

## TRAINING MODULE DESCRIPTION

### National Pilot courses (WP06)

### Culture Managers

Course module description 1. Topic assigned at the 2<sup>nd</sup> meeting in Copenhagen

Course title	<i>Survival-kit for the culture managers.</i>
Target group of the course (+possible prior requirements towards learners)	Culture Managers  Prior requirement: at least 1 year of experience in managing culture-sector organization or at least 1 cultural event managed.
Title of the course module	How to provide appropriate guidance and delivery of support to the engaged culture volunteers.
Duration of the course module (1 training hour = 45 min)	3 training hours, in a frame of 2-day long non-residential course
Number of course participants (trainees)	10 - 20
Goal(s) of the module (learning objective(s))	Increasing the level knowledge and skills on how to provide appropriate guidance and delivery of support to the engaged culture volunteers.
Merits content of the module (subjects/topics)	<ol style="list-style-type: none"> <li>1. Knowledge and skills on how to present and agree on possible tasks, rights and duties of the volunteer;</li> <li>2. Knowledge and skills of clearly presenting the benefits from cooperation to the volunteer;</li> <li>3. Knowledge and skills of assessing the competence profile of desired/newly recruited volunteer(s);</li> <li>4. Knowledge and skills of designing and developing introductory/initial training programmes for the newly recruited volunteers;</li> <li>5. Knowledge and skills of how to motivate volunteer(s);</li> <li>6. Knowledge of the mentor role and skills of how to serve as a mentor for the volunteer(s).</li> </ol>
Working (teaching) methods proposed	<p>Mini-presentations + group work &amp; group discussion.</p> <p>Sharing experiences concerning guidance/support the managers used to receive</p>

	as volunteers (if any...). What could be recommended? What should be avoided?
Learning outcomes	<p>On completion of the module, the culture volunteers/managers will be able to:</p> <ol style="list-style-type: none"> <li>1. Present, in a clear manner, possible tasks, rights and duties to a volunteer;</li> <li>2. Name benefits from cooperation to a volunteer;</li> <li>3. Apply assessment of a competence profile of a desired/newly recruited volunteer;</li> <li>4. Propose a rough content of an introductory/initial training programme for the newly recruited volunteers, fitted to the needs of a specific organization;</li> <li>5. Name the methods of motivating, supporting and mentoring a volunteer.</li> </ol>
Measure of the learning outcomes(s) (+ templates of the assesment form)	Pre-test/post-test measuring knowledge increase in the subject.
Evaluation methods proposed (+ templates of the evaluation form)	<p>Evaluation criteria:</p> <ul style="list-style-type: none"> <li>- Participation in at least 80% of the course activities.</li> <li>- Increase of knowledge visible in the pre-test/post-test results: increase of at least 3 points on a 10-points scale.</li> </ul> <p>Evaluation methods:</p> <ul style="list-style-type: none"> <li>- Attendance list</li> <li>- Pre-test/post-test (measuring knowledge increase).</li> </ul> <p>Course participants, who complete at least 80% of the course, will receive course certificate</p>
Profile of the trainer(s)	At least 3 years of experience at managing an organization and at least 3 years of experience in managing projects in the field of culture, including experience in mentoring volunteers.
Course materials for the trainer proposed	<p>Publications/materials concerning mentoring and motivating;</p> <p>Useful publication: Recent research report „Festyny, dni miasta, jarmarki czyli współczesne święta polskie. Perspektywa organizatorów i uczestników” (<i>“Feasts, city days, fairs as the contemporary Polish celebrations. The organisers and the users perspectives”</i>) issued by the Klon/Jawor Association (2017) [available only in Polish]</p>
Course materials for the course participants (trainees) proposed	To be proposed by the trainers.

## Course module description 2. Extra topic 1 chosen by a Partner on the basis of national survey.

Course title	<i>Survival-kit for the culture managers.</i>
Target group of the course (+possible prior requirements towards learners)	Culture Managers Prior requirement: at least 1 year of experience in managing culture-sector organization or at least 1 cultural event managed
Title of the course module	Good practices and standards in cooperation with volunteers.
Duration of the course module (1 training hour = 45 min)	2 training hours, in a frame of 2-day long non-residential course
Number of course participants (trainees)	12 - 20
Goal(s) of the module (learning objective(s))	Increased awareness concerning the good practices at cooperating with volunteers.
Merits content of the module (subjects/topics)	<ol style="list-style-type: none"> <li>1. Knowledge of the role the volunteer may have in a culture sector organization, including the volunteer's rights, duties and potential benefits of being a volunteer;</li> <li>2. Knowledge of the role of the receiving organization: rights, duties and benefits of cooperating with volunteers;</li> <li>3. Knowledge of the legal aspects of cooperation with volunteers;</li> <li>4. Knowledge of the good practices and standards of cooperating with volunteers: Agreement of Cooperation, final certificate/recommendations etc.;</li> </ol>
Working (teaching) methods proposed	<p>Presentation + group discussion.</p> <p>Sharing experiences concerning being a volunteer. What could be recommended? What should be avoided?</p>
Learning outcomes	<p>On completion of the module, the culture volunteers/managers will be able to:</p> <ol style="list-style-type: none"> <li>1. Name the role the volunteer may have in a culture sector organization, including the volunteer's rights, duties and potential benefits of being a volunteer</li> <li>2. Name the role of the receiving organization: rights, duties and benefits of cooperating with volunteers</li> <li>3. Name and find the legal documents regulating cooperation organization – volunteer.</li> <li>4. Name some good practices and standards of cooperating with volunteers. Find the templates for the relevant documents.</li> </ol>

Measure of the learning outcomes(s) (+ templates of the assesment form)	Pre-test/post-test measuring knowledge increase in the subject.
Evaluation methods proposed (+ templates of the evaluation form)	<p>Evaluation criterium: - Increase of knowledge visible in the pre-test/post-test results: increase of at least 3 points on a 10-points scale.</p> <p>Evaluation method: Pre-test/post-test.</p> <p>Course participants, who complete at least 80% of the course, will receive course certificate</p>
Profile of the trainer(s)	Background in law/administration; practical knowledge of legal/administrative issues concerning working in the 3 <sup>rd</sup> (NGO) sector; at least 5 trainings concerning legal and administrative issues of working in the 3 <sup>rd</sup> sector delivered.
Course materials for the trainer proposed	Extracts from the relevant laws/regulations concerning cooperation between a receiving organization from the NGO sector and a volunteer, including the Law on Public Benefit and Volunteerism Act.
Course materials for the course participants (trainees) proposed	The Law on Public Benefit and Volunteerism Act.

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