



# FOOD FOR CHANGE!

## Trainer's Guide





## About the Food For Change Project

Through our "Food for Change" project, we empower young people post-pandemic by using food as a catalyst for intercultural dialogue. We foster community and civic engagement, transcending borders of race, gender, and socio-economic class.

Our training and dialogue dinners promote tolerance, inclusion, and diversity to prevent radicalization and discrimination among youth, strengthening relevant organizations' capacity to work with young individuals.



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# 01. Get ready for the Dinner



## 1. Participant selection form

To host a dinner with a diverse group of participants, we suggest posting about the event on social media, for example in facebook groups for international students. To learn more about the people interested in participating, and be able to invite them, we recommend to prepare an online participant selection form with the following questions:

- General details: Name, Age, Gender, Country of origin, Email
- What is your educational background? (None, Elementary school, High school, University)
- How long have you lived in this country? (Under 6 months, 6-12 months, 1-5 years, more)
- Which Dialogue Dinner are you submitting this form for? (pick all the dates you would like to join)
- What is your motivation to join the Dialogue Dinner?
- Do you have any allergies or intolerance?
- Is there something you would like to share with the facilitator before joining the Dialogue Dinner?
- Is there any specific topic that you would like to discuss?

## 2. Dinner preparation

In order to avoid rushing on the day of the dinner, it's important to make preparations in advance. Please refer to the following list and prepare the kitchen, ingredients, and room accordingly.

- Provide drinks such as coffee, tea, water, juice for participants on a table
- Small snacks such as cookies, crisps, fruit on a table
- Follow the sustainability framework provided by Novo Mundo
- Buy the groceries at least 2 days in advance and store in a safe place
- Make sure the kitchen is available in your timeslot for cooking
- Provide name tags by buying small sticky notes and ask participants to put it on their shirt
- If possible, set the room in a cozy and comfortable way: pillows, candles, fairy lights all help to create the right atmosphere!



# 02. It's Dinner time



## 1. Check-in methods

Ask open questions such as:

- Which animal represents your mood today?
- Which color best represents your mood today?
- One food that you can eat every day and one food that you never want to eat again?
- Which drink represents your mood today?
- What is your inner weather today?
- Which song represents your mood today?

Tip: Use a different question per Dialogue Dinner. Ask participants to indicate the next person to answer the check-in question, someone who has not talked yet.

## 2. Energizers and ice-breaking activities

### The Ball

Pass a ball around the room and ask a fun question such as:

- What is a superpower you wish you had?
- What superpower do you already have?

### The Name Game

Find an adjective to match the first letter of your name. For example: Crazy Christoffer etc.

### Stretching Exercises

Ask participants to stand up, walk around the room and stretch their arms, backs and legs for 3 minutes.

### The Chinese Whisper

One person answers a question which gets whispered into the next participant's ear, until the last person tells what they hear (it is usually very different)

### Continue the Story

In a circle, every participant gets to choose 3 words only to continue a story. Start by saying "It's surprising that" or "One early morning" and then the next person continues the story using 3 of their own words. One person is assigned to write down what people say and then at the end read it out loud to see if it makes sense (it probably won't).

### 3. Set up the mood with music in the background

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- Choose background music such as light pop, jazz, instrumental, etc.
- The music is supplementary and doesn't draw any attention. It should create a cozy atmosphere.
- Play music as guests are arriving, remember to switch off music before personal discussions or turn it down low.
- Play music during the breaks if it makes sense.

### 4. Questions from the Conversation for Recipes E-book

Each topic you will test during your dialogue dinner comes with a list of questions and suggestions contained in the recipes for conversation e-book. The questions are a helpful guidance that can lead you through the event, but you should remember to stay flexible, since the conversation of the evening can always go into unexpected directions.

- Use the questions as a source of inspiration, rather than a strict schedule;
- Don't be afraid to come up with your own questions, following what has been said during the conversation;
- Don't put too high expectations on yourself on having to complete all the list. It is ok if you don't use all the questions in the document;
- You don't need to use the question in a strict order; you can ask it in the way that makes the most sense following the flow of the conversation. For example, you can start with question 5, then go back to that number 1 and then question 6.
- Most importantly, use your common sense! What really matters here is to create a safe space where people feel heard. Don't give the impression that you are reading the questions in an automatic way, relax, follow the flow of the conversation and enjoy yourself!

### 5. Tips to facilitate the dinner

#### 01 Create a safe space and show confidence

- The most important task as a facilitator is to make sure participants feel comfortable when sharing and feeling like involving themselves in the discussion.
- Confidence: Maintaining eye contact when speaking to people is important- it makes them feel you are listening, it shows you know what you are talking about and creates a personal connection.
- When presenting, try to mentally focus on gaining eye contact with everyone at least once around the room, to make sure that they are listening too.

- Creating a safe space: Encouraging people to speak creates the most productive and insightful workshops. Ask people if they are comfortable to share about a topic, if you ask a direct question to a participant.
- Avoid interrupting people and guide the conversation by sharing your own story or experiences to relate back to what they said. Avoid judgmental comments and remind people you are not judging if it's a heated topic.

## 02 Foster engagement and being flexible

- Once you have created a safe space where people are feeling comfortable to share, it is important to involve everyone in the conversation. Allow the topics to come naturally while also guiding by being flexible and casual in the conversations.
- Fostering engagement: Implement interactive learning methods and group work to engage your participants. Introduce brainstorming ideas on a subject or answering a question and split people up into groups of 3 or 5, small groups work best for this purpose. Remember to assess and offer help if something is unclear or people are struggling. Take rounds to go around.
- Ask the groups to present what they found out after the given time. Give reminders along the way when there are only 5 minutes left etc.
- Balance participation: Plan to have both individual exercises and group exercises. Try to ask open questions and pick people who didn't have a chance to previously talk or share. If someone is really absent from the conversations, try to ask them directly if they feel like sharing, if they say no then respect it.
- Use a token: Have an object that allows only the person holding it to talk. Pass it around the room to help get people to share. For example: a ball, a toy, a sculpture, a stick.

## 03 Create an energetic presence

- General tip: Make sure to speak loud enough and seem excited about the topic. It is your job as a facilitator to make the mood in the room energetic and productive. Even if it is difficult, try to "fake it". Share feedback by asking follow up questions to dive deeper into topics. Encourage people to ask questions at the end of presenting or giving instructions.
- Generally, be responsive and curious in conversations and show affirmation for people's personal feelings. Casual humor is fine but avoid offending someone. Laughter can bring positive energy into the room.
- Preparation before the workshop: Remember to think of your own personal stories beforehand to connect with the participants, and show you are personally invested in hearing from them and their own life stories. Practice what you will present to that point you can say it without looking at the screen too often. Think of overall themes that can relate to what people talk about, so that someone can carry on the conversation and share.

- Time keeping is important to make sure you cover all the points in the workshop. Although the previous points mentioned being flexible and open to changes in conversation, also bear in mind you have clear objectives to achieve and a programme to get through.
- Ending too late will also impact the willingness of the participants for the next day. If some participants show up late, you can fill them in later on in the presentation on what they missed.

## 05 Cooking, cleaning and planning tasks

- If the kitchen is small, divide participants into two teams that can either cook first while the other team sets up. Then change when the first team is done.
- Ideally the kitchen will be big enough for both teams to actively do something, but otherwise think of some activity the team waiting can do while waiting for the other team to cook. Then they can switch roles once the first team is done.
- Cleaning at the end should be done as a joint effort between the teams, then leftovers can be eaten or stored away. Try to make the whole process as simple as possible to save time.

### Bonus tip

Share a personal story: participants, at first, might feel shy and not comfortable to share their story or personal thoughts, especially if they don't know you or the others. A good way to break the ice is by starting the topic by sharing a related story or anecdote. In this way, you will give the good example that this is a safe space to share. You will also present yourself as more relatable, approachable and give the impression you can be trusted. Don't be scared to share!



## 6. Check-out exercises

- Ask everyone what is one thing they will take back home or remember from this workshop?
- Ask what drink they feel like now?
- Ask everyone what their personal goal is for the rest of this year or next year?
- A few stretching exercises to feel refreshed can also be a good idea

# 03. Dinner is over



## 1. Evaluation of the Dinner

Evaluating a Dialogue Dinner or similar communal events involves a multifaceted approach to gauge its success and impact. Here are several key aspects to consider

### Participant Feedback

- Create a comprehensive post-event survey with a mix of quantitative and qualitative questions.
- Include questions about specific aspects of the event, such as the quality of food, the comfort of the venue, the relevance of topics discussed, and the overall atmosphere.
- Ask participants to rate their satisfaction on a scale and provide an open-ended section for comments and suggestions.

### Attendance and Engagement

- Monitor the number of attendees and compare it to your initial expectations.
- Assess the level of engagement by analyzing factors such as the duration of participation, active involvement in discussions, and participation in group activities.

### Quality of Conversations

- Review transcripts or recordings of the conversations to evaluate their depth, relevance, and civility.
- Analyze common themes, issues, or ideas that emerged during discussions.

### Diversity and Inclusion

- Collect demographic information from participants (age, gender, ethnicity, etc.) and assess whether it represents a diverse cross-section of your target audience.
- Review feedback and comments to identify any potential areas of exclusion or bias.

### Culinary Success

- Collect feedback specifically related to the culinary aspect of the event.
- Assess the quality of the food, organization of the cooking experience, and the extent to which participants enjoyed the culinary aspect.



Define Clear Objectives: Before the event, establish specific, measurable objectives for the Dialogue Dinner. These objectives will serve as the foundation for your evaluation, allowing you to determine if the event achieved its goals.

### **Achievement of Objectives**

- Compare the event's outcomes to the objectives set during the planning phase.
- Assess whether the event effectively promoted dialogue, built connections, and achieved any specific goals, such as raising awareness or inspiring action on a particular issue.

### **Long-Term Impact**

- Follow up with participants after the event to track any lasting effects or outcomes.
- Look for signs of continued dialogue, collaborations, or projects that were initiated as a result of the event.

### **Media Coverage and Public Perception**

- Monitor media coverage, social media mentions, and online discussions related to the event.
- Consider conducting sentiment analysis to gauge the overall public perception.

### **Budget and Resource Utilization**

- Create a detailed financial report that compares the budget to actual expenses.
- Identify any areas where cost-efficiency can be improved.

### **Comparison to Previous Dinners**

- Compare the success and feedback from this event to previous events in the series.
- Look for trends, areas of improvement, and aspects that consistently resonate with participants.

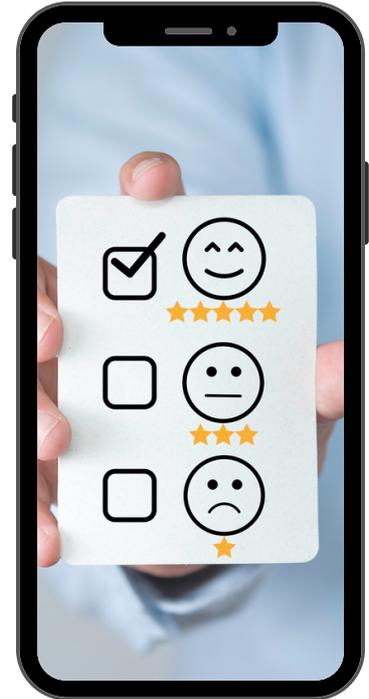
### **Documentation and Reporting**

- Prepare a comprehensive evaluation report that summarizes all the data and feedback collected.
- Include recommendations for improvements and a plan for implementing changes based on the evaluation results.

## Evaluation Form

Evaluation forms are a structured and efficient tool for collecting data that helps organizers assess the success and impact of an event. They are essential for making data-driven decisions, identifying areas for improvement, and communicating results to various stakeholders. This feedback loop is crucial for ensuring that future events are more effective, engaging, and meaningful. In particular, feedback forms after the Dialogue Dinners are important for:

1. Feedback Collection
2. Systematic Data Collection
3. Objective Assessment
4. Quantitative and Qualitative Insights
5. Continuous Improvement
6. Participant Involvement



**Tip: Compare the results of this Dialogue Dinner with previous ones in the series or with similar events to identify trends and areas of consistency or change. This practice is known as Benchmarking!**

### Event Satisfaction

Please rate each statement on a scale from 1 to 5, where 1 is "Strongly Disagree" and 5 is "Strongly Agree."

- The overall organization of the event was excellent.
- The venue was comfortable and conducive to open discussions.
- The food and cooking experience added to the enjoyment of the event.
- I felt safe and included during the event.

### Dialogue and Conversation

- The quality of discussions and interactions met my expectations.
- I was able to express my thoughts and ideas freely.
- The topics of discussion were relevant and engaging.
- I made new connections and/or friends during the event.

### Culinary Experience

How would you rate the quality of the food and cooking experience?

Were any dietary preferences or restrictions accommodated? (Please specify)

### Event Objectives

Did the event meet your expectations and the objectives as described?

### Suggestions for Improvement

What aspects of the event could be improved, in your opinion?

### Additional Comments

Please share any additional comments, suggestions, or feedback about the event

Would you attend a similar event in the future?

How likely are you to recommend this event to a friend or colleague?

# 03. Dinner is over



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## 2. Trash & leftovers management



### Leftovers

Managing leftover food at a Dialogue Dinner is an important aspect, both from a sustainability and logistical standpoint. Here are some considerations and tips for handling leftover food:

**Food Safety:** Safety should be the primary concern when dealing with leftover food. Ensure that the food has been stored at appropriate temperatures throughout the event to prevent spoilage or contamination. Leftover food should not be left out at room temperature for extended periods.

**Donation:** If you have a significant amount of leftover food that is still safe to consume, consider donating it to a local shelter, food bank, or charitable organization. Ensure that you follow local regulations and guidelines for food donation.

**Food Preservation:** If it's not possible to donate the food immediately, consider preserving it for later use. Depending on the type of food, refrigeration, freezing, or proper packaging may be necessary.

**Inform Participants:** During the event, you can inform participants about your intention to minimize food waste and ask them to be mindful of their portions. Encourage attendees to take leftovers home if they wish.

**Portion Control:** When planning the event, consider implementing portion control strategies to reduce food waste. This can include serving smaller portions or providing a self-serve buffet where attendees can select the amount of food they want.

**Menu Planning:** Select menu items that have a longer shelf life or can be easily repurposed into other dishes. Avoid overly perishable items that may not keep well as leftovers.

**Reusable Packaging:** Provide reusable or biodegradable packaging for attendees to take home leftover food. This reduces the use of disposable containers.

**Communication:** Let participants know in advance that you are committed to minimizing food waste and ask for their cooperation. Encourage them to take only what they can consume.

**Repurposing Leftovers:** Consider ways to creatively repurpose leftover food. You can use it in staff meals, donate it to employees, or incorporate it into future events.

**Food Waste Tracking:** Keep track of the amount and types of food that are left over. This data can be valuable for future planning in subsequent events.

**Local Regulations:** Be aware of local regulations and guidelines related to food safety, food donation, and waste disposal.

**Waste Disposal:** If there are leftovers that cannot be repurposed or donated, ensure proper disposal in a way that aligns with local waste management practices.

**Tip: Here are some bonus tips for creating delicious recipes using leftover food:**



## Trash

Handling trash after a dinner event is an essential part of event planning, both for cleanliness and environmental responsibility. Dispose of sorted trash if available. If they are not available, the facilitators should get different trash bags that will allow them to separate trash accordingly:



- Paper – discarded receipts, cardboard, paper, newspapers, magazines, drink cartons and anything made of paper that's dry/uncontaminated



- Plastic – bottles, plastic bags, and anything else made of plastic (this can include plastic toys and plastic and polystyrene food containers – rinsed first)



- Glass, such as bottles



- Wet/Kitchen Waste. This comprises items like fruit peels, leftovers, vegetable skins, uncooked food, coffee or tea powder



- Non-recyclable items

Once you have your different bags with separated trash, bring them to the closest recycling bins of your area (that depends on the country and location where the dinner is taking place).

### Here are steps to manage trash effectively:

**Designate Collection Points:** Set up designated trash collection points throughout the event space. Clearly mark bins for different types of waste, such as general waste, recyclables, and organic waste.

**Educate Attendees:** Inform attendees about the waste disposal system at the event. Use clear signage to label trash bins and provide instructions on what can and cannot be recycled.

**Use Proper Bins:** Ensure that you have an adequate number of trash bins, recycling containers, and compost bins to accommodate the expected waste volume. Use appropriately sized bins to prevent overflow.

**Assign Responsibilities:** Appoint staff or volunteers to oversee trash collection and disposal during and after the event. Make sure they understand the waste separation system and are available to assist attendees.



### 3. Dialogue dinners' observations

Observations made during a Dialogue Dinner are highly important for several reasons. Observations help facilitators and organizers understand how participants are engaging with the event. This includes their body language, level of engagement, and emotional responses, which can provide valuable insights into their experience.

Making observations helps in assessing whether the dinner is achieving its intended objectives. Facilitators can gauge whether the conversation aligns with the goals set for the event. Observations allow facilitators to make real-time adjustments to the dinner.



#### 01 Tips to the observator

- In order to make sure to grasp the right observations during the implementation of the Dialogue Dinners, make sure to have at least 2 facilitators. 1 will be responsible for the flow of the event, while the other will be observing the reactions of the participants;
- Make yourself familiar with the structure and agenda you have prepared for the event. Only in this way, you will be able to spot the necessary changes/adjustments;
- If possible, try to rotate your position and to participate in the event and conversation. This might be a little hard while taking notes and observing, but it is important not to bias participants' behaviors and not to give them the impression to be observed;
- Tell the participants beforehand that you will observe the event and explain to them why you are doing so: to improve our project's output.
- Be mindful of body language.

#### 02 General observations

- What did you need to change from your original schedule to adapt to the flow of the event?
- How would you rate the flow of the conversation? (smooth; a little forced; participants were not willing to participate)
- How would you rate the general atmosphere of the event?
- Did any conflict arise? If yes, which strategy did you use to restore a peaceful atmosphere?
- Did you find the recipes for conversation e-book and the trainers guide useful to host the event?
- What went exactly according to plan?
- What did not go according to plan?
- How would you rate the integration of food during the event? Was it an element that brought people together?
- General observations/comments?

Remember that facilitation is both an art and a skill that improves with practice. By incorporating these tips, you can create an engaging and meaningful experience for participants at your Dialogue Dinners. The following criteria emphasize the importance of creating a welcoming, inclusive, and meaningful dialogue experience for participants, while also ensuring that the dinner's goals are met and the atmosphere remains respectful and constructive.

**Tip: You can use them in the format of a checklist to reflect on your work!**

- **Foster a safe space and relaxed environment**

1 2 3 4 5 6 7 8 9 10

- **Promote communication among participants**

1 2 3 4 5 6 7 8 9 10

- **Promote intercultural communication**

1 2 3 4 5 6 7 8 9 10

- **Promote mutual understanding**

1 2 3 4 5 6 7 8 9 10

- **Promote a balanced and engaging conversation**

1 2 3 4 5 6 7 8 9 10



Using success criteria in this way provides a structured framework for assessing the impact and effectiveness of your Dialogue Dinners. It ensures that objectives are clear, measurable, and meaningful, and it guides ongoing improvements to create more successful and meaningful events.

# 04. Intercultural communication and conflict resolution



## 1. Intercultural communication

The definition of intercultural communication by Oxford: “Loosely, an umbrella term for interaction between people from different cultural or sub-cultural backgrounds intended to lead to shared understandings of messages.” The two main elements in this definition are the **interaction** and **understanding** between two or more people from different cultures. Both have significant impact on what we are trying to communicate.

Here is a list of tips to follow for a successful intercultural communication:

### 01. Do your research on the participants beforehand

Consider what values they have and where they come from to communicate effectively. This will also allow you to avoid topics that are too sensitive or controversial. Remember not to generalize or stereotype but simply be aware of other cultures and customs that are attending.

### 02. Create a safe space for participants to feel heard

In the beginning it is helpful to remind the dinner participants that the goal of the evening is to create a safe space, and that it is important not to judge or pressure the other participants. Utilize icebreakers in the beginning of the workshop to loosen up the mood and for participants to introduce themselves. Encourage active listening and encourage sharing. You can help creating a safe space by taking the first step and sharing something personal about yourself and your culture. Level the playing field so that they feel like you are all equal.

### 03. Find similarities and things you have in common

Try to think of interactive learning methods such as group work, this can be roleplaying with different scenarios or brainstorming ideas.

Focus on international topics that everyone can relate to.

- Have I done my research on who is participating?
- Do I include everyone in the conversation?
- Have I asked for feedback and listened?
- Do I know how to read situations and body language?

## 2. Conflict resolution guide

### 01 Before the conflict

Here is a list of tips to remember for your Food for Change workshops, in case your participants start a conflict. As conflicts can be very different in every situation, remember to keep an open mind and to try to avoid controversial topics.

The best defenses against conflict often involve good preparation and strong leadership. Some useful tips to avoid conflicts from arising could be the following:

- State the dinner rules in advance. For example, meeting rules might be as follows:
  - Individuals will be allowed to speak after raising their hands – and only one person may speak at a time.
  - The facilitators may summarize what has been said to make sure everyone understands.
  - Everyone will be invited to contribute, so that one person cannot take over the discussion.
- Spotting potential conflicts earlier, by looking at their body language:
  - Making facial expressions of amazement or disagreement, such as shaking their head or rolling their eyes. The person may also fidget, or move around in a restless or nervous manner.
  - Looking at other people to see if anyone else's body language or facial expressions reveal their disagreement with the speaker.
  - Whispering or writing notes to another person. This may indicate that the frustrated person is checking on their position or trying to gather support for a confrontation. This can apply to both types of conflict.
  - Staring, possibly in an intimidating way, at the speaker or potential target of confrontation.

When you spot the signs of conflict brewing, use the resolution approaches set out in the next section proactively rather than reactively:

- The first step is identifying the conflict
- Why is it happening?
- Who is involved?
- When did it happen?



If the issue surrounds a certain topic, allow for a quick break to let people cool down and then change the topic once you resume. This is best in the early stages of a conflict, so that you can observe the incident more closely after a break. Quickly changing the subject when conflict occurs can avoid any further escalation. Reminding people to let everyone listen and voice their opinion is also a way of guiding the conversation.

In case the conflict has already escalated to the point a break will not solve the tension:

How do we address the participants in conflict?

- Try to remain neutral and not take sides
- Use polite language
- Avoid focusing on negative comments or making assumptions
- Avoid “he/she said” arguments
- Allow individuals to finish what they are saying

Ways of doing this is for example asking:

- “We have heard the cons of this argument, but what about the positives?”
- “What does argument A and argument B have in common?”

This allows for defusing the situation without the participants feeling like they are not heard any longer. This also changes the dynamics so that more participants can be involved to change the focus away from the argument.

If the situation is more personal, avoiding the conflict entirely may be a better option by stating: “It seems you two have very strong opinions, let’s move on to a different topic with the time available” .

If the issues persist:

- Be proactive by stepping in when needed
- Don’t allow for the conversation to lose focus
- Ask a person to leave if they are negatively disrupting the workshop
- Go out and check if they are ready to join the group again, or give them the option to leave if they are still too combative

The workshop being overshadowed by a conflict is the worst-case scenario. It is in your best interest to act in case this happens, so that other members can still benefit from the workshop. These tips are especially important if members are not letting each other talk or being aggressive towards each other. At this point it is a good idea to address members individually, so that they know you are being serious now.

At the end of the workshop allow for reflection in the following steps:

- Directly address members who were having a conflict and ask how they feel now
- Ask the other members how they felt about what was happening
- Remind the group why they are there, and what you hope to achieve together

A conflict is never an ideal situation, but it is also an opportunity to learn from each other. Therefore, always allow members to get “closure” afterwards and try to leave the workshop with a positive feeling. Other members may also have been impacted and therefore it is important to follow up on conflicts at the end of a session. Take a round for people to say what they thought of the workshop and openly talk about why a conflict happened, and how people felt about this. Learn as a facilitator if you had triggered any feelings in the questions you asked, the way you communicated or topics you picked, so that next time conflicts can be avoided.

Lastly, refer to the intercultural communication tips on how to create a safe space and a positive experience prior to the workshop.



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