow time for questions and discussion.
- Use printed materials and visual aids to support learning.
- Use high contrast colours and readable fonts and text size in all the materials.

3. Introduction and engagement

- Start with a warm greeting and a brief self-introduction.
- Share the workshop's goals in simple terms.

- Use a short icebreaker activity, e.g. a warm-up question: Where did you read or hear today's news? What channels do you usually use to find information?
- Ensure that everyone feels welcome and safe.

4. Facilitating Discussions

- Create a respectful environment where everyone feels comfortable sharing their thoughts.
- Encourage questions and sharing of experiences and guide the discussion back on track when needed.
- Gently correct misinformation without embarrassment.
- Use real-life examples to support and inspire discussion.
- Keep track of time but be willing to adjust based on the group's needs.

5. Tools for group work

- Small-group discussions based on prepared questions.
- Pair discussions for quick reflections or experience sharing.
- Support the discussion with engaging questions (e.g. "Would anyone like to share their thoughts on this topic?" or "Let's give the turn to someone who hasn't spoken yet.")
- Mind maps and lists (e.g. "How can you tell if information is trustworthy?").
- Short polls, quizzes, or brief information-finding tasks using digital devices.
- Image cards as conversation starters (e.g. "Choose a card that reflects your relationship with social media").

6. Closing the Workshop

- Thank participants for their time and contribution.
- Distribute the feedback form to participants.
- Reflect on what went well and what could be improved.
- Complete the facilitator feedback form if one is in use.