

## **METHODOLOGICAL GUIDELINES FOR THE DELIVERABLE D.T2.1.1 and D.T2.1.2:**

### **COLLECTION OF DATA FOR TRAINING NEEDS ASSESSMENT REPORTS ON LOCAL TRAINING NEEDS**

#### **Objective:**

The objective of this activity is to collect data on training needs of Creative and Cultural Industries (CCI) managers and public authority (PA) staff in charge of historical sites management and prepare local reports on training needs.

#### **Timeframe:**

Please send the minutes of the WP2 focus groups (D.T2.1.1) and the report on the local training needs (D.T2.1.2) in both languages (your mother tongue and English) to Katarzyna Napierała at [k.napierala@um.bydgoszcz.pl](mailto:k.napierala@um.bydgoszcz.pl)

#### **Deadlines:**

Minutes of the WP2 focus groups – **30 June 2017.**

Report on local training needs – **31 July 2017.**

#### **Introduction:**

The main objective of the Forget Heritage project is to promote cooperation among partners' cities in order to identify innovative, replicable and sustainable Private Public Cooperation management models of the abandoned historical sites (recognised as cultural heritage) by valorising them through setting up cultural and creative companies.

Thematic work package number 2 (WPT2) is dedicated in whole to capacity development in managing historical sites. Capacity building is seen as an investment in the effectiveness and future sustainability. The activities in this package aim to help historical sites managers obtain and improve their skills and knowledge.

According to the Application Form (AF) at this stage of the project the analysis of training needs of CCI managers in charge of historical sites management and PA staff will be carried out in order to understand real training needs of these groups (Activity A.T2.1).

Further, a transnational report on common training needs will be prepared (D.T2.1.3). The report will respond to the question on the gap between current and desired performance of historical sites managers.

In the next step a transnational training model and local training plans will be created and implemented (Activity A.T2.2 and Deliverables D.T2.2.1 and D.T2.2.1).

**Approach:**

In an era of fast and constant social, economic and technological change, historical sites managers are facing a number of challenges. These include e.g. long-term planning, communicating effectively, developing partnerships with (local) stakeholders, finding and retaining the right staff, supporting employees, maintaining a flexible and open attitude, dealing with lack of finance to renovate the sites and cover the operational expenses. Some of those challenges, e.g. finding and retaining the right staff, communicating effectively also apply to PA staff in charge of historical sites management. When we look at the variety of challenges both groups face today and consider what is expected of them, it is no surprise that management support and training is essential in any workplace, especially in the difficult field of historical sites management.

Effective management skills can be learned and developed with quality management training. However, before attending training sessions, it is important for participants to honestly evaluate their skills and identify the particular challenges they want to overcome. Then, with help of trainers and other professionals, managers can work to obtain and improve the skills they are lacking. Continuing education and creating a culture of continuous learning in their organisations seem to be vital in overcoming the challenges managers are likely to face throughout their management career.

As part of the Forget Heritage project, historical sites managers and PA staff in charge of historical sites management are being asked to evaluate their training needs and suggest ideas for training sessions. Including their ideas in creating the training programme ensures that the programme will respond directly to the needs of trained persons and therefore will bring the best possible results.

**Procedure:**

In order to gather the information and prepare a local training needs report, please follow this three-step procedure:

1. In the **first step**:
  - a. Translate the questionnaire into your language.
  - b. You can provide two versions of the questionnaire: a paper one and an online one using the EUSurvey tool available here: <https://ec.europa.eu/eusurvey/>.
  
2. In the **second step**:
  - a. Organise at least 1 meeting with local CCIs and Public Administration staff through WP2 focus groups, disseminate the questionnaire and collect information from the attendees. Collect the signatures of the attendees on the attendance list and take some photos.
  - b. Contact people who are not able to attend the meeting, and:
    - conduct interviews (personal, phone, skype) and complete the questionnaire,
    - send emails with the questionnaire attached or the link to the online version and ask people to complete it.
  - c. Collect all the completed questionnaires. You should have at least 4 completed questionnaires from PA staff and 20 from CCI managers.
  - d. Prepare the minutes of the Focus Groups and send them together with the list of attendees and the picture to Katarzyna Napierała.
  
3. In the **third step**:
  - a. Prepare the report on local training needs (based on the collected information).
  - b. Make sure the report includes the following information:
    - Description of your focus groups;
    - Methodology of collecting the information (What was the most effective way of gathering the information? Were people willing to provide the information? Did any problems occur? If you were to repeat the task in the future, how would you approach it?, etc.);
    - Main challenges for the managers and PA staff;
    - Suggested solutions (please especially include ideas for innovative solutions);
    - Description of common training needs;
    - Recommendations for training – main topics, methods and ways of delivering training sessions, experts and any other recommendations.
  - c. Please add any other comments and ideas you find important and useful for development of a transnational training model for cultural heritage sites.