



Capacity-Building

How to organise the SPACHE Capacity
Building workshop

PURPOSE OF THE WORKSHOP:

The SPACHE Capacity-Building workshop – part of the SPACHE Capacity-Building Framework is designed to contribute to expanding knowledge of policymakers and stakeholders in both the cultural heritage and sport/physical activity field on the potentialities of integrating cultural heritage and sport/physical activities and on the methodologies, methods and tools for achieving this potential, as outlined in the curriculum.

TARGET AUDIENCE:

It is determined by the host organisation whom to invite to participate. Participants could include policymakers, location managers, sport managers, tourists, locals and other stakeholders in both the cultural heritage and sport/physical activity field.

DESIRED OUTPUT:

The SPACHE Capacity-Building Framework will contribute to building stakeholders such as location managers, sport managers, Marketing organisations of municipalities, Tourists and Locals awareness of and knowledge on why and how to value cultural heritage in sport/physical activity and their capacities of putting it into practice.

WORKSHOP OBJECTIVES:

- To contribute to building stakeholders', location managers, sport managers, Marketing organisations of municipalities, Tourists and Locals awareness of and knowledge on why and how to value cultural heritage in sport/physical activity and their capacities of putting it into practice.
- To equip stakeholders with the necessary training to understand their own realities and means for conservation of cultural heritage and its leverage in the sport/physical activity area;
- To provide a space for training, knowledge and experience sharing and exchange of expertise in a learner-centric environment.
- To create tangible assets to be piloted during the project lifespan and implemented far beyond.
- To develop and train stakeholders to safeguard the project's legacy beyond the 2-year lifespan of SPACHE

PRELIMINARY PLANNING MEETING:

Convene a planning meeting between the workshop organising committee (OC) and the policymakers and relevant stakeholders in both the cultural heritage and sport/physical activity field well ahead of the potential Workshop, at least three months prior, to decide on the needs for the Workshop and to make necessary decisions for preparations. Before that meeting, the host will be requested to fill in a survey to inform the workshop OC about needs and expectations.

At that meeting:

1) Review the planning process and survey results.

The decision-makers of the host organisation should get an overview of the planning process and the workshop objectives. This understanding is essential so they can decide whether the Workshop will be helpful and make subsequent plans and decisions. It is also important that the host organisation commits to supporting the Workshop.

2) Agree on the date and location for the Workshop.

The organisers determine the suitable dates to host the Workshop and accessible locations to maximise participation (if held onsite).

3) Selecting facilitators

- The SPACHE team has gathered a pool of facilitators that are professionals in capacity-building, experts in Sport and Cultural Heritage, and experienced with working with Stakeholders and Policymakers,
- The Organising Committee will share the profile of facilitators with the host organisation.
- The Organising Committee and host will decide which facilitators will deliver the workshop.
- Facilitator will be trained on sport and cultural heritage, and a briefing will be held before the two-day workshop.

3.1) Selecting participants

- Participants should know one or more of the following: board operations; organisational development; training; service delivery for member associations; advocacy; cultural heritage; promotion of sport /physical activities; tangible or intangible cultural heritage; supervision and evaluation; costing and financing.
- Participants should be willing to share and implement what they learn after attending the Workshop.

4) Identify key issues/challenges that will need to be addressed in planning:

Awareness of challenges is important so that they will be addressed during the Workshop and participants can contribute to plans for solutions.

5) Identify documents needed:

The Organising Committee and host should list the relevant workshop documents (for example, list of the stakeholders involved, list of participants (in due time), questionnaire results, and presentations of modules). These documents will be gathered and used to prepare for the Workshop (as described in Preparations below). In addition, some will be made available for reference during the Workshop.

6) Identify sources of funding for the Workshop

Be sure who and how the Workshop will be funded, as expenses may be incurred in honorarium of the facilitators, meals, workshop material, equipment, and venue hire. The host organisation may set a participation fee and charge participants to help cover the workshop costs.

7) Appoint a team to complete the planning and organisation of the Workshop:

They will complete the items listed in the Preparations below.

GENERAL PREPARATIONS:

- **Invite participants:**
 - Participants should expect to attend the 2-day Workshop (e.g. 9:00 to 17:00 on both days) and work hard, actively contributing to discussions and planning. They should bring information to the Workshop about Sport for All, cultural heritage and physical activity (if not addressed yet, at least the results of the questionnaire).

- **Arrange for venue and equipment:**
 - If held online: The SPACHE Team will provide the technical connection.
 - If held onsite: Room set up in a plenary, U-shape, or a variety of round tables with seating for all participants and facilitators. Four group works: rooms or places with tables and chairs.
 - computer, preferably with a projector/beamer and speakers or other capabilities to show training videos.
 - USB flash drive with Workshop Files

Make arrangements for lunches and tea breaks. Ensure that lunch will be available on schedule and will not take longer than one hour.

- **Arrange for any official opening/closing session:**
 - These events should be brief (no more than 30 minutes). However, they are important to lend weight to the importance of the Workshop and its results and to encourage the participants to commit to the full Workshop.

- **Arrange for secretarial support** to manage administrative issues and support facilitators during the Workshop.
 - For the first day, prepare a list of all participants and facilitators based on template provided by the SPACHE Team, with identifying information, including job title and location, and mailing and email address.
 - All participants should proof this list.
 - The back office should prepare the final version and distribute copies to all.

- **Arrange to print or obtain materials for the participants and facilitators.**
 - This might include a copy of the General Programme for everyone and some materials from the four modules.

FACILITATOR BRIEFING AND TRAINING

FACILITATORS BRIEFING:

- 1) The Host and SPACHE Team shall identify a date for a facilitators' training and brief and alignment with the host team
- 2) Items of the briefing will include:
 - a. Welcome the facilitators to the briefing.
 - b. Explanation when the Workshop will occur and how many individuals will participate. Explanation that today is the facilitator's day to prepare to conduct the Workshop.
- 3) Give the facilitators an overview of **how the objectives will be achieved** in the Workshop.
- 4) **Review the workshop schedule** and facilitator guidelines for each day's activities.
 - a. Ask the facilitators to look at the schedule and the facilitator's guidelines.
 - b. Decide/explain who will do the presentations. These presentations are prepared already.

SPACHE CAPACITY BUILDING WORKSHOP CHECKLIST

When	What to do
Before the Workshop	Become familiar with the facilitators' Guide
	List the target group to be invited to the Workshop, and invite participants
	List and identify documents and materials needed for the Workshop.
	Identify the venue and equipment needed for the Workshop.
	Get the list of all participants with their contacts.
	Put in place safety measures.
A day before the Workshop	
	Arrange the Facilitators' briefing
	Ensure all presentations are ready and uploaded
	Make sure all facilitation material is ready for use.
	Make sure the venue is set up and has enough seating for participants and facilitators.
	Confirm if all participants are ready to attend and if there are no changes in the number of participants
During the Workshop	Make sure all meals are provided
	Make provision for eventualities.
	Have an officer on standby to attend to the needs of participants and facilitators
At the end of the Workshop	Collect evaluation forms
	Thank participants for attending and their participation
	Write a report

