

**SPAR**

Develop curricula and training programmes for  
culture volunteers in sparsely populated areas



**Erasmus+**



**Pilot courses for managers and volunteers**

**2 October - 7 October 2017,  
Lousada, Portugal**

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# 1. The frame

## Course titles

The titles are respectively for

Course A: "Course for culture managers"

Course B: "Course for culture volunteers"

## Time and place

The courses take place from Monday, 2 October, 9 am to Friday 6 October 12 pm in Lousada.

## Part of an ERASMUS+ Multilateral Project

The two courses are part of the Erasmus+ Multilateral Project carried out in September 2016 – August 2018, entitled "**Curricula for culture volunteers and managers in sparsely populated areas**".

The courses are as part the Erasmus+ project planned as pilot courses, meaning their aim is to strengthen the competences of culture volunteers in sparsely populated areas to provide available and involving arts and culture opportunities for the local communities with an added value for civic participation, community bonding and local identity, targeting the wider European sector of voluntary arts and culture associations.

For more information about the project, see the project website - [www.sparproject.eu/](http://www.sparproject.eu/)

## Course type

Both courses are planned as pilot types of residential 5-days in-service training courses.

The courses are arranged parallel to gain benefits from shared experiences between the group of managers and volunteers. The two groups of participants will thereby share some common lectures, plenum meetings, the one-day excursion, and joint social and cultural activities.

## 2. Target Audience

### The Target Groups

The target groups for

- Course A - are managers in amateur art and voluntary cultural associations working on a part-time or full-time basis, paid or voluntary, including directors, coordinators, consultants, counsellors, and other management staff.
- Course B - are volunteers providing culture guide services on a part time basis, as volunteers referring to the involved associations of voluntary arts and culture.

### Languages used

The working language is English, and the course materials will be provided in English.

Participants are expected to have good communicative skills in English.

### Number of participants

The project partners from each participating country can enrol 4 trainees, plus 1 trainer to course A and 4 trainees, plus 1 trainer to course B. The total number of participants per course will be 25.

## 3. Organisers

### Course providers

The courses are provided by the project consortium that includes six partners from five European countries: Denmark, Slovenia, Holland, Hungary, and United Kingdom.

- Voluntary Arts (UK) -see [www.voluntaryarts.org](http://www.voluntaryarts.org)
- National Association of Cultural Councils (DK) - see [www.kulturellesamraad.dk](http://www.kulturellesamraad.dk)
- Interfolk, Institute for Civil Society (DK) - coordinator - see [www.interfolk.dk](http://www.interfolk.dk)
- Hungarian Folk High School Society (HU) - see [www.nepfoiskola.hu](http://www.nepfoiskola.hu)
- Foundation of Alternative Educational Initiatives (PL) - see [www.fundacjaie.eu](http://www.fundacjaie.eu)
- Municipality of Lousada, (PT) - see <http://www.cm-lousada.pt>

### Course leaders

The course leader group consists of one project leader from each of the six involved organisations:

- Laraine Winning, Coordinator, VA;
- Hans Jørgen Vodsgaard, Head of institute, Interfolk;
- Bente Schindel, Secretary General, the National Association of Cultural Councils;
- Janos Sz. Toth. President, MNT;
- Agnieszka Dadak, president, Foundation of Alternative Educational Initiatives;
- Artur Pinto, Superior technician, Municipality of Lousada

### Course teams:

#### Course team A – managers:

Artur Pinto (PT), Agnieszka Dadak (PL), József Fekete (HU), Bente von Schindel (DK) and Laraine Winning (UK).

#### Course team B – volunteers:

Manuel Nunes (PT), Rafał Dadak (PL), János Szigeti Tóth (HU), Hans Jørgen Vodsgaard (DK) and Lindsey Jackson (UK).

## 4. Key features

### Aim and objectives

The overall aim is to strengthen the competences of culture volunteers in sparsely populated areas to provide available and involving arts and culture opportunities for the local communities with an added value for civic participation, community bonding and local identity, targeting the wider European sector of voluntary arts and culture associations.

The objectives are

- Recognise and validate their prior learning and articulate their competence profile and its relevance for working as culture volunteer.
- Understand and explain the possibilities of arts and culture to help to revive villages and remote areas.
- Plan culture projects that take into account the cultural and historical background and the historical continuity of the area
- Engage local stakeholders from the culture and educational institutions as well as the municipality and private business communities.
- Apply the needed team-leading skills to initiate, implement and complete cross-cultural activities with an added value for civic participation and community bonding.
- Promote and communicate the new culture activities to different audience groups and use a variety of dissemination channels in the local communities.
- Provide financial management of culture projects including efficient fund-raising to support the local activities.
- Assess and transfer the learning into own future tasks as culture volunteers.

### Methodology

The course will be based on participatory and activity-based methods, and the intercultural learning about each other at the professional and the personal level will be a cross-curricular topic.

The course will focus on knowledge exchange and shared experiences. There will be a blend of lectures, trainers' presentations, plenum discussions, workshops, small group work, and individual learning. Short presentations on the topic prepared by participants themselves will be part of the course.

Sites visits to cultural activities in Lousada and other parts of Portugal will help the participants to experience "best practice" within the areas of focus.

### Preparation

The participants will be invited to prepare a short presentation of best examples from their local culture guide activities.

### Follow-up

The participants will complete an evaluation questionnaire at the end of the course about the hopes realized, the setting for the course, the programme of the course, the contents transferred etc.

After the course the participants will receive a summary of the training course content, activities and results including a summary of the course evaluation.

### Certificate of Attendance

Participants will get a Certificate of Attendance stating the frame, content, method and the working hours of the course.

## 5. The day-to-day programme

Time	Course A for managers	Course B for volunteers
<b>Monday, 2<sup>nd</sup> Oct</b>	<b>Day 1: presentations – general introductions</b>	
07:00 – 08:45	Breakfast at Lousada Country Hotel	
09:00 – 09:45	<b>Room 1:</b> <b>Plenum - Welcome and presentation</b> of programme, participants and trainers Moderator: Artur or Manuel	
09:45 – 10:15	<b>Introduction to speed dating</b> by Bente von Schindel Room 1 for group A: Room 2 for group B:	
11:15 – 11.30	Coffee break	
11:30 – 12:30	<b>How arts and culture can help to revive remote areas</b> Presentation and moderation by Artur Pinto	
12:30 - 13:30	<b>Lunch at Restaurant Brasão</b>	
13:30 – 14:15	<b>Culture events in sparsely populated areas with added values</b> Presentation and moderation by Hans Jørgen Vodsgaard	
14:15 – 15:05	<b>Room 1:</b> <b>Presentations of good practise examples</b> by participants (one from each country): 5 x 10 min. Moderator: Bente von Schindel	<b>Room 2:</b> <b>Presentations of good practise examples</b> by participants (one from each country): 5 x 10 min. Moderator: Hans Jørgen Vodsgaard
15:05 – 15:15	Coffee break	
15:15 – 16:00	<b>Room 1: Group work for managers</b> Three workshops on key issues* : 1. Moderator: Agnieszka Dadak 2. Moderator: Sándor Striker 3. Moderator: Bente von Schindel  * Hans will prepare a common guide with possible key questions to discuss	<b>Room 2: Group work for volunteers</b> Three workshops on key issues* : 1. Moderator: Rafał Dadak 2. Moderator: János Szigeti Tóth 3. Moderator: Lindsey Jackson  * Hans will prepare a common guide with possible key questions to discuss
16:00 - 19:00	Social-cultural activity: Casa Museu de Vilar	
19:00 - 20:00	<b>Dinner at Restaurant Brasão</b>	
20:00 - 21:00	Social-cultural activity: Performance of RanchoFolclórico de Romariz ?	

Time	Course A for managers	Course B for volunteers
<b>Tuesday, 3<sup>rd</sup> Oct</b>	<b>Day 2: key issues of good practise</b>	
07:00 – 08:45	Breakfast at Lousada Country Hotel	
09:00 – 09:40	<b>Room 1:</b> <b>Good practices in strengthening local identity</b> Presentation and moderation by János Szigeti Tóth	
09:40 – 10:30	<b>Room 1:</b> <b>Good practices in strengthening the supportive attitude of local governments and authorities</b> Presentation and moderation by Sándor Striker, Budapest University	
10:30 – 10:45	Coffee break	
10:45 – 12:30	<b>Room 2:</b> <b>Introduction and workshops regarding</b> <b>Good practices and standards in cooperation and support to culture volunteers *</b> By Agnieszka Dadak and Rafał Dadak <ol style="list-style-type: none"> <li>1. Introduction to workshops</li> <li>2. Workshops/group work               <ul style="list-style-type: none"> <li>Group 1. Culture managers – room 1</li> <li>Group 2. Culture volunteers – room 2</li> </ul> </li> <li>3. Plenary - presentation of the group work</li> </ol> * Agnieszka Dadak and Rafał Dadak will prepare the Guide with key questions	
12:30 - 13:30	Lunch at Restaurant Brasão	
13:30 – 14:30	<b>Room 2:</b> <b>Presentations regarding</b> <b>Good practices and standards in cooperation and support to culture volunteers</b> By Agnieszka Dadak and Rafał Dadak	
14.30 – 14:45	Coffee break	
14:45 – 15:30	<b>Room 2:</b> <b>Profiles of the sector of amateur arts, voluntary culture and heritage, including historical background</b> Presentation and moderation by Bente von Schindel	
15:30 – 16:00	Free time	
16:00 – 17:30	Social-cultural activity: Romanesque route	
17:30 - 20:00	Free time	
20:00 - 21:00	<b>Dinner at Restaurant Brasão</b>	
21:00 - 22:00	Free time	

Time	Course for managers	Course for volunteers
<b>Wednesday, 4<sup>th</sup> Oct</b>	<b>Day 3: Study Visit/Cultural Excursion</b>	
07:00 – 09:45	Breakfast at Lousada Country Hotel	
10:00 – 11:30	Departure (Lousada Country Hotel)	
10:30 – 11:30	Visit Conservatório de Música do Vale do Sousa	
11.30 - 12.30	Visit Jangada-Teatro	
12:30 - 13:30	Lunch at Restaurant Brasão	
13.30	Departure to Porto	
14.30 - 15.30	Cultural visit in Porto city	
15.30 - 17.00	Visit Casa da Música	
17.00	Returning to Lousada	
18:00 - 19:00	Free time	
19:00 - 20:00	<b>Dinner at Restaurant Brasão</b>	
20:00 - 22:00	Free time	



Time	Course A for managers	Course B for volunteers
<b>Thursday, 5<sup>th</sup> Oct.</b>	<b>Day 4: Key issue continued and prior learning</b>	
07:00 – 08:45	Breakfast at Lousada Country Hotel	
09:00 – 09:40	Room 1: <b>Management skills to coordinate cross-cultural activities</b> Presentation and moderation by Agnieszka Dadak	
09:40 – 10:30	Room 1: <b>Communication and marketing skills</b> Presentation and moderation by József Fekete - Hungarian Folk High School Society	
10:30 – 10.45	Coffee break	
10:45 – 11:25	Room 1: <b>Good practices in engaging local stakeholders</b> Presentation and moderation by Bente von Schindel	
11.25 – 12:00	<b>Good practise in management, communication and contact to local stakeholders</b> Small group work /peer-to-peer sessions * for both group A and group B: Introduction in Room 1 by Agnieszka Dadak * Agnieszka will prepare the guide with questions	
12:00 - 13:00	Lunch at Restaurant Brasão	
13:00 – 13:45	Room 1: <b>Document and validate activities of culture organisations</b> Presentation and moderation by János Szigeti Tóth	
13:45 – 14.30	Room 1: <b>Recognition of Prior Learning</b> Introduction and moderation by Laraine Winning -	
14:30 – 14:45	Coffee break	
14:45 – 15:30	<b>Clarify own prior learning and competence profile</b> Group / peer-to-peer sessions for managers * Moderator: Laraine Winning * Laraine will prepare Guide with questions	<b>Clarify own prior learning and competence profile</b> Group / peer-to-peer sessions for volunteers * Moderator: Lindsey Jackson * Laraine will prepare Guide with questions
15:30 – 16:15	<b>Validate own prior learning / assess own competence profile</b> • fill-in questionnaire online * Laraine prepares the questionnaire	<b>Validate own prior learning / assess own competence profile</b> • fill-in questionnaire online * Laraine prepares the questionnaire
16:15 – 20:00	Free time	
20:00 -	<b>Farewell Dinner at Restaurant Brasão and social time</b>	

Time	Course A for managers	Course B for volunteers
<b>Friday, 6<sup>th</sup> Oct</b>	<b>Day 5: Transfer learning, evaluation, certificate and farewell</b>	
07:00 – 08:45	Breakfast at Lousada Country Hotel	
09:00 – 09:25	Room 1: <b>Transfer learning outcome into own tasks as culture managers and volunteers</b> Introduction to workshops by Hans Jørgen Vodsgaard	
09:30 – 10:30	<b>Compile ideas for transfer of learning to own situation</b> Workshops / five mixed groups of managers and volunteers ; Group 1-3 in Room 1; Group 4-5 in Room 2.  Group 1 – Moderator: Bente / Reporter: Hans Group 2 – Moderator: Artur / Reporter: Manuel Group 3 – Moderator: Laraine / Reporter: Lindsey Group 4 – Moderator: Rafal / Reporter: Agnieszka Group 5 – Moderator: Janos / Reporter: József	
10:30 – 10.45	Coffee break	
10:45 - 11:15	Room 1: <b>Evaluation by course leaders and participants</b> Moderator: Laraine	
11:15 – 11:45	Room 1: <b>Plenary Ceremony with Course Certificate of attendance *</b> Each country team transfer Certificate to own participants  Moderator: Artur Pinto	
11:45 – 12:00	Room 1: <b>Official farewell</b>	
12:00 - 13:00	Farewell lunch at Restaurant Brasão	

## 6. Practical information

### Course venue & ICT facilities

Biblioteca Municipal de Lousada – Municipality of Lousada

<http://www.cm-lousada.pt/pt/biblioteca-municipal>

wireless access

### Accommodation and meals

Lousada country Hotel, <http://www.lousadacountryhotel.pt/>

Restaurante Braço, <http://www.cm-lousada.pt/pt/restaurante-braza0-1404731173>

### Excursion & cultural feature

Lousada:

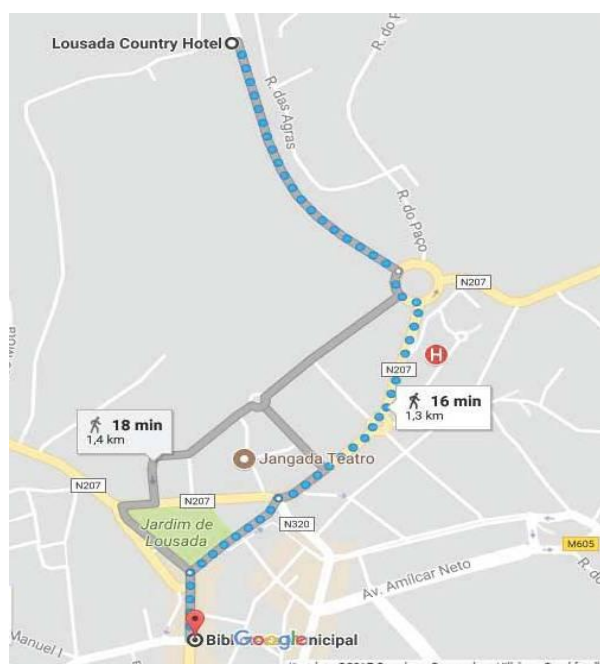
<http://www.cm-lousada.pt/pt/descobrir>

Porto:

<http://www.visitporto.travel/Visitar/Paginas/default.aspx>

### Local travel

the distance between the hotel and course venue is approx 1,4 km and it takes 16 min. to walk.



You can also use a taxi. The number is: +351 919940369

Cost: 3.25€ during the day; 3.90€ after 9:00 pm

### Travel to Lousada

The best way to travel from Porto Airport to Lousada is to take a taxi because the connections by public transports are quite challenging. The price of the taxi is around 50,00€. It's will be better to establish the price with the taxi driver before you take the taxi. You can find several taxis in front of the exit doors of the airport.

However, if you prefer to take a bus, you can find below the explanation on how to do it:

Porto airport - Take the Subway (violet line). Step out the subway in "Trindade Station". Take the bus "Auto Viação Pacence" in "Trindade Street". Step out the bus in Lousada.

## 7. Course fee, enrolment and contact

### No course fee

The pilot courses are free, because they are part of the work programme of the ERASMUS+ multilateral project.

The accommodation at Lousada Country Hotel in Lousada, all the meals, the excursions and the course programme are covered of the EU grant.

### Enrolment procedure

Each organisation that participates in this Erasmus+ project will disseminate the pilot course in their organisation or network and select participants, latest 4 weeks before course start.

Each organisation then reports the name and e-mail address of their participants to the course managers, who will send the course material to the participants at least 3 weeks before the start of the course.

### Further information - contact

You are always welcome to contact the course leader from your organisation for further information or advice regarding your possible participation in this pilot Course:

- United Kingdom: Laraine Winning, VA \* [larainew@hotmail.co.uk](mailto:larainew@hotmail.co.uk) \* (+44) 773 969 0762
- Denmark: Bente von Schindel, KSD \* [bs@kulturellesamraad.dk](mailto:bs@kulturellesamraad.dk) \* (+45) 29 64 70 40
- Denmark: Hans Jørgen Vodsgaard, IF \* [hjv@interfolk.dk](mailto:hjv@interfolk.dk) \* (+45) 51 300 320
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