



Peer Coaching weekend YEP

Guidelines

What is a Peer Coaching weekend?

Peer coaching is a way of learning, in which colleagues learn from each other by getting together and discussing questions, ideas or challenges that they face during their work. YEP stimulates shared learning between YEPpers, and, therefore, encourages the organisation of 'Peer to Peer Coaching weekends' in the countries where YEPpers are working and living. Shared learning and networking are crucial focus points of the weekend. Additionally, active, and alumni-Young Experts from various batches and backgrounds can get together for a weekend, which strengthens the YEP network.

What does a Peer Coaching weekend look like?

There is no standard programme for the Peer Coaching weekends, as it fully depends on the local situation and the wishes of the Young Experts in consultation with YEP. As mentioned before, shared learning and networking is on top of the agenda. Besides that, there is room for including several elements of the following list of recommendations for composing a Peer Coaching Weekend programme.

What to think of when organizing a Peer Coaching weekend?

- Approach a few Young Experts in your country or region to help you organise the weekend.
- Send out a survey to see who is interested in participating and suggest some possible dates, don't forget to also invite the alumni YEPpers.
- YEPpers in the country where the Peer Coaching Weekend is being organised get priority, then YEPpers from other countries can attend if sufficient places are available
- The maximum number of Young Experts that can attend a weekend is 40, if you receive more registrations please contact YEP
- Decide on which location is suitable for most of the participants, please consider travel times from the airport to the excursion you would like to visit and other parts of the programme.
- Make a first draft programme with a timeline
- Make sure to plan a group bonding activity first thing so that everyone can get to know each other.
- Contact some organisations you might want to visit for an excursion
- Look for a trainer (hiring a trainer is not obligated, if you are able to create a full programme yourself it also optional) who is available for a day of Personal Development training (training can consist of different topics if it has an added value for all the participants).
- Reflect on your YEP-coaching: What works well for you in coaching? What would you like to share to the other YEPpers? What tips & tricks do you have for the others?
- Invite the Dutch embassy for a part of the programme: great for networking, and the embassies are usually very keen to stay in touch with the Young Experts. If they are not available to visit the weekend, try to arrange a meeting before the weekend starts with a few YEPpers.
- Inform the participants on time about the programme and how they should prepare themselves
- If possible, we try to send over a colleague from the YEP Programme Bureau, make sure you schedule some time in the programme for YEPpers to talk to the YEP PB. (for instance, you can organize a short speeddate session)
- Don't forget to make some photo's, especially a group photo!
- Next to the learning parts of the weekend you should of course also think about something fun!
- Contact YEP in time to discuss your plans and keep us informed of the progress in between. YEP, will give remarks and decide, based on the proposed programme and budget whether the Peer Coaching weekend can definitely take place.



Important note

If you are not able to organise an entire Peer Coaching Weekend in your country or region it is also possible to organise a Peer Coaching day (or even a morning or afternoon/evening) with a smaller group. The same recommendations as mentioned above apply for this option except for the budget.

Finance

Covered by YEP:

The maximum amount you can apply for is € 150 (including VAT) per Young Expert, which should include all costs for the whole weekend like accommodation, catering, excursion etc. Flight tickets are not covered by YEP (see below).

- Please assign one person per Peer Coaching Weekend who will be responsible for the budget and payments.
- Fill in the declaration format (which you receive from YEP if you apply for a Peer Coaching Weekend)
- If you need an advance payment, please send us the declaration including as many invoices and quotations as possible. Invoices should be addressed to NWP, YEP Programmes, Bezuidenhoutseweg 2, 2594 AV, Den Haag. Please send in this request at least 2 – 3 weeks in advance of the weekend! Payments can take some time.
- At the end of the weekend, you make the total budget insightful, and you send the final declaration to YEP.

Travel costs

Travel expenses to and from the weekends should be covered by yourselves or your organisations, please be aware that participating in a Peer Coaching weekend is part of the budget for all the YEP project proposals! Any costs related to the accommodation, food, and field trips can be covered by YEP (if it is within the budget). If you have any questions or concerns, please contact the YEP Programme Bureau.

Evaluation

- Please write a short article, including a list of the participants and a summary of what you learned and did during the weekend. Please also add some pictures which are necessary as a justification for the payment.
- Excel file with overview of all realised costs
- A pdf-file including all invoices which are mentioned in the realised costs

If you are interested in organising a Peer Coaching Weekend, please contact YEP!

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