



Culture guide pilot courses for facilitators and volunteers 7 June - 12 June 2015 in Ljubljana, Slovenia

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1. The frame

Course titles

The titles are respectively for

Course A: "Provide culture guide activities - for management staff in voluntary arts and culture"

Course B: "Provide culture guide activities - for volunteers in voluntary arts and culture"

Time and place

The courses take place from Sunday, 7 June, 4 pm to Friday 12 June 2015, 2 pm in Nova Gorica.

Part of a Grundtvig Multilateral Project

The two courses are part of the Grundtvig Multilateral Project carried out in Oct 2013 – Dec 2015, entitled "GUIDE – Culture guides for marginalised social groups".

The courses are as part the Grundtvig project planned as pilot courses, meaning their aim is to develop and test appropriate forms of future cross border culture guide training courses, targeting the wider European sector of voluntary arts and culture associations.

For more information about the project, see the project website - www.cultureguides.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 management staff 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 learning facilitators 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. However, most participants are not native speakers of English and do not use complicated language.

Number of participants

The project partners from each participating country can enrol 2 learning facilitators to course A and 3 volunteers to Course B. The total number of participants will be 25.

Furthermore at least 6 course leaders from the involved 6 project organisations take parts in the courses.

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.

National Association of Cultural Councils (DK) - administrator - see www.kulturellesamraad.dk

Interfolk, Institute for Civil Society (DK) - coordinator - see www.interfolk.dk

LKCA - National Centre of Expertise of Cultural Education and Amateur Arts (NL) - see www.lkca.nl

JSKD - Republic of Slovenia Public Fund for Cultural Activities (SI) - see www.jskd.si

MNT - Hungarian Folk High School Society (HU) - see www.nepfoiskola.hu

VA - Voluntary Arts (UK) - see www.voluntaryarts.org

Course leaders

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

Bente Schindel, Secretary General, the National Association of Cultural Councils

Hans Noijens, adviser, LKCA

Janos Sz. Toth, President, MNT;

Daniel Carpenter, Link Coordinator, VA;

Marjeta Turk, Assistant Director for General Affairs, JSKD

Hans Jørgen Vodsgaard, Head of institute, Interfolk (part time, both courses)

4. Key features

Aim and objectives

The overall aim is to promote the competences of facilitators and volunteers in amateur art and voluntary culture associations to provide culture guide services for social marginalised groups.

The objectives are

- 1) To introduce the project work with new culture guide activities.
- 2) To present main steps and key approaches to establish and facilitate culture guide activities:
 - a) Prepare the local culture guide strategy.
 - b) Establish local project teams, find culture guide volunteers, and involve the stakeholder network (providers of culture, contact channels to end-users and local decisions-makers).
 - c) Provide training courses for new culture guide volunteers.
 - d) Support the new culture guide services for social marginalised.
 - e) Provide supportive activities of evaluation and dissemination.
- 3) To present and exchange experiences of Best Practise as facilitators as well as volunteers.
- 4) To use multilateral workshops to plan new local culture guide activities and approaches.

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 Ljubljana and other parts of Slovenia will help the participants to experience "best practice" within the areas of focus.

Course papers

The participants will latest 3 weeks before the course receive the course papers, where the main course materials will be the Project Handbook on culture guide activities, published in May 2015.

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.

We will also encourage the participants to join new culture guide networks and participate in further transnational cooperation.

Certificate of Attendance

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

5. The programme

Sunday, 7 June / day 1: Welcome and presentations

- 14:00 - 15:45 Arrival and accommodation at Hotel Sabotin
- 16:00 - 16:30 **Plenum - Welcome and presentation** of programme, participants and trainers
By Marjeta Turk
- 16:30 - 17:00 **Plenum - Presentation** of the culture guide idea and the objectives, methodologies, and content of the two parallel courses
By Hans Jørgen Vodsgaard
- 17:00 - 17:15 **Plenum - Practical information** and outlines of cultural visits and one-day excursion
By Marjeta Turk / Maja Jerman Bratec
- 17:15 - 17:45 Coffee break
- 17:45 - 18:45 **Presentation** of participants, organisation, position and local culture guide pilot activities - By the participants
Moderation: Hans Noijens
- 18:45 - 19:30 Free time
- 19:30 - 21:00 Dinner at the Hotel Sabotin

Monday, 8 June / day 2: Present and exchange experiences of Best Practise

- 07:30 - 08:45 Breakfast /at the Hotel Sabotin
- 09:00 - 10:00 **INTRODUCTIONS of the pilot work** with focus on main steps and approaches
Location: Culture center ZKD (The Associations of Cultural Societies Nova Gorica)
Introductions by the partnership circle
 - 09.40 by VAN (UK),
 - 09.50 by MNT(HU)
 - 10.00 by JSKD (SI)
 - 10.10 by LKCA (NL)
 - 10.20 by KSD (DK)
 Moderation by Janos Toth
- 10.00 -10.30 **INTRODUCTION OF THE HANDBOOK / by VA**
- 10:30 - 11:00 Morning coffee break
- 11:00 - 11:10 **Plenum** - Introduction to group work Monday
Moderator: Hans Jørgen Vodsgaard
- 11:10 - 12:10 **1st group session:** Presentation of Culture Guides Activity/project – 5 project/ activities per working group
3 groups of approx. 10 participants (5 pairs: 1 facilitator and 1 volunteer from a certain culture guide project/activity) and 1 moderator.
Issues: (initial plan, establish project teams, involve stakeholder network, recruit culture guide volunteers, provide training courses, promote the initiate, support to culture guide volunteers and other stakeholders, guidance on follow-up, help with evaluation, dissemination and promotion)
- 12:30 - 13:30 Lunch at Restaurant Pecivo

- 13:45 - 15:00 **Continuing of 1st group session:** Presentation of Culture Guides Activity/project and Guidelines to implement culture guide activities
3 groups of approx. 10 participants (5 pairs: 1 facilitator and 1 volunteer from a certain culture guide project/activity) and 1 moderator.
- 15:30 - 16:00 Reception by the Mayor of Nova Gorica
- 16:30 - 17:00 **Plenum** - present the results and common goals /differences of Cultural Guides Projects/Activities and advices and guidelines from group sessions
Moderation by Urška Bittner Pipan
- 18:00 - 19:30 **Visit** of the museum Kromberk
- 19:30 - 21:00 Dinner at the Hotel Sabotin
- 21:00 - Free time / social gathering /

Tuesday, 9 June / day 3: Main steps and key approaches

- 07:30 - 08:45 Breakfast / at the Hotel Sabotin
- 09:00 - 10:00 **Plenary session**
Location: Culture center ZKD (The Associations of Cultural Societies Nova Gorica)

Presentation of the culture Guide initiative in Copenhagen and its latest development by Bente von Schindel, National association of Cultural Councils in Denmark

Presentation of the contribution of local radio to Culture Guides projects
By Helen Jones from BBC Radio Merseyside
- 10:00 - 10:30 Morning coffee break
- 10:30 - 12:30 **Plenum for both groups** - Presentation of best pilot activities with focus on
1) initial planning and establishment of local project teams,
2) involvement of the stakeholder network,
3) local guide courses,
4) completion of guide services, and sustainable embedding in voluntary associations
Presentations by the partnership circle
10.30 by VAN (UK)
10.50 by JSKD (SI)
Short break
11.20 by MNT (HU)
11.40. by LKCA (NL)
12.00 by KSD (DK)
12.20 Summary
Moderation by Daniel Carpenter
- 12:30 - 13:15 Lunch at Restaurant PECIVO
- 14:00 - 16:00 **Plenary session – Yes we can! - The art of approaching the decision makers**
by Igor Medjugorac, director of counselling agency Rdeči oblak
- 18:00 - 19:00 Dinner at the restaurant Vrtnica
- 20:00 - 22:00 Cultural event - concert / SNG Nova Gorica
- 22:00 - Free time / social gathering

Wednesday, 10 June / Day 4: One-day cultural excursion to Ljubljana

The excursion includes coffee breaks, lunch, dinner and cultural visits, organised by JSKD

8.30	Departure (Nova Gorica)
10.00 - 10.30	Arrival to Ljubljana (Ljubljana railway station: James Joyce & Rudolf Maister)
10.30 - 11.00	The Autonomous Cultural Centre Metelkova mesto
11.00 - 12.30	Slovene Ethnographic Museum
12.30 - 13.30	Prešernov trg square, Triple Bridge, Central market, Embankment of Ljubljanica river
13.30 - 15.00	Lunch at Gostilna Šestica (the oldest restaurant in Ljubljana Est. 1776)
15.00 - 17.00	Free time
17.00 - 18.30	City museum of Ljubljana
18.30 - 19.00	Ljubljana castle (by Funicular railway)
19.00 - 21.30	Dinner at Gostilna na gradu /Restaurant at the Castle
21.30 -	Departure from Ljubljana

Organiser of the excursion: Jan Pirnat, JSKD

Thursday, 11 June / day 5: Embed and develop sustainable activities

07:30 - 08:45	Breakfast /at the Hotel Sabotin
09:00 - 10:30	Workshops A and B: Workshop group A (facilitators): Public relations ¹ by Maja Rečnik, PR counsellor / Location: Culture center ZKD (The Associations of Cultural Societies Nova Gorica) Workshops group B (volunteers): Preparing the group for an cultural event - Drama in education method ² by Iva Milley, drama teacher/ Location: Culture center ZKD (The Associations of Cultural Societies Nova Gorica)
10:30 - 11:00	Coffee break
11:00 - 12:30	Workshops A and B continue
12:30 - 13:15	Lunch at Restaurant PECIVO

¹ (The workshop Public Relations is intended to give practical skills to the organizers, group leaders and other providers. At the outset, will present the options and design techniques press releases, which are intended for different audiences. At the workshop, participants will learn practical communication techniques, the method of identifying target audiences, specifically to create a demonstration project portfolio, which will be used in the continuation of the project either for wider publicity or media, for presentation to potential funders and decision makers, for presentation to users, etc in order to achieve sustainability of the project)

² Drama in Education (DIE) is a method that aims to encourage participation in projects that act as a medium of learning or as a vehicle of social change. It uses the art form of drama as an educational pedagogy for students of all ages. It incorporates elements of an actor's training to facilitate the students' physical, social, emotional and cognitive development. It is a multisensory mode of learning designed to:

- increase awareness of self (mind, body, and voice) and others (collaboration and empathy);
- improve clarity and creativity in communication of verbal and nonverbal ideas;
- deepen understanding of human behaviour, motivation, diversity, culture, and history.

Through DIE method participants actively experience a certain topic. They get more involved and therefore more interested do participate in the cultural event. It could be used as a method of preparation a group of "culturally inactivated persons" for a cultural event. Volunteers will learn how to prepare and execute a DIE workshop).

- 13:30 - 14:15 Plenum for both groups - Lecture & discussion
How to embed the new culture guide services in the associations' activity plans
By Matjaž Šmalc and Hans Noijens
- 14:15 - 15:45 **2nd group session: ideas for adjusted or new culture guide activities at home**
(by using the inspiration during the course, exchange of experiences and a sort of peer to peer mentoring to outline new follow-up activities of the pilot work).

3 groups of approx. 10 participants (5 pairs: 1 facilitator and 1 volunteer from a certain culture guide project/activity) and 1 moderator
- 15:45 - 16:00 Coffee break
- 16:00 - 17:00 Plenum session: presenting ideas.
Moderator: Ingrid Docter
- 17:30 – 19:00 **Visit** to the Cultural centre/ MONASTERY KOSTANJEVICA The crypt of the Franciscan monastery was used for the burial of members of the French House of Bourbon who went into exile after the July Revolution.
- 19:00 Festive farewell dinner at the restaurant Primula

Friday, 12 June / day 6: Conclusion, evaluation and course certificate

- 07:30 - 08:45 Breakfast /at the Hotel Sabotin
- 09:00 - 10:00: **Summaries of the guidelines and ideas** from the group sessions during the courses

By the moderators and the participants. / Location: Culture center ZKD
(The Associations of Cultural Societies Nova Gorica)
- 10:00 - 10:30 Morning coffee break
- 10:30 - 11:15: **Final group sessions – evaluation and follow up possibilities**
- 4 groups of approx. 6 -7 participants and 1 moderator.
- 11:15 - 11:30 All participants **fill-out a short questionnaire** for course evaluation
- 11:30 - 12:00 **Plenum for both groups - Evaluation summaries and follow up possibilities**
by group representatives. Moderator: Hans Jorgen Vodsgaard
- 12:00 - 12:30: **Course Certificate of attendance**
By Marjeta Turk
- 12:30 - 13:00 **Official Farewell**
- 13:00 - 14:00 Lunch at Restaurant Pecivo

6. Practical information

Course venue & ICT facilities

Culture centre ZKD - Zveza kulturnih društev Nova Gorica / The Association of Cultural Societies Nova Gorica

<http://www.zkdng.si/content/view/1/2/>; <https://sl-si.facebook.com/zkdng>

wireless access

Accommodation and meals

Hotel Sabotin, Cesta IX. korpusa 35, 5250 Solkan, www.hotelsabotin.com;

Restavracija Primula, Soška cesta 40, 5000 Nova Gorica, www.primula.si;

Restavracija Vrtnica, Kidričeva ul. 11, 5000 Nova Gorica www.restavracija-vrtnica.si;

Restavracija Pecivo, Delpinova 16, 5000 Nova Gorica, www.mlinotest.si

Excursion & cultural feature

Nova Gorica:

www.novagorica-turizem.com

Ljubljana:

<http://www.etno-muzej.si/>

<http://www.mgml.si/mestni-muzej-ljubljana/mestni-muzej-ljubljana-389/>

<http://www.ljubljanskigrad.si/>

More information about Nova Gorica /For Information and map of Nova Gorica

www.novagorica-turizem.com; www.nova-gorica.si

More information about Ljubljana/For Information and map of Ljubljana

<http://www.visitljubljana.com/si/turizem-ljubljana/>

Travel to Nova Gorica

Flights to Ljubljana Airport - see <http://www.lju-airport.si/en/Main>

Flights to Trieste Airport – see <http://www.aeroporto.fvg.it/en/voli/index.htm>

Flights to Venice Airport - see <http://www.veniceairport.it>

Flights to Treviso Airport- see <http://www.trevisoairport.it>

*The distance from airport Ljubljana to Nova Gorica is 100 km and takes 1:15 h with car, the distance from Trieste airport is 55 km and it takes 45 min by car, the distance from Venice airport is 100 km and it takes 80 min by car, distance from Treviso airport is 150 km and it takes 2 hours by car.

For all participants arriving to Ljubljana, Trieste or Venice airport as a group (min. 5 people) a transport with the minivan can be organised.

7. Course fee, enrolment and contact

Course fee

The pilot course is nearly free, because it is part of the work programme of the Grundtvig multilateral project.

The accommodation at Hotel Sabotin in Nova Gorica, all the meals, the excursions and the course programme are covered of the EU grant. Approx. 30 pct of the travel costs must be paid by the participants or their sending associations.

The participants may only pay the pocket money for their own activities in the spare free time.

Enrolment procedure

Each organisation that participates in this Grundtvig project will disseminate the pilot course in their organisation or network and select 5 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:

Holland:	Hans Noijens, LKCA * hansnoijens@lkca.nl * (+31) 6 21 40 61 97
Slovenia:	Marjeta Turk, JSKD * marjeta.turk@jskd.si * (+386) (1) 24 10 528
Hungary:	Janos Sz. Toth, MNT * toth@nepfoiskola.hu * (+36) 20 569 66 88
United Kingdom:	Daniel Carpenter, VA * daniel@voluntaryarts.org * (+44) 773 969 0762
Denmark:	Bente von Schindel, KSD * bs@kulturellesamraad.dk * (+45) 29 64 70 40 Hans Jørgen Vodsgaard, IF * hjv@interfolk.dk * (+45) 51 300 320