

Interreg - IPA CBC



CCI 2014 TC 16 I5CB 009

ZEFFIROS

Zero-waste energy-efficient agricultural communities in the GR- Republic of North Macedonia cross-border area - ZEFFIROS

WORK PACKAGE 4

Awareness raising and capacity building

07/2020

Deliverable 4.2.3 – Capacity building workshops on bio-waste management

Author: AUTh

Project co-financed by the European
Regional Development Fund

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1. Introduction

This deliverable has been elaborated in the frame of WP 4: Awareness raising and capacity building. It proposes a methodological framework for the organisation and training material for capacity building workshops on bio-waste management, in the GR side of the CB area. The training material is available both in the Greek and English language and addresses the needs of different target groups.

2. Framework

Below, a quick guide is provided with tips on how to make training events as effective as possible, even if digital or physical:

- Let the participants know what the objective of the training is. If they know the aims, they can position themselves in the process and actively participate in it
- Limit the amount of information given at one time. We can only hold a certain amount of information in our short-term memory
- Allow time for reflection and pace the sessions to suit the participants' abilities
- Combine new information with the participants' experiences. Ideally, new information should contain elements for problem solving
- Alternate activities, for example, follow the presenting with a group exercise using different visual aids (mostly in the case of digital event)
- Take into consideration the level of training the participants have already had and adapt the starting point to their abilities. If you demand something outside of their ability range, the trainees will become disillusioned and de-motivated. The goal of the workshop needs to be met by the participants, with their own resources.

- Summarise and revise the content, paying attention to the needs of the participants.
- Allow the participants time to discuss what they wish to learn (expectations), particularly with regards to the content of the learning material offered. If you don't allow this freedom, people will have greater resistance to change and will not accept new information.
- Think of the training as a multi-directional process. The participants learn from the trainers, but the trainers also learn from the participants' experiences and the participants learn from each other. A trainer must not adopt the attitude of knowing it all. Nobody knows everything, and everyday we learn something new if we have an open mind.
- Put what has been learned during the workshop into practice in such a way that the participants can relate to the concepts and as a result will show more interest.
- Understand that a workshop is a moment in the learning process. The follow-through and support to apply the material learned complement a true teaching process.
- In the case of digital organisation of the workshop, the platform that will be used should be a widely used one, serving the needs of participants.

3. Tackling the different target groups of ZEFFIROS project

The capacity building workshops will be multi-faceted and will cover diverse target groups. Among the target groups that are tackled, there are public servants in municipality services, farmers, animal breeders, food processing professionals.

It is important to have in mind the tips presented in section 2 and strive to keep the interest and involvement of all participants alive. To achieve this, presentations will cover the needs and interests of all participants at the same level.

Also, it must always be reminded that the messages are not always clear for everyone and, therefore, it is difficult to interpret them. The interpretation very much depends on the frame of mind of the recipient. The same message can be interpreted in different ways according to the background of the trainee. Some conflicts and misunderstandings often arise. It is important that body language is also used and its importance is relevant for both for giving and receiving information: facial expressions show feelings; posture indicates a particular stance or emotional state; and gestures speak for themselves if only to emphasise what is being said.

4. The organisational framework

The proposed organisational framework may be different according to the type of the event. For example, it might be a conference, a seminar or webinar, a master class, a laboratory, a workshop.

In the case of ZEFFIROS, the type of the event is “workshop”. A workshop is defined as a collective building space that combines practice and theory on a theme, making the most of the experience of the participants and their training needs.

To achieve this, apart from good organisation, facilitation and chairing of the training sessions will be reassured. In this section, the organisational framework is proposed. The steps that follow may be trivial, but it is helpful to always refer to them, in the event of the organisation of capacity building workshops.

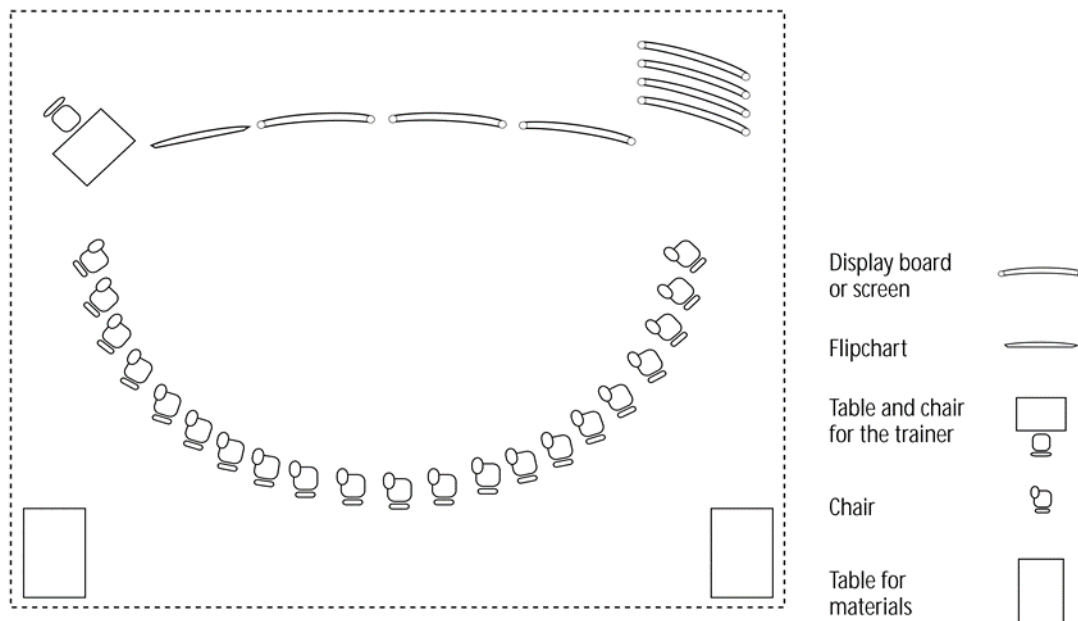
1. Setting the dates

When it comes to setting the date, be careful to avoid clashes with public or other holidays and other activities that may be of interest to participants.

2. Decide on the venue (in case of physical event)

The ideal location for a workshop should have the following attributes:

- A main room, with smaller rooms in close proximity, for group work. If the venue does not have this many rooms, parts of the main room and other spaces, such as gardens, wide corridors and lobbies can be used. One of these additional rooms could serve as an office for printing, communicating and problem-solving.
- Appropriate technical infrastructure, public telephones, power sockets, audio-visual equipment, good internet access in order to support the presentation of audio-visual material and to serve the need of a digital event. If the venue does not have all the necessary equipment, be sure to find what you need or look for alternatives.
- Early organisation of the venue. It has been proven to be more effective, if the layout is set as depicted in the following figure, in the case of physical events.

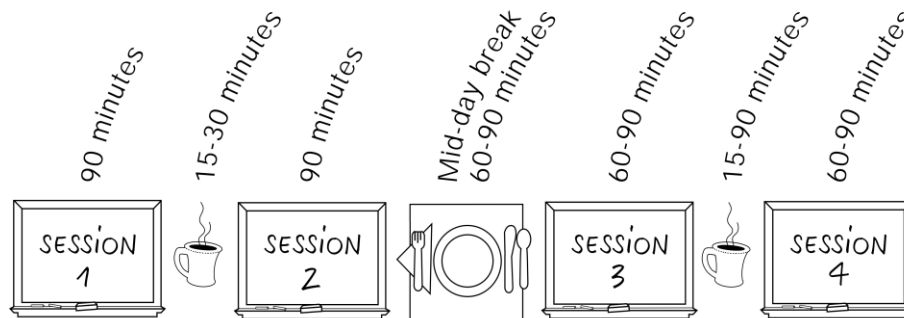


3. Design a first draft of the agenda

An indicative agenda is introduced based on the need to ensure an active, creative, specific, punctual and systematic exchange, through a collective participation.

The agenda should ensure there is time and room for discussions, reflections, agreements and other creative standpoints that help to lead to

points of view and alternative ideas to given concerns. A sequence between sessions is depicted in the following figure.



Indicatively, the Agenda could be as follows:

- ❖ Welcome
- ❖ A round of introduction of all participants
- ❖ Short ice-break activity
- ❖ Session 1: Circular Economy principles – Composting
- ❖ Break
- ❖ Session 2: Basic elements for the successful organization of a municipal composting management system
- ❖ Lunch break
- ❖ Short ice-break activity
- ❖ Session 3: Installation - operation - management of a small scale biogas station
- ❖ Session 4: Energy Communities Law as a tool for local installation of small-scale biogas plants under the co-operation of farmers, stockbreeders, dairy producers and municipalities

All sessions include discussions, reflections, hot debriefings and two out of the four sessions are proposed to include smaller working group activities.

4. Inviting the participants

Start with an announcement and an invitation, sent by email (a phone call is always also helpful to follow up the attendance). The main purpose of the announcement is to reach the desired participant profile groups characterised by terms such as gender, age, background, work experience, etc. Initially, an announcement is made providing information about the objectives and thematic content. The announcement gives the first impression of the workshop and the organisation responsible for it, in our case the Municipality of Serres (but the same methodology is applied for cross-border events).

It is why it is worth dedicating a lot of careful thought to the announcement and invitation and prior to production, remember the following:

- Who the appropriate person is that the invitation should be addressed to (exact position, duties, potential contribution etc).
- Decide which person or persons sign the announcement: the representatives of the organisations and funding bodies involved, the coordinator or both.
- Prepare information in advance that should accompany the announcement: including background, objectives, general framework of the workshop, information about the organisations involved, the draft programme, the dates, the venue.

5. Materials

Depending on the duration and number of participants, we recommend to have the following:

- One or two flipcharts and sufficient paper: approximately five to ten sheets
- Post-its in different colours and shapes
- Marker pens

In the case of a digital workshop, we recommend the use of digital whiteboard (i.e. Miro, Mural, Jamboard etc). Non-paid versions are available.

5. During the workshop

Good facilitation should be secured, throughout the workshop.

It is important to have all participants registered in the event, using a list that is appropriate and follows the ruled of communication of the project (logos, etc).

Also, it is important to record the event, in the case of digital event, and to keep minutes in the case of physical events. Group pictures should be taken in both cases, after asking for the consent of all participants (this can be a separate check box in the registration list, following the Law requirements).

Despite the agenda proposed above, it is important to always keep an eye on the participants' "behavior" during the workshop and provide the opportunity for more often breaks, in order to avoid digital fatigue in the case of digital event and general burn-out, in both cases, either physical or digital.

The training material proposed to be used, following the needs of the target group, are annexed at the end of this report.

The material has been prepared in Greek language in order to serve the needs of the Greek target group but also in English in order to be translated and used accordingly by the cross-border partners.

In planned intervals, it is proposed to ask from selected participants to give shortly their view on the topics discussed and record a short statement. This does not require special audio expert to be present. It can also be recorded with the use of a smart phone. It is adewuate to have the consent of the person interviewed in order to be able to use this material for communication reasons.

6. After the workshop

It is worth planning an ongoing evaluation and evaluation at the end of the workshop. A questionnaire for the evaluation of the workshop is proposed to be distributed and completed by the participants.

Annex: Training material