



Capacity-Building Facilitators Guidelines



FACILITATOR GUIDELINES

The guide is designed for facilitators of SPACHE capacity building workshops, to prepare well for the delivery of the workshops. It is also designed to assist facilitators in leading course presentations and managing communication with host organisation and with participants. The guide includes details on instruction and specific information about presentation of the material and facilitation of exercises. Using the facilitators guidelines will help to deliver a successful workshop for the implementation of the SPACHE Capacity-Building Framework.

WHO CAN BE A SPACHE FACILITATOR?

The SPACHE Training is delivered by a team of two to three experts and facilitators that represent stakeholders in both the cultural heritage and sport/physical activity field that share and know the environment, realities, and challenges of the trainees. One should possess basic facilitation skills and motivation and be trained on delivering SPACHE Capacity Building modules. The choice of facilitators to deliver each training is made according to the priorities, objectives and contents identified.



Your Role as a Facilitator

The main goal as a facilitator will be to cultivate knowledge and insight from co-facilitators and participants by using different skills and tools to make facilitation interesting and to keep a group discussion interactive.

Qualities of a facilitator

- A facilitator should be motivated to deliver a SPACHE workshop successfully.
- A facilitator must be willing to facilitate a 2-day workshop.
- One should have presentation skills to deliver the workshop.
- One should be familiar with the workshop through having gone through training of trainers' workshop or having conducted it or participated in it before.
- A facilitator should be experienced in leading small groups through specific tasks and should be familiar with the curriculum and the presentations of the modules.
- The invited facilitator should have studied the curriculum documents shared and the presentations of the modules.

Motivation for facilitation

Facilitators should be motivated to deliver the workshop successfully. It could be because one is excited to help participants learn transferable skills, or because you enjoy sharing your own experience and/or expertise, you like to facilitate to challenge groups to think about new perspectives and ideas, and/or to deepen your own understanding of a topic. All these are important as they contribute to making the workshop interesting for participants.

Benefits of facilitating a SPACHE Workshop

Facilitating a SPACHE workshop has benefits including to help one to further develop presentation skills, moderate discussions, engage participants, address, and prepare for challenges, and learn teamwork through working with a co-facilitator(s). It also helps in improving one's strategies for keeping discussion on-track and inclusive.



GENERAL PREPARATIONS

- **Confirm your availability as a facilitator before the workshop.**
 - The Facilitator should have confirmed his or her availability a month before the workshop.

- **Schedule a full day before the workshop** for the facilitators' briefing.

- **Facilitators will need to become completely familiar with the curriculum,** the presentations of modules and the facilitators guidelines and agree on procedures, activities, and roles in the workshop.

- **Facilitator briefing and training of facilitators.**
 - Facilitators will be trained before they could facilitate a SPACHE workshop.
 - Facilitators will be provided with a copy of the curriculum and facilitator guidelines and all relevant documents before the facilitators briefing to study and prepare for the briefing and the workshop.
 - Each facilitator will also get workshop schedule which include training of trainer dates and facilitators' briefing dates.



Facilitating a SPACHE Workshop

Facilitators should.

- Encourage participation and give participants ample opportunity to express their views, share their knowledge and ask questions.
- Add information that highlights the points being made in the slide e.g., add examples from your own experience.
- Do your research on the topics you are facilitating.
- There may be a lot of questions for which you don't immediately know the answer, don't be afraid to admit what you don't know. Ask the co-facilitator or anyone in the group to assist or suggest that you'll do some research offline and get back to the group with the answer.
- Keep the atmosphere informal so that the participants are comfortable asking questions, participating in activities, and sharing their knowledge or concerns.
- Start on time and stay on track.
- Keep exercises within their time limits.
- End discussions when they cease to be productive.
- Lead participants away from digressions and tangents, and back to the lesson.

Set up Groups and Prepare Group work.

- Small group work is important as it provides for constructive discussions, reasoning and problem solving, and it also fosters interpersonal interaction and peer learning.
- Design Groups to incorporate different learning perspectives, experiences, knowledge, and skills
- Give the participants exercises they can work on as groups and allow time for feedback and sharing of their outcomes



Facilitators Notes

Facilitators need to read SPACHE curriculum and understand how the workshop is delivered. The following give a summary of how the workshop will be delivered.

- The workshop is presented in different modules.
- facilitators delivering the SPACHE Capacity-Building Framework covers a wide range of fields and areas of expertise related to Sport for All and cultural heritage, leverage cultural heritage, creating physical activities from cultural heritage, harnessing cultural heritage sites.
- and teaching methods are determined together with the host organisation during a reflection phase prior to
- the training (step 3), based on the interests, needs, knowledge, skills and experiences of the participants.

Workshop Content

As described in the curriculum, the content include;

- General presentation of the SPACHE project and Capacity-Building Framework Discuss the importance of building capacity in Sport, physical activity, and the Cultural heritages.
- Discuss the cultural heritage and sport/physical activity vision and mission,
- Discuss how Sport and cultural heritage aligns.
- Discuss what SPACHE Capacity-building framework could bring.
- Talk about Sport and Cultural heritage current position and activities.
- Define next steps.

Facilitators Checklist

When	What to do
A week before the workshop	Become familiar with the facilitators Guide
	Attend Facilitators training
	Familiarize yourself with facilitation material and presentation
	Communicate with participants and introduce yourself
	Get list of all participants with their contacts
	Check with the host of any special or learning needs from participants so that you plan for that
A day before the workshop	Attend the Facilitators' briefing
	Ensure all presentations are ready and uploaded
	Make sure all facilitation material is ready for use
	Make sure facilitators' room is set up
	Confirm if all participants are ready to attend and no changes in number of participants
During the Workshop	Make sure all participants have the right seats
	Make sure all participants have the right facilitation material
	Make sure the room's air conditioning is good for all
At the end of the Workshop	At the end, give them evaluation sheet for feedback
	Thank participants for attending and their participation
	Write facilitators' report