



Global Youth Coalition on HIV/AIDS

E-course Orientation Guide

2016

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Welcome to GYCA!

It is our great pleasure to welcome you to the growing family of GYCA E-course Program participants and graduates. **You are truly an amazing group and we are so excited to have you as a part of this E-course.** We hope you feel excited to make a difference; motivated to learn; and energized to be a part of a unique, talented and passionate group. We look forward to your progress as an individual, as well as our progress as a group through the weeks to come!

When the E-course Program first started in 2006 as a part of GYCA's capacity-building priority, the team set out to create a learning experience that would equip young people with expertise, while inspiring them to harness their creative ideas to address needs related to HIV and AIDS in their communities. **Our goal is to provide you with the tools, resources, and skills to carry out sustainable and successful projects, fundraising endeavors, and campaigns at their highest capacity.**

There are also three things we would like to share with all of you. First, we all have so much to contribute to the learning process of others, and we each hold wisdom. Second, is that *sharing* work, skills, achievements, and challenges are not only important to your success in this E-course and in your HIV and AIDS work, but are essential! Third, everyone involved with GYCA has invested equally in learning and growing throughout our time together. **We hope our collective experience will be interesting, meaningful, rewarding and most importantly, fun. So let's get started!**

In this pack you will find some important information that will teach you about the E-course Program as a whole, as well as help you to navigate your way through the GYCA E-course process. It will be helpful to keep this information as a reference guide throughout our journey, so make sure to save this document so that you are able use it when you need it! Always feel free to email your facilitator if you have any questions, comments, concerns, or anything else!

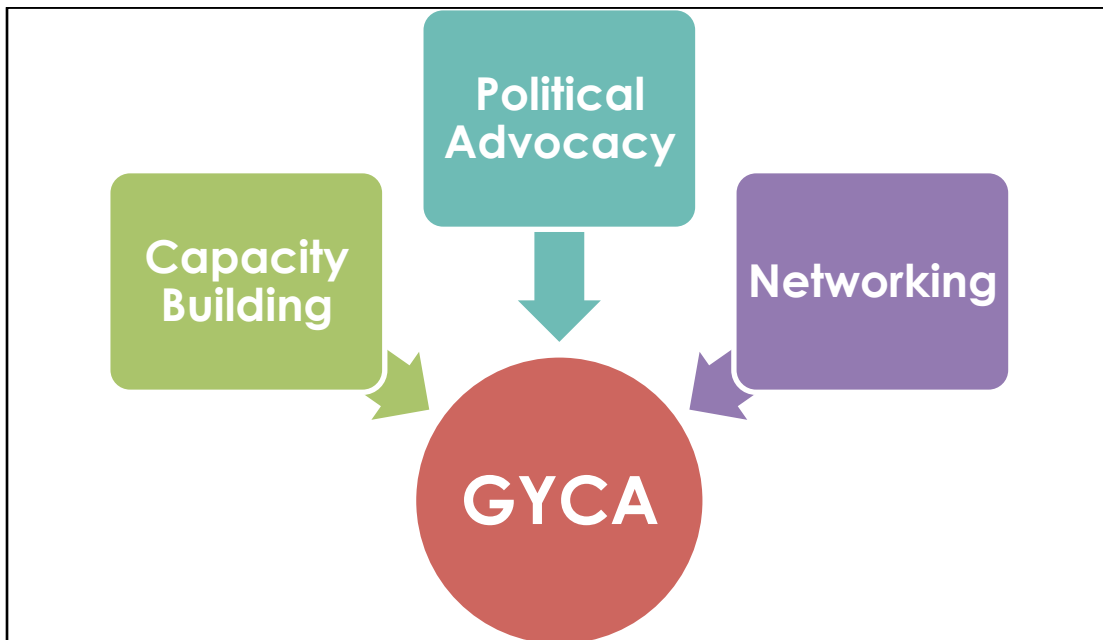
Again, welcome! We can't wait to work with all of you to help create positive change.

The GYCA Team

About GYCA

GYCA is a youth-led global network of more than 8,000 young leaders and adult allies working on youth and HIV/AIDS in over 170 countries worldwide. The founding of GYCA was proposed by youth attendees of the XIV International AIDS Conference in Barcelona 2002 and XV International AIDS Conference in Bangkok 2004. GYCA's mission is to empower young leaders with the skills, knowledge, resources and opportunities they need to scale up HIV and AIDS interventions amongst their peers. Its work is guided by three priorities: networking and sharing of best practices; technical assistance and capacity building; and political advocacy. GYCA is a program of The Public Health Institute (PHI) and is based in Brooklyn, New York.

GYCA's Three Priority Areas



GYCA seeks to improve HIV and AIDS policies and programming geared toward young people by facilitating the inclusion of skilled young leaders in decision-making that affects our lives. For example, GYCA has coordinated the inclusion of young leaders on government delegations through which they have addressed the UN General Assembly and dialogued directly with Ministers of Health and Education. GYCA has secured prominent advocacy opportunities for powerful young leaders affected by and/or infected with HIV, such as the opening ceremony and plenary sessions at International AIDS Conferences. GYCA also connects young people to positions in their countries from which they can affect great change, such as employment with National AIDS Control Organizations, leading NGOs, and designing effective prevention and outreach programs.

Capacity Building and Technical Assistance

GYCA members have regular access to training opportunities, internships, jobs, volunteer positions, grants, and scholarships, allowing them to reach their highest potential as change-makers. GYCA offers free month-long E-courses in Project Management, Political Advocacy, and Grant Writing & Fundraising to help young people more effectively conduct their HIV and AIDS work on the ground. GYCA, through our staff, membership, and partners, offers international, regional, and local trainings, e-groups, and speaking and publicity opportunities at prominent international events such as the bi-annual International AIDS Conferences during which GYCA is a lead organizer of the YouthForce program.

International public health events are crucial opportunities for training, networking, fundraising and showcasing successful work as well as advocating to high level decision-makers to take action on HIV and AIDS interventions *for* and *with* youth. GYCA provides capacity-building workshops for youth before major events to train youth participants on advocacy, media outreach, technical aspects of the AIDS epidemic, and other topics. GYCA members are frequently selected to speak on panels, plenary sessions, and to give presentations. GYCA also offers a special E-course on preparing conference abstracts and securing scholarships before major international conferences.

Networking and Sharing of Best Practices

GYCA maps youth-focused HIV/AIDS initiatives and leaders through an online Global Directory. The Directory links young leaders together to collaborate for change. It is frequently used to identify local partners, to pool resources, and to reduce the duplication of efforts.

Political Advocacy

GYCA provides spaces for members to work directly with their governments and the United Nations to create and influence HIV and AIDS national and international policy and programs that affect young people. GYCA works to measure progress and hold governments accountable to international declarations and national commitments to reduce HIV infections among youth. Further, GYCA works to ensure access to sexual and reproductive health information and services including comprehensive sex education, condoms, HIV testing, and youth-friendly health clinics.

Joining the Classroom

In order to join the classroom, you will need to look for an email inviting you to join Dialogue4Health. Dialogue4Health is the website we use as our online classroom center. You will have access to the classroom during an Orientation Week so that you can become familiar with how it works. Once you have joined Dialogue4Health, we recommend that you bookmark the URL in order to have quick and easy access to the platform.

Guiding Principles



Through this E-course, we strive:

- To engage a diverse and truly global audience while reaching towards widespread accessibility.
- To develop HIV and AIDS initiatives based on evidence-informed prevention, treatment, care and support.
- To create space for greater involvement of people living with HIV and AIDS.
- To ensure that a human-rights based approach to HIV and youth is woven into all our work and learning.
- To prioritize youth involvement and participation at its highest capacity.
- To incite and enhance a strong sense of civic identity and responsibility that focuses on the importance of leadership and practical, community-based action.
- To provoke critical thought and meaningful reflection and encourage both personal and professional transformation.
- To support value-driven work that promotes sustainability and community solidarity
- To provide a supportive environment through facilitated co-learning and encouragement amongst participants.
- To promote excellence in everything we do.
- To create a learning community wherein social connections exist in tandem with and act to enhance both collaborative and autonomous learning.
- To support creativity by encouraging self-expression, meaningful contributions and a community of cooperation and sharing.
- To reflect and respond to continuous feedback and strive for new and innovative ways to better serve young people.

A Cultural Manifesto

We are *innovators*. We thrive on a **respect** for individuality and an **appreciation** of the value of **community**. We **believe** in ourselves. We **embrace mistakes**. We are **not afraid of what we don't know** or of what might happen. We *help each other* when something doesn't go as planned. We **recognize that injustice exists** in our world and **strive for change**. We think **creativity inspires innovation** and innovation drives progress. We are **tenacious**. We have a strong conviction that **locally crafted ideas** have the collective **power to change the world**. We **work hard** and **strive for excellence** in everything that we do. We are respectful and responsible.

Fun and laughter make the world go around.

Asking questions takes **courage**.

We are *not afraid to ask for help*. We are **humble**. Everyone has **wisdom** to learn from. We **seek to understand**. We live through our ideas and **breathe through our actions**. We are *teachers*. We are *learners*. We are the **young people of the world**.

We do this because we care.



Your GYCA E-course Journey

We are here to support you while you learn more about how the program works, how to make our experiences together enriching, and what you can expect along the way.

If you run into any obstacles as you make your way through the checklist, please get in touch with your facilitator.

Getting Started Checklist

- Respond to the invitation to join Dialogue4Health.** Dialogue4Health is our virtual classroom. You will receive an email inviting you to join the classroom, and once you respond, you will have access to everything you need for the entire E-course!
- Read and sign the Memo of Understanding (MoU),** and send it to your facilitator **ASAP.** The MoUs can be found in the Dialogue4Health Classroom under the “Pages” section in a page titled “Memorandum of Understanding”. **You are ineligible for the E-course until you sign and return the MoU.**
- Send your photo & bio to your facilitator** - in the classroom under the “Pages” section, there is a “Sample Photo & Bio” page that you can use as an example! We will use all of this information to make a “Meet Your Classmates” page for the whole group!
- Review GYCA’s E-course Orientation Guide.** You’re already doing a great job! This orientation guide is filled with helpful information that will help answer some of your questions while you work through the E-course!
- Provide your most often checked e-mail address.** For the most part, you and your facilitator will be in contact through the GYCA classroom. However, there will be occasions in which s/he will need to e-mail you directly, and you **MUST** be responsive. Please make sure you’ve provided your facilitator with your most up-to-date e-mail information for an account you check regularly.
- Add important E-course deadlines to your calendar!** In the “Pages” section of the classroom, you will see a page called “E-course Calendar”. Make sure you take a look at the dates and add them to your personal calendar so you don’t miss important deadlines!

Keys to Success

As a participant, your success with the GYCA E-course depends on the following:

30% Participation: This encompasses your level of activity in the classroom with each other and your responsiveness to the E-course facilitator. E-course participants are expected to be consistently active in the classroom throughout the duration of the E-course (logging in, discussion board threads, commenting on the work of others, class chats, etc.).

30% Final Project: All GYCA E-course participants are expected to submit a final project after having completed the E-course.

30% Modules and Exercises: At the beginning of each week you will have new lessons to complete by the end of the same week. Your facilitator will send your feedback on the Exercises you submit so that you can use the feedback for your next Exercise. Please remember that if you are going to be late on an assignment, you **MUST** let your facilitator know. Unexplained late assignments are unacceptable.

10% Class Chats and Discussion Questions: Each week, we will set up at least one class chat, depending on a time that works for the highest number of participants. This is an opportunity to sign in and talk in real time with your fellow participants and facilitator about the work you're doing so far. A discussion question will be posted each week. The more you contribute to the discussion, the more exciting the thread will be, and the more we will learn from the experiences and perspectives of others!

Useful Skills

Through the duration GYCA's E-course, you will find the following skills to be an asset to your progress.

Leadership

One of the best ways to inspire one another is to set the example. We encourage you to always look for ways to develop new capacities and celebrate the achievements of the group. We encourage you to demonstrate good judgment by assessing new situations and determining the positive and negative aspects of any decision and actively seeking out a solution. We encourage you to be aware of your responsibilities, know the program and make it your own by involving yourself actively within it. Remember, leaders inspire others to achieve their best and act in the interest of the larger GYCA community.

Critical Thinking & Problem Solving

You are always encouraged to use your judgment effectively to analyze and evaluate evidence, arguments, claims and beliefs, as well as other points of view. You can also synthesize and make connections between information and arguments in order to interpret information and draw supported

conclusions. An important step, after reaching a conclusion, is to allow yourself time to reflect critically on the learning process and the experience.

When dealing with new problems or challenges, it's always good to experiment with both conventional and innovative ways of solving them. Identifying and asking the right questions to clarify various points of view can also lead to better and more effective solutions.

Flexibility & Adaptation

Working against the spread of HIV in your community requires you to be adaptive, taking on a variety of roles, job responsibilities, schedules and contexts. The more you bring flexibility and adaptation to your work, the more resilient and responsive your project will become. Also, due to the highly innovative nature of your project, it's likely that you will be required to work through situations that force you to deal with ambiguity and changing external circumstances. Being able to deal positively while understanding and negotiating workable solutions is a beneficial skill that will help you to maintain your energy.

Initiative

Knowing your strengths, weaknesses and limits is a big step in understanding how many tasks you can realistically manage. Working independently requires that you monitor, define, prioritize and complete tasks without direct oversight from the GYCA team. Setting goals for your E-course journey is also an important skill to help manage your time and workload efficiently. Prioritizing tasks according to their importance is also crucial to helping you understand the relative importance of each lesson to your project.

Productivity & Achievement

We strive for excellence in everything we do. GYCA E-course participants are expected to produce high quality work, to challenge themselves intellectually and take full advantage of the resources the E-course offers. In order to achieve your goals in the face of obstacles, it's helpful to prioritize and manage your workflow. Highly productive people also:

- Work positively and ethically
- Multi-task
- Participate actively and are reliable and punctual
- Collaborate and cooperate effectively with teams
- Respect and appreciate team diversity
- Are accountable for their results

Time Management

Being organized isn't always easy but planning time to incorporate the E-course into your life will help you find a healthy balance. By developing your time management skills, you will be able to plan for the time you will invest in the program and your project. Some important time management skills include:

- Finding out where you're wasting time
- Creating time management goals
- Implementing a time management plan
- Prioritizing ruthlessly
- Learning to delegate and/or outsource tasks
- Establishing routines and stick to them as much as possible
- Getting in the habit of setting time limits for tasks
- Being sure your systems are organized

Honesty & Openness

We don't expect that everyone is an expert in their field and mistakes are inevitable. It is important to be open and honest with the GYCA team as well as with yourself if you are uncertain about something or need support. This honesty will help us to help you succeed throughout your journey with us. This might include emailing us if you get behind, if there is some reason why you are unable to complete a lesson or deliver on a responsibility. Your journey with GYCA will require that you keep an open mind as you develop your ideas. One of our central goals is to bring together a group of very diverse young people that come from many different contexts, circumstances and backgrounds.

Communication

Communication is the pillar upon which the E-course program exists. In the absence of being together physically, we rely on the communication skills of everyone in the group. Communicating clearly means articulating your thoughts and ideas effectively, whether you're speaking or writing and listening effectively to decipher meaning, including knowledge, values, attitudes and intentions. Responding open-mindedly to different ideas and values can also help to leverage social and cultural differences to create new ideas and increase both your innovation and quality of work.

Expectations

- ❖ Complete all lessons thoughtfully, thoroughly, and on time.
- ❖ Submit your final project.
- ❖ Submit and complete feedback materials.
- ❖ Communicate regularly with your E-course facilitator. This includes letting us know when you will be away, or if something has come up that will keep you from completing your work on time.
- ❖ Contribute to the work of others in the class by engaging in discussion boards, commenting on each other's discussion board responses, chatting with each other, emailing back and forth, etc.
- ❖ Take ownership of your experience and have a blast!

Responsibilities

Active and engaged participation in the E-course with peers and with the facilitator is both necessary and expected by all participants. You are expected to complete all E-course activities on time.

Additional responsibilities include:

- Maintaining regular and meaningful contact with your facilitator.
- Being as open and honest as possible with your e-mentor about your thoughts, successes and challenges.
- Ensuring, to the best of your ability, that you have access to regular and reliable broadband Internet.
- Respecting the time and effort of others by honoring mandatory time commitments when completing assignments; keeping regular contact with facilitator and the GYCA team.
- Contacting the GYCA team when you are in need of assistance or support of any kind.

Technical Requirements

The GYCA E-courses are delivered almost completely online through the use of various technologies. Before the E-course starts, it is really important that everyone has installed the necessary programs and applications to make sure we experience as few technical problems as possible. You are also welcome to reach out to the GYCA team for support.

Reliable Internet Connection

The Internet is a network of networks that consists of millions of private and public, academic, business, and government networks of local to global scope that are linked by copper wires, fiber-optic cables, wireless connections, and other technologies. You can speed test your Internet connection here: <http://www.speedtest.net/>.

Internet Browser

We highly recommend that you use a robust Internet browser such as Firefox. Other browsers such as Internet Explorer are not as secure and have difficulty rendering certain graphics. GYCA's E-course Program is all about innovation, and Firefox 3 sets the pace with dozens of new features, including the smart location bar, one-click bookmarking and blindingly fast performance. You can download the latest version of Firefox here for free: <http://www.mozilla-europe.org/en/firefox/>.

Adobe Flash and Reader

Adobe Flash has become a popular method for adding animation and interactivity to web pages. You can download the latest version of Adobe Flash here: <http://www.adobe.com/products/flashplayer/>.

Adobe Reader software is the global standard for electronic document sharing. It is the only PDF file viewer that can open and interact with all PDF documents. Use Adobe Reader to view, search, digitally sign, verify, print, and collaborate on Adobe PDF files. You can download the latest version of Adobe Reader here: <http://get.adobe.com/uk/reader/>.

QuickTime

Quicktime is a multimedia framework developed by Apple Inc., capable of handling various formats of digital video, media clips, sound, text, animation, music, and interactive panoramic images. You can download the latest version of QuickTime here: <http://www.apple.com/quicktime/download/>.

Reporting Bugs

If you spot something that is broken, not working properly or you think could be built better on the GYCA E-course classroom platform, please let us know as soon as possible by email to your facilitator. Be sure to include the URL address to the page where the bug is, the browser you are using and its edition, for example: Firefox 2.0.

Support

We strive to be a very approachable and open administrative staff. Please always feel free to be in touch with us and voice any successes and challenges that you may be experiencing. Do understand that we are also a very busy staff and because we do take your emails seriously, we may take time to reflect on them properly in order to provide meaningful responses. Also remember that there is often a time zone difference between us. This being said, we always encourage your creativity and insights and love when they appear creatively in our inboxes!

Evaluation

In order to receive GYCA E-course certificates, all participants are required to provide feedback on the GYCA E-course program by completing the evaluation form. This applies to MTV Staying Alive grantees who must fill out an evaluation as a part of their grant agreements. Once the E-course Facilitator has received your final project, s/he will return feedback on the project along with the evaluation form. This form is also available in the Class Files section of the classroom. **It is imperative for all E-course participants to fill out the evaluation in order to receive their certificate.**

Why is Evaluation important?

The purpose of the GYCA E-course program evaluation is to assess how participants experience the E-course, and how taking the E-course impacts your ability to conduct community based projects. We are

also remaining both sustainable and accountable to our key stakeholder → you! As a result of the comprehensive feedback collected during the pilot stage of this E-course, GYCA has chosen to include a series of qualitative and quantitative measures to accurately track each participant's progress through the E-course in terms of skills gained and project ideas grown into a full-grown project plan. It also gives participants the opportunity to provide recommendations and feedback on ways to improve the E-course in the future.

We are committed to the social development of our participants and members as a part of the global community, and we will continue to work hard to make the voices of our stakeholders heard throughout our programming. We trust that you will help us help you!

Toolkits

Once you've submitted your Evaluation form to your facilitator upon completion of the course, you will receive your certificate and your GYCA toolkit! The purpose of receiving the toolkits is so that you can share the information and skills you gained with other young people in your community, especially with those who lack access to the E-courses.

Developing the skills and potential of other young people in your community is an extremely valuable contribution to the global movement for youth empowerment and leadership. This community training toolkit was designed with you in mind - to assist you with sharing your knowledge and starting a chain reaction of greater youth involvement and increased knowledge of HIV in your area.

Based primarily on GYCA's E-course, this toolkit will offer ideas on how to structure your training workshops to best serve the needs of your peers. With the advice and suggestions presented in the toolkits, you can help build the capacity (knowledge, skills and confidence) of young activists locally.

We hope that you are as excited about the toolkits as we are, and that they will allow you to also broaden your own skills while helping other young people move forward. Sharing skills is a great way to build everyone's capacity and strengthen young peoples' response to HIV.