**About the Programme Coordinator’s Guidance**

The Programme Coordinator’s Guidance provides guidance and tools for using the resources in the Adolescent Kit for Expression and Innovation (Adolescent Kit) in programmes and interventions in humanitarian situations. It explains how to get started with the Adolescent Kit, and what steps to take to integrate the Adolescent Circles approach into programmes or interventions for adolescent girls and boys. 

**Who is the Programme Coordinator’s Guidance for?**

The Programme Coordinator’s Guidance is for anyone designing, setting up or managing a programme using the activities, tools and supplies in the Adolescent Kit. The guidance outlines the basics of using the resources in the kit to make programmes that support adolescents’ psychosocial wellbeing, learning and positive engagement stronger and more effective. The guidance includes information on how to identify and reach adolescents (especially those who are hardest to reach), where and when to offer activities, how to set up a team of facilitators, how to manage supplies, and the best ways to involve adolescents and the community at all stages of the process.

**How to use the Programme Coordinator’s Guidance**

The guidance and tools in the Programme Coordinator’s Guidance lay the groundwork for successful interventions using the Adolescent Kit. Refer to it alongside the Foundation Guidance and the Facilitator’s Guidance to obtain a clear understanding of how to engage with adolescents and to establish initiatives that meet their needs and interests.

**Inside the Programme Coordinator’s Guidance**

The G**uidance** and **Tools for Programme Coordinators** outline how to:

* Investigate adolescents’ situations; 
* Integrate the Adolescent Kit into humanitarian programmes to make them more effective for adolescents;
* Reach out to and engage the most vulnerable girls and boys;
* Set up safe, welcoming spaces for adolescents;
* Build a team of facilitators and partners;
* Connect adolescents to adults, their communities and useful information and support;
* Manage, store and replace supplies in the Adolescent Kit; and
* Prepare for interventions with the Adolescent Kit to transition or end.

**Adapt the guidance and tools to your context**

It is important to remember that the steps outlined in the Programme Coordinator’s Guidance may happen in a different order, or even all at once. The reality is that the situation can change rapidly during times of humanitarian crisis, and interventions for adolescents may need to be constantly adjusted.

**Be flexible!** Adapt the tools activities, and approaches in the Adolescent Kit as you go, but try to make sure that you include all of the necessary steps outlined here to build a successful intervention for adolescent girls and boys.