

Training Ideas for Volunteers with Governance Responsibilities

Coordinator meeting and 1. Workshop “New Media” in Munich, 12th October – 15th October 2011

Participants	Country / Organisation
1. Mr Andreas Fritsch Mr Michael Lenz	Kolpingwerk Diözesanverband München und Freising, Germany
2. Mrs Beata Harasimowicz Mrs Patrycja Kwapik	Zwiazek Centralny Dziela Kolpinga w Polsce, Poland
3. Mrs Monica Munteanu Mr Corneliu Bulai Mrs Dela Amagdei Mrs Luminita Anton	Kolping Romania, Romania
4. Mrs Verena Kapauer Mr Alexander Maccagnola	Kolpingwerk Südtirol, Italy
5. Mr Micheal Kubick Mrs Katerina Erdingerova	Kolpingovo dilo České Republiky; Czech Republic
6. Mrs Judit Hudson Mrs Szilvia Kmettyne Gyori	Magyar Kolping Szövetség, Hungary
7. Mrs Daniela Stehlik Mr Gregor Federhen	Kolpingwerk Europa, Köln, Germany

Date	Activities
12 th October 2011	Coordinator meeting
Project expectations	<p>Positive expectations: (summary)</p> <ul style="list-style-type: none"> ➤ Get new ideas for the work ➤ Strengthen the European network ➤ New skills ➤ Develop partnerships and context ➤ Strengthen tolerance for (cultural) differences ➤ Develop common strategies for adult education ➤ More volunteers ➤ Learn new methods ➤ Collect good practice examples <p>Fears:</p> <ul style="list-style-type: none"> ➤ Poor interest / too little participation ➤ Communication problems ➤ Administrative challenges (e.g. financial reporting) ➤ Workload to high

<p>Administrative agreements and description of roles and responsibilities</p>	<p>Production:</p> <ul style="list-style-type: none"> - Report to be published in the „Dialog“ 2013 (will be discussed Sept. 2012/9) - Blog – maybe changed to a Forum (further clarification via E-Mail and during the next meeting) - DVD <ul style="list-style-type: none"> o Responsible for content: each host organisation for their topic <ul style="list-style-type: none"> ▪ Suggestions will be made and shared ▪ Feedback and further information shall be provided by each participating organisation o Material to be collected: <ul style="list-style-type: none"> ▪ Presentations ▪ “action” pictures ▪ “Kolping” material ▪ Material showing the “international” dimension of our cooperation ▪ City + Kolping information ▪ Additional information from Munich: Interview with a Kolping member regarding Internet dangers o Target group for the DVD <ul style="list-style-type: none"> ▪ Leaders and trainers <p>Workshop timetable: (Responsibility of coordinators)</p> <ul style="list-style-type: none"> ▪ Program send by the host organisation – 2 month before the meeting (Poland: until the beginning of November) ▪ The program information shall also include information about financial costs to be paid by the participants ▪ Participants named by all organisations (incl. travel information) – 2 weeks before the workshop ▪ All information: participant list and final program: provided one week before the workshop from the host organisation ▪ Draft for newspaper article: as soon as possible ▪ Minutes: 2 weeks after the meeting <p>Task main coordinator (Kolpingwerk Europa)</p> <ul style="list-style-type: none"> ▪ Receives all E-Mails ▪ Provides translation into English / German ▪ Sends it to all coordinators ▪ Feedback: within two days <p>Financial agreements:</p> <p>All organisations cover the following costs <u>for their participants</u>:</p> <ul style="list-style-type: none"> • Travel costs • Costs for accommodation and food during the workshop <p>Organisation will cover the following workshop costs:</p> <ul style="list-style-type: none"> • Trainers • Material • Meals during excursions • Rent for conference room
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	The reimbursement of Kolping Europe for the production costs and translation costs will be discussed at the next coordinator meeting.
Informal meeting	Joint dinner and informal meeting
13th October 2011	
Presentation of Munich	Sightseeing tour through down-town Munich, focusing on the historical development of Munich and the city anecdotes Speaker: Karin Nial, (Weiser Stadtvoegel)
Intercultural Lunch	All partners brought typical dishes from their countries
Presentation of the participating organisations, using their media	Each organisation prepared a presentation, lasting about 15 min presenting their organisation through the media (new and traditional) they use. It demonstrated the common approaches – and it showed that some organisations have different target groups.
Blogs	Theoretical and practical introduction to “blogs” Only few participants had prior experience in blogging or reading blogs. The speaker gave a detailed overview of the benefits, risks and workload, blogging has. It was discussed what events social organisations could blog about. During the practical introductions all participants created a blog page and found out more about the use. As free blog-software, wordpress.com was recommended. Speaker: Daniela Schulz from Renovabis Hand-out will be made available for all participants
Joint Dinner	Dinner in a typically Bavarian Brewery
14th October 2011	
Overview: New Media	Different “New Media” – tools were presented and discussed for the benefit of social organisations. <ul style="list-style-type: none"> • Facebook <p>Facebook is the most popular “social media” at the moment. About 800 Mio. People are registered in Facebook worldwide. Many of the participating organisations already use Facebook, especially in the youth work. It was suggested, that you should update your “Facebook” page at least two, three times per week. Furthermore, there should be a “New Media Policy” in the organisations, providing guidelines what the organisation wants to publish in Facebook.</p> <p>Facebook was considered a tool where all organisations want to strengthen or continue their work with.</p> <p>It was suggested that organisations should network in Facebook and link (through “Like” with similar / partner organisations</p> <ul style="list-style-type: none"> • Twitter <p>Twitter is less popular then Facebook and has a different use: it focuses on sending short messages and it needs more and quicker response then Facebook. It was recommended that</p>

	<p>organisations should react on Twitter messages within 24 hours.</p> <ul style="list-style-type: none"> • Flickr Programme for sharing and storing pictures. • Blogs <p>Blogs were briefly discussed, and as tool also wordpress.com was recommended. Video blogs from events can also be a strong tool, if an important / interesting event is covered. An example was given from the Catholic youth meeting in Madrid earlier this year.</p> <p>Speaker: Daniel Leicher, volunteer at missio A hand-out will be provided by the speaker</p>
Twitter – practical workshop	<p>All participants created an account with Twitter and practiced the difference tools provided by Twitter.</p> <p>The use of Twitter was discussed and most participants agreed that the short message and the quick response time are not very suitable for most social organisations.</p> <p>Speaker: Daniel Leicher, volunteer at missio</p>
Good practice example: St. Michaelsbund, incl. excursion	<p>St. Michaelsbund is a professional media company providing services for the local dioceses.</p> <p>After a theoretical introduction in the different working areas (radio, newspaper, homepage, publishing) the participants jointly travelled to St. Michaelsbund main office in down-town Munich and visited the bookshop, the radio and the editor.</p> <p>Speaker: Henrik Evers (St. Michaelsbund)</p>
Church service, Dreifaltigkeitskirche	<p>Joint church service Praeses: Christoph Huber</p>
Dinner	<p>Dinner in a Munich restaurant.</p>
15th October 2011	
Evaluation	<p>Three different evaluation approaches were used:</p> <ul style="list-style-type: none"> • Written feedbacks for the different speakers • “Target board” for general feedback • “Flashlight” feedback – short statements by the participants <p>The overall feedback was positive with constructive feedback for the speakers and organiser.</p>
Joint Lunch	<p>Joint Bavarian “Weißwurst” Breakfast</p>

To do list

What	Who	When
Program and financial information for the second workshop in Poland	Beata	4 th November 2011
Participation list	All partners	17 th November 2011
Final program	Beata	24 th November 2011
Information regarding the date of the third workshop	Michael / Katerina	24 th November 2011
Upload of pictures of the first workshop	Michael Lenz	24 th November 2011
2 nd Workshop in Poland	All	1 st – 4 th December 2011
Information regarding “New Media Policy” and the forum (on the Kolping Europe webpage)	Daniela	1 st – 4 th December 2011