

Training manual for people with learning disabilities

How to become a leisure facilitator?





ACCESS to Leisure

Adult education Courses on Capacity-building for the Engagement and Support of Self-advocates in the field of Leisure

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Introduction: What is the training manual about?

This training manual is about leisure.

Leisure can make your everyday life happier.

Leisure helps you to show your talent,
and gives you the opportunity to express yourself.
And leisure time is a great way
to meet friends or make new connections.

This training manual will also help you to become a leisure facilitator.

What is a leisure facilitator?

A leisure facilitator is someone who teaches others about leisure and helps them to take charge of their own leisure time.





In this training manual you will learn two things.

How to better understand and manage your leisure time and also how to explain this to others:

- How to use your own leisure time better?
- How to plan a leisure event?
- How to find friends during your leisure time?
- How to use online tools safely
 when organising your leisure time?
- How to help your peers to spend their leisure time better?

To help you become a leisure facilitator, you will be assisted by Mike, a local informal supporter, and Sara, a professional co-facilitator.

Let me introduce them to you.



Mike - local informal supporter



Sara - professional





Let me introduce Mike first.

Mike will be your local supporter in this training manual.

He is 35 and lives with his wife.

Mike lives in town,
in a house with a small garden.

Mike, as a local supporter

has many different interests.



He likes to plant flowers in the garden and look after his garden.

He loves listening to music and going to concerts.

He has attended a local supporter training and has started to work as a leisure co-facilitator. He will help you to organise your leisure activities.

Mike will share useful tips and tools with you.

Mike, as a local supporter, will also help you meet new people.

People who share your interests.

He also helps you learn how to use the internet to organise your leisure time.





Now I'd like to introduce Sara.

Sara is a 29-year-old mother
of a 2-year-old child.
Sara is a special needs teacher.
She supports people with learning disabilities
to live their everyday lives more easily,
with fewer obstacles.

Firstly, she helps you find your voice with the local supporter.

This means that she supports you to understand each other and to work well together.

Sara helps you to develop:

- finding the leisure activities that work best for you
- make decisions more easily
- how to you help your peers organise their leisure time







Mike and Sara help you in the following chapters to become a leisure facilitator.

They share their own real-life experiences and methods.

We hope they will be helpful co-facilitators for you in becoming a leisure organiser. For you and for others.







1. You and your leisure time

1.1 Understanding leisure time

In this chapter,

Sara shares the following topics with you:

- What do you like to do in your leisure time?
- Collect what good leisure experiences you have had in the past?
- Help your peers to do the same...

Before we get to that, let's look at what we think leisure is.

What is leisure time?

Leisure time is a time

when we are free from everyday tasks.

During leisure time

we do not have pre-planned tasks (for example work).

Leisure experiences provide opportunities

for personal choice.

Freedom of choice is

a very important part of leisure.







Good leisure experiences can have a positive impact on everyday life.

What types of leisure time do we know?

In this training manual
we use two types of leisure:
The one-off casual leisure activity,
and the regular leisure activity.

1.1.1 One-off casual leisure activity

The casual leisure activity is a leisure activity of short duration.

The casual leisure activity is an occasional activity.

The enjoyment of casual leisure activity does not require any major training, skills or qualifications.

Some examples are: going to the cinema, visiting a museum, go for a hike with friends, cook together with friends,

Mike shares Kate's story with you:

I have been Kate's local supporter for a year.

Last week I called Kate to see if she wanted to go to the cinema this weekend.







We both love the cinema.

Kate said yes.

We went to see Star Wars 7: The Force Awakens.

Because it's being re-released in the cinema and we love that movie.

Kate and I are neighbours,

so we went to the cinema in the mall nearby.

Saturday night, the movie started at 6pm.

We bought popcorn and drinks.

We had a great time

enjoying the evening out.

Afterwards, we talked a lot about the movie.



Conversation - Task and questions

One-off casual leisure activities

First read the description of the casual leisure time and the associated story again.

Have you done any casual leisure activity in the last month?

Not only cinema,
but also other activities,
such as theatre, concerts, football matches, etc.,
which are not regular, recurring activities.





Tell about a casual leisure activity you really enjoyed, and where you had a good time.

Why do you think this experience was a casual one-off leisure activity?

Do you remember where you heard about this event?

In the story, Kate gets a call from her local informal supporter, Mike, asking if she wants to go to the cinema this weekend.





How do you find out about casual leisure events?

Kate said they had a great time at the cinema.

Why?

They like going to the cinema and they liked the film that was showing in the cinema. It was fun.

Let's gather:

Why can such a casual leisure activity be good for you?

Why did you have fun at the event you told us about?

How would you tell your friend what a casual leisure activity is?





1.1.2 Regular leisure activity

Regular leisure activity is an important area of leisure interest.

A regular leisure activity is an activity you do regularly and often.

People usually learn or practice a lot to be able to do it.

It requires specific skills: skills that are developed, for example through training and practice.

When asked what they do,
people are usually proud to tell you
about their serious leisure activity as a hobby.

Examples for regular leisure activities are playing the piano, being in a soccer team, and participating in a theatre group.

Sara shares with you her experience of regular leisure activity with John.

John loves playing basketball.

He learnt to play basketball in school, in gymnastics classes.







He has been playing basketball regularly for eight years.

He recently changed coaching teams.

Sara helped him find the right one:

one that was close to his home and

could pay for it out of his earnings.

He likes to play in a team.

On weekends he used to go to the nearby park to play basketball with his friends.

Sometimes he also goes down to the basketball court alone to practise shooting the basket.

He has improved a lot in recent years.

He also goes to basketball games with his friends.

His friends say he is a very good shooter

and a very skilful player.

John is very proud of that.





Conversation - Task and questions

Regular leisure activities

First read the description of regular leisure and the associated story again.

Have you done any of these regular leisure activities? Is there a leisure hobby that you do regularly?

Tell a memory that was about regular leisure activities
- and which you really enjoyed,
where you had a good time.

Why do you think this experience was a regular leisure activity?

In the story, John gets help from his professional supporter, Sara.

Sara helped him find a new coaching team where he can continue playing basketball.

She also helped him to find his way there, to find out how to get there.

How do you find out about regular leisure events?

Can someone help you practise your hobby?





Do you remember John saying that he's very happy that other people in his team like playing basketball with him?

He is proud of himself.

Let's gather:

Why can such a regular leisure activity be good for you?

Why did you have fun at the event you told us about?

How would you tell your friend:

What is a regular leisure activity?

Mike is very curious about your leisure activities!

Are there any leisure activities that you think of as regular leisure activities?

Is there something you like to do only sometimes?
Let's group them together!

Here are some cards to help you brainstorm.

What do you like to do?

Let's look at sports first.

What sports do you like to do in your leisure time?







Examples:

You can find pictures about the sports on the next pages.

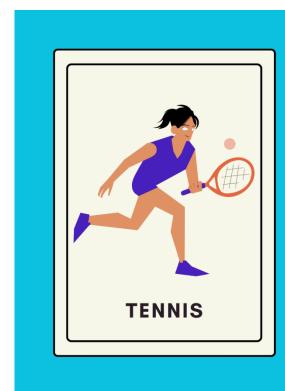
Soccer
Basketball
Tennis
Baseball
Gold
Ice hockey
Volleyball
Badminton
Table tennis
Rugby
Bowling
Boxing

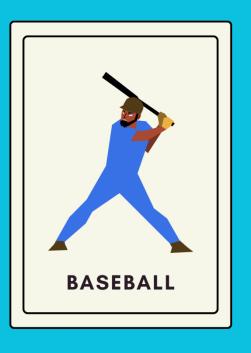








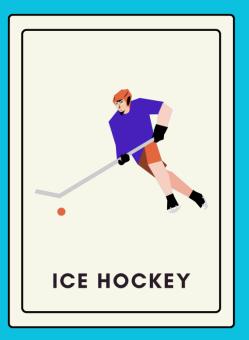
































SPORTS



WHAT SPORTS DO YOU LIKE TO DO? LIST THEM.

ARE ANY OF THESE REGULAR LEISURE ACTIVITIES, HOBBIES?





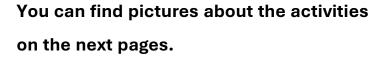
Now let's look at other types of regular leisure activities.

Tell Sara what else

you like to do in your leisure time.

Collect a list of leisure activities.

Sara gives some examples.



Painting

Playing music

Taking photos

Reading

Cooking

Watching TV

Travelling

Riding a bike

Swimming

Skateboarding

Doing gymnastics

Singing

Listening to music

Surfing the web

Dancing

Fishing























































LEISURE



LIST WHAT YOU LIKE TO DO IN YOUR LEISURE TIME

ARE ANY OF THESE REGULAR LEISURE ACTIVITIES, HOBBIES?





Can you tell Mike about a nice regular leisure experience you had?

A time

when you were really proud of yourself during a leisure experience!







1.2 Decisions on leisure time

Mike has shared with you before that he loves the cinema.

Earlier we looked at what you like to do in your leisure time.

Now please add theses activities to the 'good' leisure activities section on the next page (page 31).

You see another column next to it.
In it, the word 'bad' is written.
Here you can collect leisure activities that you don't like to do.

Maybe there are some activities in this manual already mentioned that you are not interested in.

These are activities for this 'bad' leisure activities section.

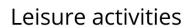
Of course, this is just for you personally.

What leisure activity is good or bad for you.

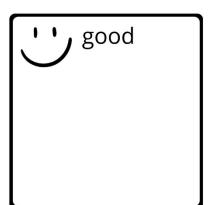
If you need help with this, **ask a professional** like Sara near you for help

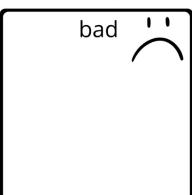












What will it take to have more good and less bad leisure activities?





How can you organise leisure activities?

Now, let's talk about what we need for organising leisure activities.

To help you think about this, here is a table that might help you.

- How do you look for leisure opportunities?
- How do you choose it?

Leisure activities	How I like to get information about these leisure opportunities?	How do I decide if it is a good leisure activity for me?
J	Siv	

Now, let's go into details.

Choose a leisure activity
that you would really like to do
and think about the organisation of it





Helpful questions:

How do you prepare for it?

Do you need to plan anything in advance?

What do you need help with?

Now let's plan together with Sara and Mike.

They'll give us a hand.



Mike - local informal supporter



YOU

Sara - professional

Plan a future leisure activity using the following activity sheets.







LEISURE

Organizer

Leisure	
Leisure description:	
Objectives:	Action Plan:
What do you ask your local supporter for help with?	What do you ask the support professional for help with?





SCHEDULE PLANNER 01

DATE: / /

WHAT SHOULD I DO TODAY TO MAKE LEISURE A REALITY?

TODAY'S FOCUS
TASKS
WHAT DO I NEED HELP
WITH?





DAILY PLANNER 02

	-
	DATE: / /
DAILY GOALS TO MAKE LEISURE TIME A REALITY	WATER INTAKE
	MOOD TRACKER
	MEALS & SNACKS
	BREAK FAST
TODAY'S TASKS	LUNCH
	DINNER
	SNACK
	REMINDERS & NOTES
APPOINTMENTS	





2. Together with others in your leisure time

2.1. How to find friends during leisure time?

Leisure activities with friends can be great, too.

How nice it is to share the joy!

As a local supporter,

Mike can help you to make new friends.

He gives you new ways and ideas to connect with others.

He even supports you

to help your peers make new friends.

Do you have any leisure activities that you share with a friend?

Try to share examples for:

- a one-off leisure activity
 that you shared with a friend or friends once,
- a regular leisure activity
 which you would like to do in a group





All these stories have one thing in common:

You are not alone!

You can always ask others for help!

You can share the experience

with the other person.

If you get stuck in organising your leisure time, other than a family member, you can usually ask a professional or even a local informal supporter (like Mike) for help.

Before we talk about how to make new friends, let's look at the relationships you have.

The question is

What kind of relationships do you have?

In the next chapters

We will introduce to you different types of relationships.

Friends for one-off casual leisure

We've already talked about the types of casual leisure activities you do.

Mike also shared

how he accompanied Kate to the cinema on one occasion.





The following table will help you to collect: what casual leisure activities have you participated in recently and with whom?

Examples of one-off leisure activity	Who did you talk to about going with you?	Who is it that went with you to this leisure time event?
1.		
2.		
3.		
4.		
C	21/1	
-/-		

Imagine if Mike, as your informal helper, helps you organise a one-off, casual leisure programme.

Whom would you invite?

In the inner circle,

write the names of the people
who you think would be most important for you to come,
the people with whom you have
a closer relationship.

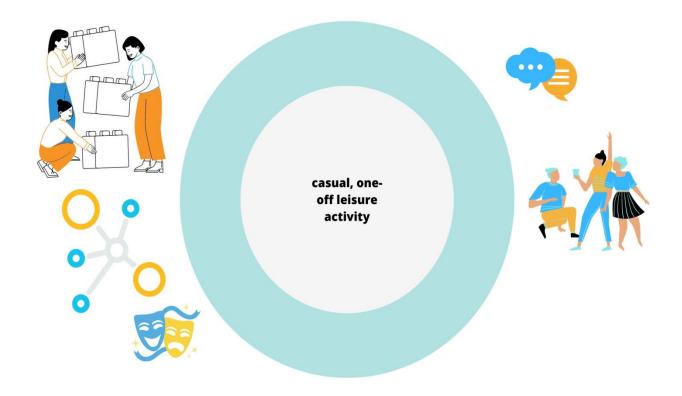




In the outer circle,

collect the names of friends
you'd like to invite,
but you're not yet close,
or you're unsure about them.

Let's look at what you would need to invite those you have written in the outer circle.







Regular leisure activity

Let's talk about the connections in regular leisure activity.

Sara also shared how she helped John to find a new basketball team.

The following table will help you to collect: what regular leisure activities have you participated in recently and with whom?



	Examples of regular leisure activites	Who could go to a regular leisure event with you?	who has already gone on a regular leisure activity with you?
,			
-			





Whom would you invite?

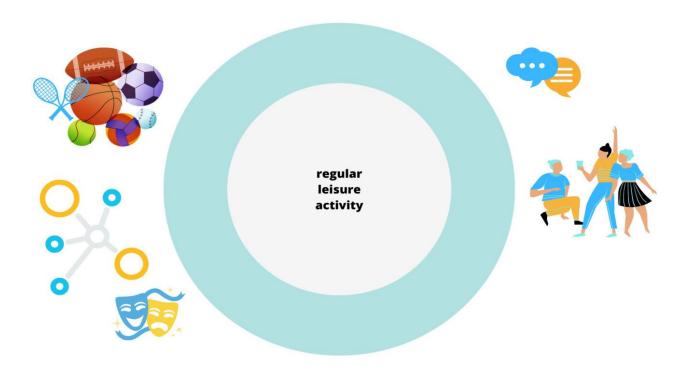
In the inner circle,

write the names of the people
who would be most important for you to come,
the people with whom you have a closer relationship.

In the outer circle,

collect the names of friends you like to invite, but you're not yet close, or unsure about.

For people in the outer circle, collect what is the problem?
See the next page for help.







My Friendship	Things that stop me from making friends. These may be thoughts, feelings or behaviours that prevent you from making new friends.
Plan	My effective coping strategies are: *These are things that can help me make friends.
3	Skills that can help me make friends.
4	Habits I want to change in order to meet new people.
Remember: Help is always available.	Steps I can take to make new friendships.
6	How do I encourage myself?





You may now be closer to finding out what type of friends you have, who they are and how to get them more involved in leisure activities.





2.2. How to be a leisure facilitator?

In the next section,
we encourage you
to be a leisure facilitator.

A leisure facilitator is someone who teaches others about leisure and helps them to take charge of their own leisure time.

You can help your peers:

- How to use your own leisure time better?
- How to plan a leisure event?
- How to find friends during your leisure time?
- How to use online tools safely when organising your leisure time?
- How to help your peers
 to spend their leisure time better?

What role can you play in this process?

Please put into your own words,
how you can be a leisure organiser by helping others!
The following worksheet will help you.





What would I be like as a leisure facilitator?

MY QUALITIES THAT HELP ME DO THIS

ME, AS A LEISURE FACILITATOR





By your own example, you can lead the way for him/her to meet new friends in his free time.

The following guide will help you to move forward on this path: how to become a leisure facilitator.





I believe that I can help others to make friends.
Skills that help me to help others make friends.
I can use these skills to help others.
Steps I can take to help my peers to make new friendships.
How do I encourage my peers?





Steps to support the organisation of leisure time.

My support plan	





Sara would like to help you to support your peers in organising their leisure time.

She would like to give you some advice on how to do this.

As a leisure organiser,
you can also help your friends
to choose what they want to do
in their leisure time.



How can you help them?

Sara advises you to do 3 tasks with them.

- Group by the two types of leisure activities your friends likes to do.
- Talk about the good and the bad leisure experiences they have had.
- 3. What would help to make these leisure experiences as good as possible?

It can help if you share the two worksheets (Schedule planner 1,2) above with them, print them out and complete them together.

We wish you a very good leisure time planning together!





3. Opportunities in your environment and digital tools

There are many different leisure activities.

There are several ways to find opportunities in your environment.

For example, you can ask your municipality or get information at your city information service.

You can ask if there are special leisure activities.

Sometimes there are events,

such as community hiking trips,

Or concerts, theatres that the city or municipality organizes and has information about.

You can also ask in specific places.

For example, if you like to read, you could ask in a library if there is a book club or literary events.

If you like art, you can ask in your city art museum if there are special art events.

If you like to do sports,
you can ask at different clubs or sports associations.

You can visit them in person during opening hours or you can call them.





You can find the phone number in the phone book or on the Internet.

Sometimes you can also find flyers with leisure activities on so-called **Bulletin boards**.

Bulletin boards are usually at universities, the town hall or sometimes in supermarkets and cafés.

Look at it when you walk by one.

You might find some interesting information about leisure activities.



A very easy way to find new leisure activities and make contact is **via the Internet.**

You can use digital tools to find information about leisure activities and opportunities in your city.





3.1 Search engines and Social Media

How can you use digital tools to find leisure activities in your community?

Internet tools can help you find leisure activities.

If you already know exactly
what leisure activity you are looking for,
but also if you want to get to know
new leisure activities in your community.

The most helpful tool here are search engines
but also social media tools can be helpful.

In this chapter Mike the local informal supporter shows us

How he uses a search engine

and Social Media tools for organising
his leisure activities.

Mike's digital knowledge is good.

But sometimes also Mike is unsure,
for example,
when he receives a strange email
or when he uses a new tool.

Then Mike asks Sarah for support,
because her digital knowledge is really good.









If you don't feel safe with digital tools, or if something seems strange to you when using them, please get support!

Support can be given by professionals like Sarah, but also people in your environment who know digital tools well.





Search engines

You can use online search engines

to find leisure activities.

A well known search engine is for example Google.

But there are also other search engines like

Ecosia or DuckDuckGo.

Search engines give you a lot of information.

You can get detailed information

for all possible topics.

You just have to type in some "key words".

Mike want to share his own story with you, how he searches for leisure activities online.

One day, I wanted to find a wheelchair basketball team

in my city.

I live in a town near London.

So I opened <u>www.google.com</u>

and entered the words

'Wheelchair basketball team London'

in the search bar.

Then I clicked on the enter button.

Now the search engine showed me

all the results found on the web.









I found the basketball club "London Titans".

It sounds really interesting.

I clicked on their website and found all necessary information there to get in contact.

I have been attending basketball training for a few weeks now and it enriches my leisure time.

If you want a more detailed tutorial on how to search for something on the internet with search engines, read in our toolkit chapter one.





Conversation - Task & Questions Let's try an example:

Open your favourite search engine on your computer or Smartphone. For example www.google.com

Type a leisure activity that you'd like to do

and the town where you want to do it.

For example "Tennis Brussels".

Or "Cinema Budapest".

Do you find opportunities in your town?





Social Media

There are many different social media channels.

What they all have in common is,

that you can communicate or collaborate there with other people online.

Depending on the platform,

you can share pictures, photos, videos or status messages

with your friends or even strangers

Social media tools can help you get in touch with others

or find leisure activities in your area.

You can also spend your leisure time on them.

Social Media tools you might know are

for example WhatsApp, YouTube and Facebook.

To use them, you need a Smartphone

or another device (Laptop, Tablet...)

and Internet Connection.

If you have a Messenger program

like WhatsApp,

You can easily write to your friends and family

and even send pictures, videos or audio files.

On YouTube, you can watch videos.

For example, you can type in

your favourite Band or Musician.

You can listen to their music.









Many bands even upload live concerts.

Or you can search for an interesting topic.

Facebook has groups where you can connect with other people who share the same interests.

On Facebook, you can also find interesting events in your neighbourhood.



An example:

Mike the local informal supporter likes to find leisure activities in his area with his Facebook account.





He logs in his facebook account and then he does this:

- 1. On Facebook, he taps the top right-corner. He taps "Events".
- 2. He can choose Today, Tomorrow or This Week to find events in that time period.
- 3. He can scroll down to options like "Events you might like" and "Popular with friends".

So Mike can decide which events in his area are interesting for him and he wants to join.

If you are interested in social media and want more explanation on different Social Media tools, check out our toolkit for leisure facilitators.

In chapter 3.2 of the toolkit we explain the different social media tools in more detail.

Conversation - Task & Questions

Do you use Social Media Channels to connect with your friends? Which one do you use?

For what do you use them?

- Try to type in your favourite band on YouTube and find a music video.
- Do you have a Facebook-Account?

If yes, try to find an upcoming event in your area, like Mike did.





If you ever want to create your own event on Facebook please note:

public events can be seen by every user, therefore, set your event to PRIVATE.





3.2 Dangers and online behaviour:

What should you know about dangers and online behaviour on the Internet?

When people talk about the dangers on the internet, they usually mean:

- Bad data protection
- SPAM Mails
- Fake News
- Online behaviour problems
 like cyberbullying and hate speech

If you want to learn more about this topic, please read our toolkit for leisure facilitators!

In Chapter 4, "Internet Safety" you find more information and explanations about the topics above.

Many of the problems in the Internet arise because people can be **anonymous** on the Internet.

When a person is anonymous, nobody knows:

Who is this person?

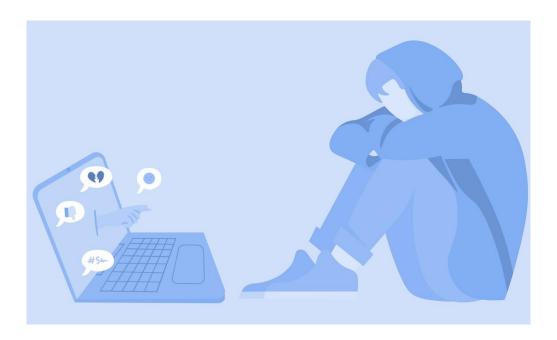
Anonymous people speak differently on the internet than they would speak offline.





Other problems arise because the written language and fast writing in chats can promote misunderstandings.

That is why there are probably more insults on the internet than in real life.



In the worst case,
a lot of offences happen
against the same person all the time.

Then we are talking about cyber bullying.

Cyber bullying means online harassment.

Cyber bullying is bad

because the people behind the screens

can feel particularly alone.





If you become aware that you or a friend of yours experiences cyberbullying,

Please make sure to contact professional help!

You can find help in English here:

https://www.nationalbullyinghelpline.co.uk/cyberbullying.html



Mike wants to share Leon's story with us:

Leon likes to share his leisure activities with his friends online.

He shares for example photos from his basketball training.

One day, someone from Leon's friends list named Gina

posts a mean comment under one of his photos.

Leon does not know Gina personally.

She sent him a friend request and Leon accepted it.

At first, Leon ignored Gina's comment.

But she started writing mean things

under other photos as well.

This is very stressful for Leon.

Then Gina started to write mean private messages to Leon.









Leon talked to Sarah and me about his problem with Gina.

We talked to Leon about cyberbullying and gave him advice and support.

So, Leon decided to delete Gina

from his friends list and blocked her.

Blocking means that

Gina will no longer be able
to write him messages on facebook
or comment on his posts.
Gina also can't visit his Facebook page anymore.

Since then, Leon doesn't get mean messages from Gina anymore.

He enjoys sharing his leisure time activities with his friends again.





Conversation - Task & Questions

- Have you ever had a bad experience online?
 Or do you know someone who
 has been treated unfairly
 on an online platform?
- If you use a social media tool like WhatsApp:
 Do you know how to block someone?
 If you don't, please ask your professional support!





3.3 Data protection: What should I share online?

Data protection means

that you are aware of the information
you share on the Internet.
For example what you post on your facebook page,
Or which information you give to strangers online.

Data protection also means that
you protect your sensitive data from outside:
this can be private photos, your telephone number,
your address, your passwords
or your bank account number.

The Internet never forgets!

This means that you don't have control over the information you share on the Internet.

For example, if you upload a picture of yourself, somebody else can download it.

and share it with other people you might not want to.

Sharing information on the Internet is like sharing it in a public space in real life.

So, every time you post something, first think if you want to share this information with everybody or not.





Mike wants to share Laura's story with you:

I know Laura since a few months.

Laura uses social media very often

and with pleasure.

She posts almost everything she does.

No matter if she visits a restaurant,

is in the swimming pool

or at a party with her friends.

Did you check your privacy settings?



When she proudly showed me her social media profile,

I asked her if she knew who could see her photos.

Laura hadn't thought about it until then.

And really, everyone who uses this social media platform

could see her photos

because she didn't set her privacy properly.

I talked to her about risks,

that strangers can download and use her photos.

Of course Laura didn't want that

and together we changed her privacy settings.

I also talked to Laura about the fact

that some things should not be posted.





Conversation - Task & Questions

- Look at the photos you have taken lately on your smartphone.
 Which ones would you share on social media and which ones not?
- What would you recommend to your best friend:
 Would you recommend sharing party-photos
 or better not?

If you want more information about digital tools,
Please check our toolkit for leisure facilitators.
There you can find more explanations and information about digital tools.





4. Summary



Mike - local informal supporter



YOU

Sara - professional

We hope we could help you organise your leisure time with practical tools and methods.

If you have any questions,
please contact the support professional
or informal local supporter
you are in contact with.

Leisure time can help you to feel better.

Make your leisure time better

by using these exercises and opportunities
in your everyday life.





5. Appendix

Source of pictures:

Source 1: coffebeanworks. "mobile devices",pixabay, 8.11.2022., https://pixabay.com/de/vectors/mobile-ger%c3%a4te-laptop-webseite-2017980/

Source 2: HtcHtm; "cyber bulling boy"; pixabay, 16.11.2022; https://pixabay.com/de/illustrations/rechner-cyber-mobbing-kerl-junge-5777377/

Graphics about Mike and Sara:

all graphics of Mike und Sara are from www.canva.com

Cards about sports:

all cards are from www.canva.com

Cards about free time activities:

all cards are from www.canva.com

Source of activity sheets:

All forms were created on the website www.canva.com

