



YIELD Hub

CAPACITY DEVELOPMENT FOR YOUTH TRANSITION

3 Practical Tools

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About this Toolkit

This toolkit features three practical tools designed to help organisations strengthen their internal systems and relationships to better support youth leaders as they grow into professional roles. It builds on Cycle 8 members' real-world efforts to improve mentorship, readiness, and continuity, from structured staff development to alumni support. These tools are designed to be used by any organisation looking to move from informal, ad-hoc practices to more intentional approaches that make youth transition smoother, more supported, and more sustainable.



"I believe youth leaders should be treated as integral parts of an organisation, not just bystanders. We need to provide space for them to learn and to comfortably report failures. Meaningful engagement implies that adolescents or youth leaders have a seat at the table."

- ALC 8 Member -

Acknowledgements

We extend our gratitude to cycle 8 members, namely: **Ampath, Copper Rose Zambia, Grassroot Soccer, Green Girls Platform, IPPF, Jhpiego, and The Pact**. Their candid reflections and collaborative action learning helped surface some of the most common gaps and the boldest ideas for supporting youth transitions. From mentorship frameworks to employment pathways and alumni networks, their work inspired the content of this toolkit.

Through their collective experience and learning, they identified significant areas for reflection, commitment, and recommendations. These have also been compiled into a valuable resource that is accessible on the [YIELD Hub website](#). Cycle 8 also builds on earlier conversations held during Cycle 4 on the same topic and connects with broader learning across the YIELD Hub.

Glossary

Youth Transition – The process of young people moving from youth participation roles into more stable, professional, and leadership positions.

Mentorship – A structured relationship where experienced individuals guide and support less experienced ones in their personal or professional development.

Leadership Pipeline – A pathway that supports youth to grow into decision-making or management roles.

Alumni Network – A community of former youth participants or staff who remain engaged through mentoring, events, or ongoing contribution.

What's Inside

TOOL 1

Readiness Radar – A self-assessment tool to evaluate your organisation's preparedness to support youth transitions.

TOOL 2

Mentor Map – A simple, adaptable guide to create internal mentorship frameworks for youth staff or volunteers.

TOOL 3

Alumni Connect Kit – Practical ideas and templates to build alumni networks that strengthen continuity and long-term impact.

How to use this toolkit



REFLECT

Use Tool 1: Readiness Radar to take stock of where your org currently stands. The results will help you prioritise what to work on first.



ADAPT

Each tool is flexible. Modify sections, skip parts that don't fit, or combine them with your existing approaches. Start small if needed.



PRACTICE

Choose a tool to trial over the next quarter. Focus on realistic actions that strengthen how you support youth transitions.



SUSTAIN

Capture what works, involve alumni where possible, and revisit the toolkit periodically to see where your organisation has grown.



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TOOL 1

READINESS RADAR

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Assess where your organisation stands

The **Readiness Radar** is a simple internal reflection tool to help your team assess how prepared your organisation is to support young people moving into professional roles. This is meant to be a conversation starter. Use it to uncover blind spots, name strengths, and identify the next area to work on.

When to use it?

When planning new roles
for youth staff or
volunteers

At the start of a new
project involving youth
contributors

During strategic
planning, internal
reviews, or team retreats

What it helps you reflect on?



Mentorship & Support Structures

Do you have systems in place that guide young people as they grow within the organisation?



Skills Development Opportunities

Are youth contributors building relevant technical, leadership, or soft skills through your work?



Internal Systems & Culture

Does your organisational setup (e.g., policies, meetings, feedback loops) support youth growth?



Leadership Pathways

Are there real opportunities for youth to grow into decision-making or influential roles?



"There are instances where our organisation becomes a part of a larger consortium alongside other partners. In this consortium, leaders from my organisation take on senior leadership roles, not just within our organisation, but across the entire consortium. This allows me to interact with senior leaders from other organisations."

- ALC 8 Member -

Radar Questions

Use the prompts below to guide your discussion. Answer as a team or reflect individually, then identify key priorities.

AREA	PROMPT	RATING (low - high)
Mentorship	Do young people in our organisation have access to regular, structured guidance or mentoring?	☆☆☆☆☆
Skills Development	Are there built-in opportunities for youth to develop new skills (beyond task delivery)?	☆☆☆☆☆
Leadership Pathways	Can youth contributors see and access a clear path to more senior or influential roles here?	☆☆☆☆☆
Internal Systems	Are our internal systems (e.g. HR, onboarding, evaluations) designed with youth in mind?	☆☆☆☆☆

Ratings Review



Early Stage (Mostly 1–2 ratings)

You're just beginning to explore how to support youth transitions — and that's okay. Your systems may still be informal or ad hoc, and you may be relying on a few individuals to drive youth engagement.

What can help:

- Start with small, visible changes — like setting up regular mentorship check-ins or mapping possible youth leadership roles.
- Use Tool 2 (Mentor Map) to introduce structure without overcomplicating things.

Ratings Review



Strengthening Stage (Mostly 4–5s)

You've already embedded some practices that support youth transitions. Youth have access to support, and you may already have examples of them stepping into leadership roles.

What can help:

- Focus on sustainability and spread: use Tool 3 (Alumni Connect Kit) to create ongoing links with past youth leaders.
- Share your experience with other organisations in the field.
- Consider how your systems could evolve to be more youth-centred at the strategic level.



Strengthening Stage (Mostly 4–5s)

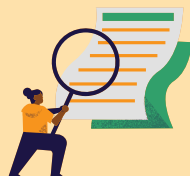
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- Share your experience with other organisations in the field.
- Consider how your systems could evolve to be more youth-centred at the strategic level.

✦ **Tip:** Don't aim for high scores in all areas right away. Instead, focus on one or two gaps that are relevant to your context and where you can make tangible progress.

Your Quick Action



Choose one area to improve over the next 3 months. Create a small action plan:

- What's one thing you could change or pilot?
- Who needs to be involved?
- How will you know if it's working?

TOOL 2

MENTOR MAP

Design a structured mentorship pathway

The **Mentor Map** is a simple framework to help organisations build or improve internal mentorship systems, especially between youth already in leadership roles and those transitioning in. It helps structure guidance and support in ways that are consistent, practical, and meaningful, even in resource-limited settings.

Mentorship doesn't need to be formal or hierarchical. In many youth-led and youth-serving spaces, peer mentorship and guided handovers are just as powerful.

Basic Mentorship Framework

STEP	ACTION	NOTES
1. Identify mentoring roles	Who has experience or insight to share? These could be youth currently in leadership, staff members, or even alumni.	You don't need a "perfect" mentor, look for availability and willingness.
2. Match intentionally	Pair mentors and mentees based on goals, interests, and communication style.	Let youth give input on who they'd feel comfortable learning from.
3. Agree on focus areas	Together, outline 2–3 areas they'll focus on (e.g. leadership confidence, grant writing, decision-making).	Keep it realistic and relevant to the mentee's current or upcoming role.
4. Set a rhythm	Decide on a regular check-in schedule (e.g. every 2 weeks for 3 months).	Use existing meeting time or quick chats to make it manageable.
5. Reflect and adapt	Create space to share feedback and adjust the process if needed.	Use a light-touch reflection form (see below) or informal chats.

When to use it?

When a youth leader is transitioning out or handing over a role

When onboarding youth into new responsibilities

When building a leadership pipeline for volunteers or interns

Sample Mentor-Mentee Check-in Prompts

1. What's one thing that went well for you this week?

2. What challenge are you navigating right now?

3. Is there a skill you'd like to focus on in the next month?

4. How supported do you feel in your current role?

Your Quick Action



Choose one upcoming leadership transition or new youth role in your organisation. Use this tool to map out a 3-month mentorship plan, even if informal, and review it together after the first month.

TOOL 3

ALUMNI CONNECT KIT

Stay connected with youth after they move on

This tool helps you design or strengthen an **alumni network** of youth who've previously worked, volunteered, or participated in your programmes. Whether they were coaches, facilitators, youth board members or interns, staying in touch can create ongoing value for your organisation and for them.

When to use it?

When youth complete a programme or transition out of a role

After a project or fellowship cycle ends

During leadership handovers or staff exits

Why this matters?

Youth often leave with valuable knowledge, skills, and connection to your work but without a system to maintain contact, their growth (and yours) is cut short. An alumni community can offer:

- Mentors for new youth members
- Speakers, facilitators, or consultants
- Advocates and ambassadors
- A sense of belonging, recognition, and growth

3 Steps to Set Up Your Alumni Network

1. Define Who's "Alumni"

Who are you trying to stay connected with? You might include:

- Past youth staff or volunteers
- Former programme participants or peer educators
- Graduated youth board or advisory group members

Start small. Even 5–10 people is enough to begin.

——— “ ” ———

“Our organisation is thinking about succession differently. We're documenting what triggers leadership change, how to spot potential successors, and how to track that process as older youth transition and pass on what they've learned.”

- ALC 8 Member -

2. Pick a Format That Fits Your Capacity

Not every network needs a Facebook group or formal platform. Start simple:

FORMAT	PURPOSE	EXAMPLE
Mailing list or WhatsApp group	Easy updates, opportunities, invitations	Quarterly check-ins or invites to events
Alumni register	Contact info, roles, and current status	Spreadsheet or shared doc
Mentor pool	Alumni support for new youth	Match mentors to current participants
Annual alumni chat or meetup	Informal reconnection	1-hour Zoom session to reconnect and share

3. Give Them a Reason to Stay Involved

Let them contribute and benefit, even if they've moved on:

- Invite them to co-design new programmes or give feedback
- Offer small paid opportunities (facilitation, blogs, design)
- Profile their growth on your website or social media
- Share relevant jobs, fellowships, or upskilling opportunities

Your Quick Action



Create a list of past youth leaders or contributors.

Pick one simple step to reconnect with them this month.

Next Steps

Congratulations on reaching the end of this resource!

Supporting youth to transition into leadership is about building systems that evolve, relationships that grow, and practices that reflect your values. We hope this toolkit has offered practical ways to start or strengthen those efforts. The work doesn't end here, but every small improvement helps create a more sustainable future for youth leadership in our field.



Taking action

Looking to take it further? Pair this toolkit with the **Capacity Development for Youth Transition Quiz** featured in the Cycle 4 resource. It provides a comprehensive framework to assess your organisation's current level and efforts towards youth transition and helps you identify next steps.

[Start Quiz](#)



Connect & Share

- Are you piloting mentorship? Creating alumni groups? Reshaping internal pathways for youth? We'd love to hear how this toolkit is helping you take action. **Tag us on social media, and include #LearningActivation to join the conversation.**
- Need tailored support on youth transition or internal development frameworks? **Send us an email, info@yieldhub.global**

We deeply acknowledge the contributions, leadership, and shared learning of all Cycle 8 members. This resource is rooted in your honesty, creativity, and commitment to building stronger systems with young people.

Contact Us

Want to learn more about this resource?



Contact us: **info@yieldhub.global** OR check out our website: **www.yieldhub.global/resources** for other useful resources.



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