

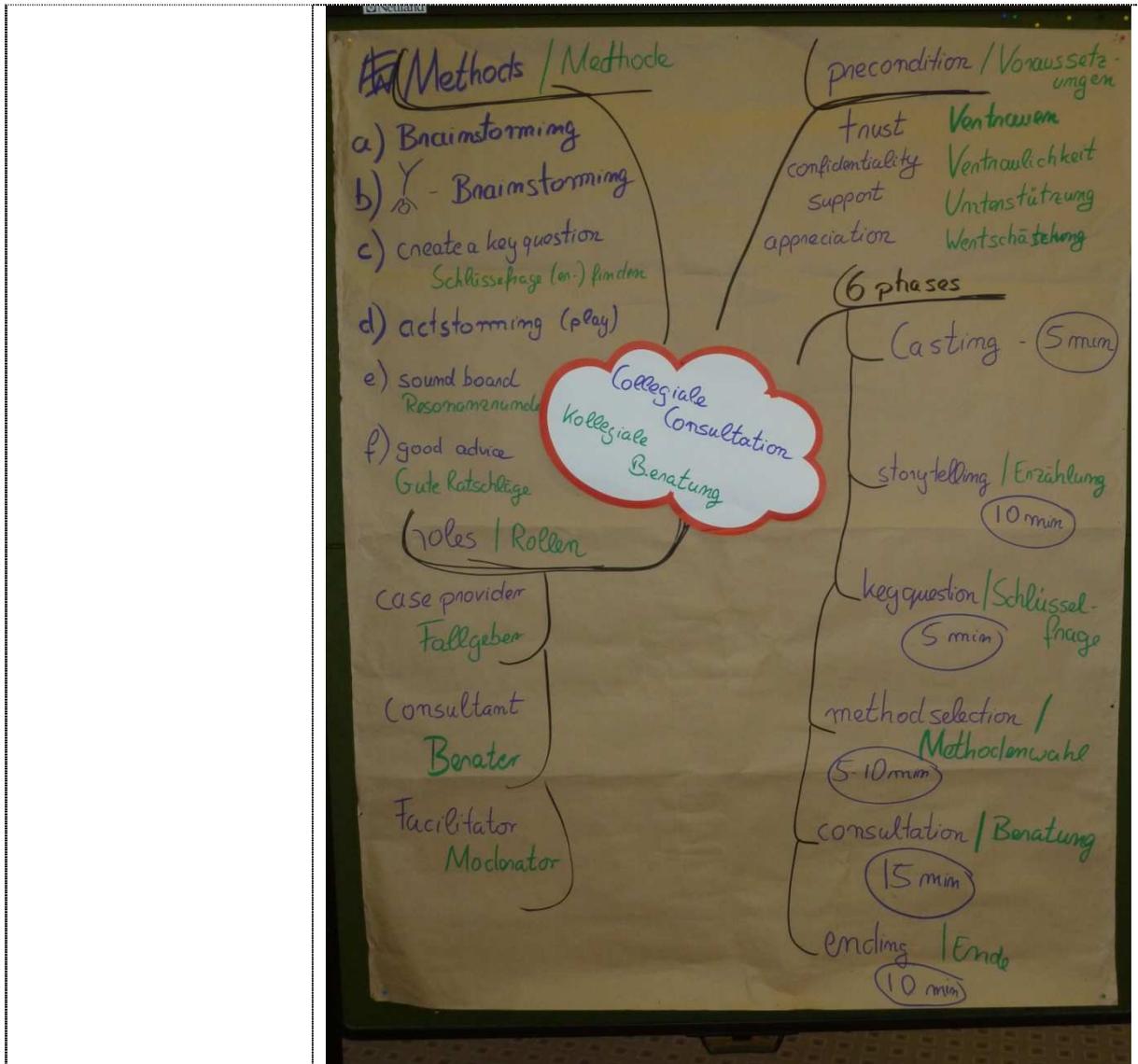
Training Ideas for Volunteers with Governance Responsibilities

5. Workshop “Moderation” in Bozem, 11th September – 13th September 2012

| Participants | Country / Organisation |
|---|--|
| 1. Mr Andreas Fritsch Mrs Lena Mertens Mr Manfred Meier | Kolpingwerk Diözesanverband München und Freising, Germany |
| 2. Mrs Beata Harasmonowicz Mrs Anna Wisnieska Mr Krzysztof Wolski | Zwiazek Centralny Dzieła Kolpinga w Polsce, Poland |
| 3. Mrs Monica Monteanu Mrs Lavinia-Cristina Zamfir Mr Elena Onu | Kolping Romania, Romania |
| 4. Mr Otto von Dellemann Mr Kurt Egger Mr Alexander Maccagnola Mr Franz Albrecht Mr Willy Plank | Kolpingwerk Südtirol, Italy |
| 5. Mrs Agnes Tothne Makk Mrs Judit Hudson | Magyar Kolping Szövetség, Hungary |
| 6. Mr Tomas Krelina Mrs Katerina Erdingerova Mrs Marketa Kristlova | Kolpingovo dilo České Republiky; Czech Republic |
| 7. Mrs Daniela Stehlik Mr Gregor Federhen | Kolpingwerk Europa, Köln, Germany |

| Date | Activities |
|---------------------------------------|---|
| 11th September 2012 | 1st Workshop Day |
| Introduction | Arrival and lunch Welcome remarks from the host organisation and the coordinator, presentation of the program (timetable, excursion, rules) |
| Getting to know each other | The participants were asked to find pairs – with the condition of common language and not already knowing the other too well. Each participant received a sheet of paper to make notes and drawings for the following questions: - Symbol or pictures representation the partner |

| | |
|---|--|
| | <ul style="list-style-type: none"> - Something private / something professional - Why with Kolping or a funny story - Aim with the workshop <p>After 15 min the participants returned and presented their partners. It was explained that this method was used for two reasons:</p> <ul style="list-style-type: none"> - More interesting then having each participant say something about him/herself - Allows latecomers an easy introduction |
| <p>Tasks for the participants</p> | <p>Each participant had to take one card in three different colours (white, orange and red). On the cards a time was writing (Wednesday morning, Thursday afternoon...)</p> <p>The the explanation was given: At the time written on the card the participants have to do one of the tasks – according to the colour:</p> <p>Red: energizer White: give a short feedback from the previous day Orange: daily feedback (at the end of the day, more personal impression)</p> |
| <p>Introduction of collegial consultation</p> | <p>The main aspects of collegial consultation were presented using a mind map. Four aspects were emphasized:</p> <ul style="list-style-type: none"> - Preconditions - 6 phases - Roles - Different consultation techniques <p>All participants received a detailed script for the method.</p> |



After the feedback for the day we ended the program.

City tour and beer garden

In the evening the group went for a short guided tour through Bozen and then enjoyed the evening in a beer garden.

12th September 2012

2nd Workshop Day

Feedback and energizer

In the morning we started with a short feedback about the content of the previous day and made an energizer where we had to move quickly from one chair to the next and shout – standing up – hurra.

Collegial consultation in action

The group split up in three small groups and each group selected one case provider, one moderator and then went through the collegial consultation process. The groups needed between 45 to 60 min for the full cycle.

Reflection of the method

When the group met again, the moderator emphasized the importance of not talking outside the small group about the content. And that the feedback should strictly reflect the roles and

| | |
|---------------------------------------|--|
| | <p>method.</p> <p>First the case providers gave feedback. All three were pleased with the results even so some found it difficult to sit in the background and listen.</p> <p>The moderators were all familiar with the method and enjoyed the work. Sometimes it was a challenge to ensure that all members of the group were heard and that the focus remained on the key question.</p> <p>The consultants found their task easy, for one group it was a challenge to use two different methods. It was rather easy to understand the problem.</p> <p>The moderator then gave feedback, emphasizing that it is important to first only ask questions to better understand the situation – and not to jump to conclusions or solutions. It is also important that the group has the time for the method and is not disturbed. Very positive was that all groups had a written feedback for the case provider.</p> |
| Energizer and feedback | <p>One person summarised her impressions of the day and then a short energizer (gymnastics) and group questions ended the session.</p> |
| Trip on a raft (river Passer) | <p>Participants had great fun rafting on the river Passer near Meran. Afterwards a joint dinner was served with traditional food.</p> <p>The participants also received many information regarding South Tyrol and its culture and history.</p> |
| 13th September 2012 | 3rd Workshop Day |
| Energizer and feedback | <p>We started the day with a funny energizer and a little competition: two groups had the task to stand on a blanket and as soon as possible turn the blanket around – while no one was allowed to step off the blanket.</p> |
| 2. collegial consultation | <p>In two groups another collegial consultation process was carried out.</p> |
| Next workshop | <p>Monica invited all participants to Brasov / Romania. The topic during the 6th workshop will be volunteer management. She and Elena showed pictures from Brasov and the Kolping hotel.</p> |
| Evaluation | <p>The evaluation was made using three different techniques:</p> <ul style="list-style-type: none"> - Letter writing <p>All participants were invited to write a letter, which then in one to three month will be sent to them. The suggestion was to start the letter with:</p> <p>“Dear (own name),</p> <p>Greetings from Bozen. What is right now important to me, is...”</p> <ul style="list-style-type: none"> - Voting with feet <p>In the room lines was made and at one end was a smiling face and a plus-sign and on the other end a sad face and a minus-sign. Then participants should find their positions to the following statements: group, method, facilitator, balance work-leisure time, usefulness of collegial consultation. Always some question were</p> |

| | |
|--|--|
| | <p>asked and people could provide feedback why they decided to stand in this place.</p> <ul style="list-style-type: none"> - Final words <p>We went outside on the terrace and a big match was lit. All group one group members started to say a final sentence and passed the burning match on. The aim was, to ensure that each participant could say something before the match burned down (unfortunately it was too windy...).</p> |
|--|--|

To do list

| What | Who | When |
|--|-----------------|---|
| Program and financial information for the fifth workshop in Romania | Monica Monteanu | 24 th September 2012 |
| Participation list | All partners | 1 st November 2012 |
| Final program | Monica Monteanu | 15 th November 2012 |
| 6 th Workshop in Brasov, Romania | All | 22 th – 24 th November 2012 |
| The new homepage from Kolping Europe is online with a platform for the learning partnership. The new media policy is still in work. | Daniela | On-going |