

SWG Training course on communication, presentation, organisation of events and documentation

Day 3

Programm of the day April 11 2013

09:00 h	Feedback committee Presentations of results from yesterday's group work
11:00 h	Organisation of events preparing an event / example of a script moderation cycle Group work on preparing a real event
13:00 h	lunch break
15:00 h	Group work continued presentation and feed back
16:30 h	documentation final questions
17:15 h	evaluation of the training

Eftali had volunteered for feed-back committee and gave a short summary of yesterday's activities



On the following pages the 5 presentations are shown

Team 1: **Concept of an „Elderly day care centre“** presented by Mirela



Team 2: Ali's group focused on a **Regional Energy Concept**



Rritja e eficientes së energjisë në objektet publike dhe shërbime të ofron nësia që vendore.

Objektivi: Nivëlohim i sistemit energjetik, sistemin administrativ me efektiv.

Rezultat 1: Përmirësimi i sistemit energjetik.

Rezultat 2: Institucionet publike kanë sistemin adekuat energjetik.

Rezultat 3: Reduktimi i shpenzimeve për energji & hapësirë të hapësirave të reja.

Rezultat 4: Udhë e adekuate të sigurtë.

Ambiente të formoizoluar.

I1: Sistemi i ri

I2: Sigurimi i nevojës për institucionet publike

I3: Shpërndarje në tërësi & shpërndarje në efektive.

I4: Mbrojtja në i pastër

2 kopsele 2 shkollë Tiranë + Dajçë Kham.

II: Mësimi e grupet të punës për eficienten

III: Hartimi i planit për realizimin e projektit

IV: Instalimi i sistemit të ri

V: Instalimi i hapësirave të institucionet publike

VI: Termizimi i ambienteve.

ALI Johan Feim

Team 3: Naum gave a Presentation on Prespa Region



When using Power Point one must be careful not to overwhelm the audience with too much information, text, graphics, pictures.... The focus on one (two, three) precisely defined message(s) can help in the selection of main contents.

Општината Ресен се наоѓа помеѓу Националните паркови Галичица и Пелистер

- На 12,500 ха Националниот Парк Пелистер е сместен на исток од Големото Преспанско Езеро на Планината Баба. Неговото назначување за прв Национален Парк во 1948 година беше прво од ваков вид во поранешна Југославија. Тоа е планински реон карактеризиран со бројни врвови повисоки од 2,000 м кои се исецкани со длабоки долини. Највисок планински врв е Пелистер со 2,601 м.
- Националниот Парк Галичица беше прокламиран како Национален Парк во 1958 година со цел заштита на неговата природна убавина и разноврсните флора и фауна. Паркот е сместен на планинскиот масив помеѓу Големото Преспанско Езеро на исток и Охридското Езеро на запад и опфаќа 22,750 ха од Планината Галичица, со големо богатство од реликтни и ендемични видови флора, класично наоѓалиште на 20 видови виши растенија, од кои 12 се локални ендеми, а застапени се 26 ендемични фаунистички видови






Team 4: Presentation of a Cross border project from Dorcas Aid International by Ilia



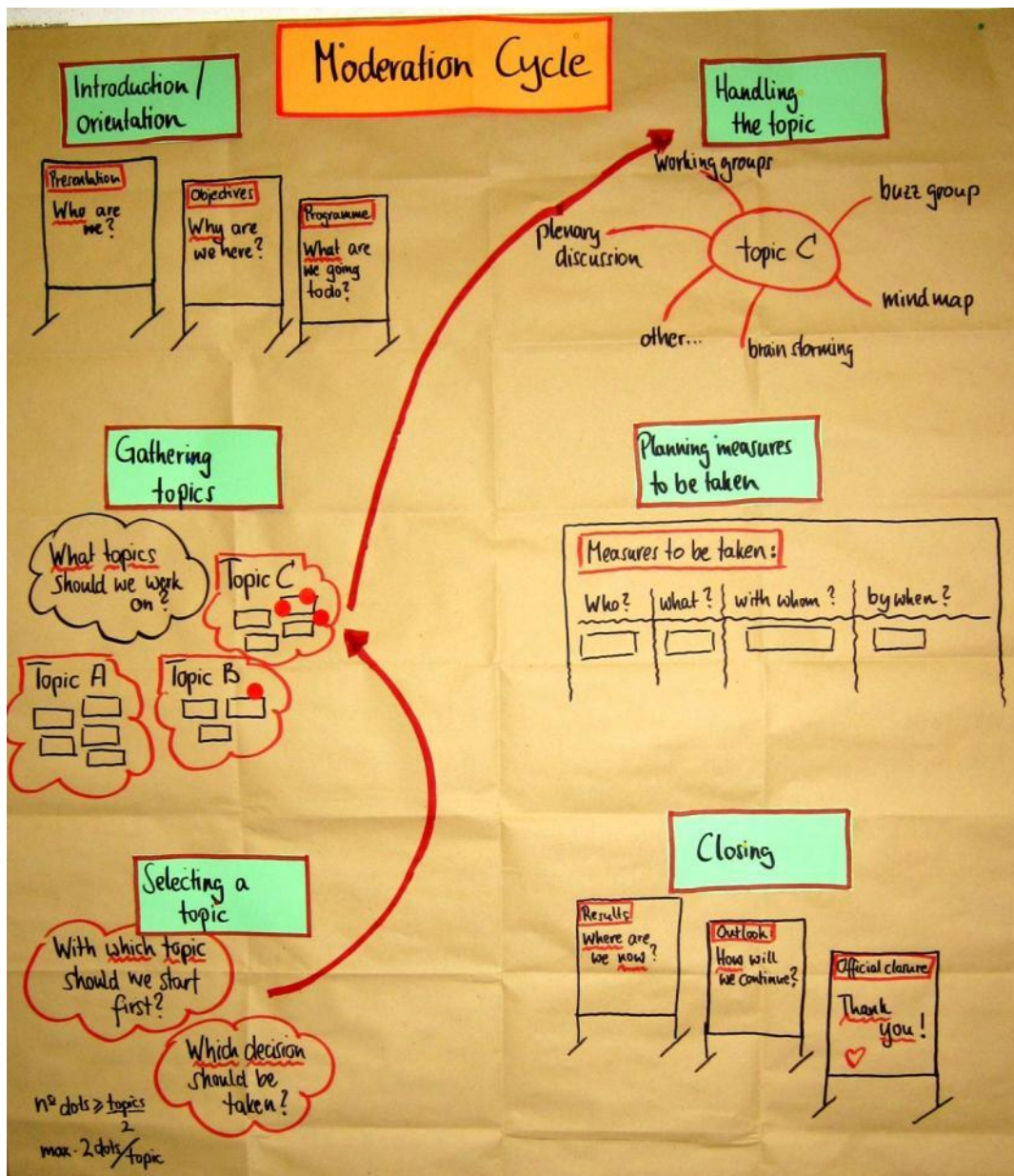


Team 5: Valon
 presenting the **Centar za
 Razvoj na Jugozafaden
 Planski Region**

The training continued with an overview on „**Planning of an event...**“. The chart makes clear, that **most of the work has to be done before** the event. This includes the definition of clear objectives for the event and based on this the selection of participants and the calculation of the required duration



The sequence of events in a moderated workshop follows the moderation cycle. After an introduction/clarification phase topics are gathered, prioritized and handled e.g. in working groups. At the end of the work session an action plan is created. During the closing session the work results are summarized and an outlook is given on the next steps.



The **script** is an important tool in planning an event. It helps to **structure** the process and to make sure that the agenda is **logical**, **consistent**, **realistic** and **purposeful**. In addition the script defines the **responsibilities**.

Draft Script

Tuesday 9.4.2013

9.00	Opening and introduction to the Training workshop - Short welcome address by SWG representative - introduction of participants (who?) - Introduction into the program and gathering of participant's expectations (what?)		create a hospitable and relaxing atmosphere Way of introduction to be defined on Monday, we may end the presentation asking participants which other ways of presentation of participants they know and we as trainers complement it (flipchart idea collection) Expectations: key-word collection on cards – mini-groups: What is my personal interest to participate, what would I like to learn here? Before: complete writing rules
10.30	Coffee break		
11.00	Working methodology: "Participatory approach for group events"	UK	Visualized presentation (already prepared)
11.30	Basics of Communication - Communication exercise, e.g. "House-Tree-Dog" or: "designing squares" - The communication process, types of communication, key points for an effective communication sender-receiver model - Exercise: "the traffic light is green" – followed by a visualized presentation on the 4 dimensions of a message	UK	Irena, can you prepare this material? Visualized presentation (already prepared)
13.00 – 15.00	Lunch break		
15.00 – 17.30	- Short exercise: "Following instructions" - The 7 C-s of Communication (A checklist for clear communication) - Right vs. wrong questions; - Feed-Back and Criticism - Group work on Communication	IA UK UK	Irena has already the prepared material for us Irena, do you have this material, could you do it? Visualized presentation (already prepared) Visualized presentation (already prepared)

From theory to practice
2 teams preparing the Agenda for coming events in the region

Group work on preparing a real event
in the context of the next activities
planned in Prespa CB Region

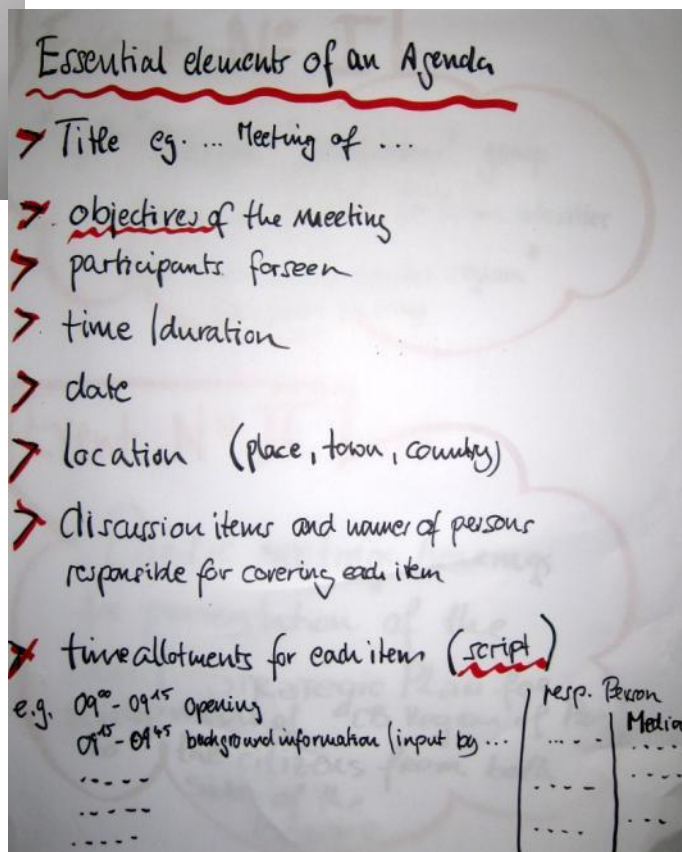
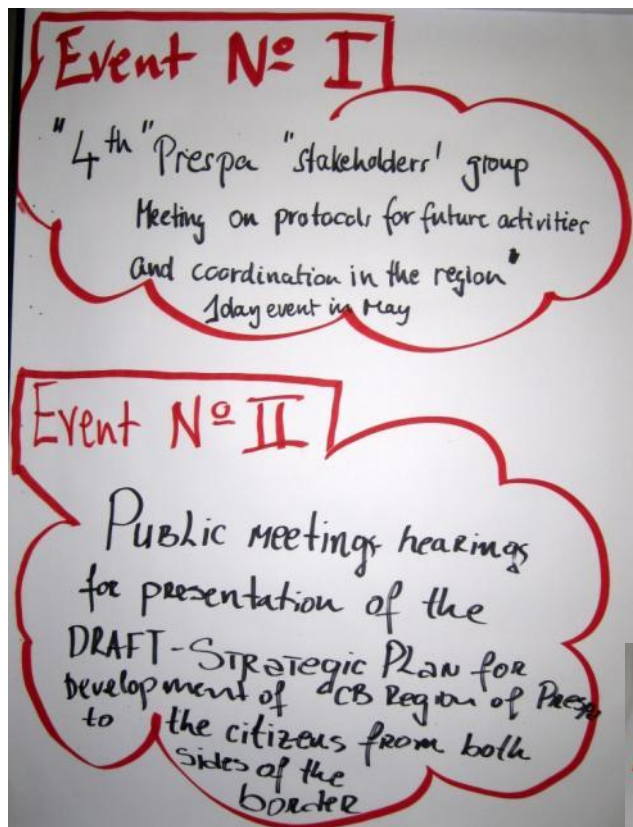
- Design a script and to-do-list as if you are the organizers of the event
- In total 2 groups × 5(6) people
- 2 different events foreseen for the coming period for the "Prespa" ~~region~~ group

Group 1 will work on event **I**

Group 2 will work on event **II**

total time 2^h presentation at 16⁰⁰h

For two planned events a script should be developed



Presentation of the agenda of the **Prespa Stakeholders' meeting**. From the discussion that followed, it became clear that **the objective(s) of the event must be clearly defined in advance**. The course of the event and the required contributions of moderators and presenters depend on that objective(s)

4TH PRESPA STAKEHOLDERS' GROUP MEETING ON PROTOCOLS FOR FUTURE ACTIVITIES AND COORD. IN THE REGION

Objective: Defining common initiatives for the region of Prespa for economical, cultural, traditional, development

Participants:
- municipal representatives
- business sector
- NGOs
- (60-70 representatives from both sides)

**30th May, 2013
GRAND HOTEL
KORÇA, ALBANIA**

COORDINATOR
- 1 MODERATOR
- 2 INTERPRETERS

ПОДГОТОВИТЕЛЬН. АКТИВНОСТИ
- ФОРМ. РАБ. ГРУПП
1. ПРОТОКОЛ (ИДЕИ-АКТИВ)
2. ТЕХНИКА (КАК ЕС. АКТИВ)
3. МЕДИУМСКА ПОДГОТОВКА

СТРУКТ. ГРУПП
- ОПРЕДЕЛЕНИЕ - ЧТОБЫ
КОМПАНЬИ ПОЛУЧАЛИ
КОМПАНИИ (АКТИВНОСТИ)

ПОСЛЕВЕНТ АКТИВНОСТИ
- ЗАПИСИ
- ИСБЕЖАНИЕ ДО СТРАШЕ
- ПУБЛИКАЦИИ И ЗАКЛЮЧЕ
- ФОТО МАТЕРИ

DRAFT SCRIPT:

09:00-09:15	Welcome speech	M.	audio system
09:15-10:00	Review of previous trainings, meetings	COORD.	ppt
10:00-10:30	Representative of local-self government from Albania, representing priorities/activities of Prespa region	RLGA	audio system
10:30-11:00	coffee break (media interviews)		
11:00-11:30	Representative of local-self gov. from Macedonia, representing priorities/activities of Prespa region	RLGM	audio system
11:30-12:00	A & Q (from participants for clarifications)	COORD.	
12:00-13:00	LUNCH		
13:00-14:00	Representing the Protocols for future activities and Coord. in the region	COORD.	
14:00-15:00	Open questions about the protocol	COORD.	
15:00-15:30	Conclusions	COORD.	



Presentation of the script for a **Public meeting hearing for the presentation of a draft strategic plan for development of CB Region of Prespa**. Participation of civil society could be ensured e.g. by a moderated & visualized discussion or by info-points to the individual fields of action...

7.11

Prezantimi i
Draft Plan. Strategjik
Për zhvillimin e
Rajonit të Prespës
(NO)

3.6.1

TO meren shprehime dhe
ide nga pjesëmarrës
Për përmirësimin
dhe Miratimin e
PS

③ - Pjesëmarrës

- Përfshirje Burekaj A. I.
- Përfshirje Burekaj privat
- Përfshirje Shërbimeve
civile
të raportit KO / Prespë

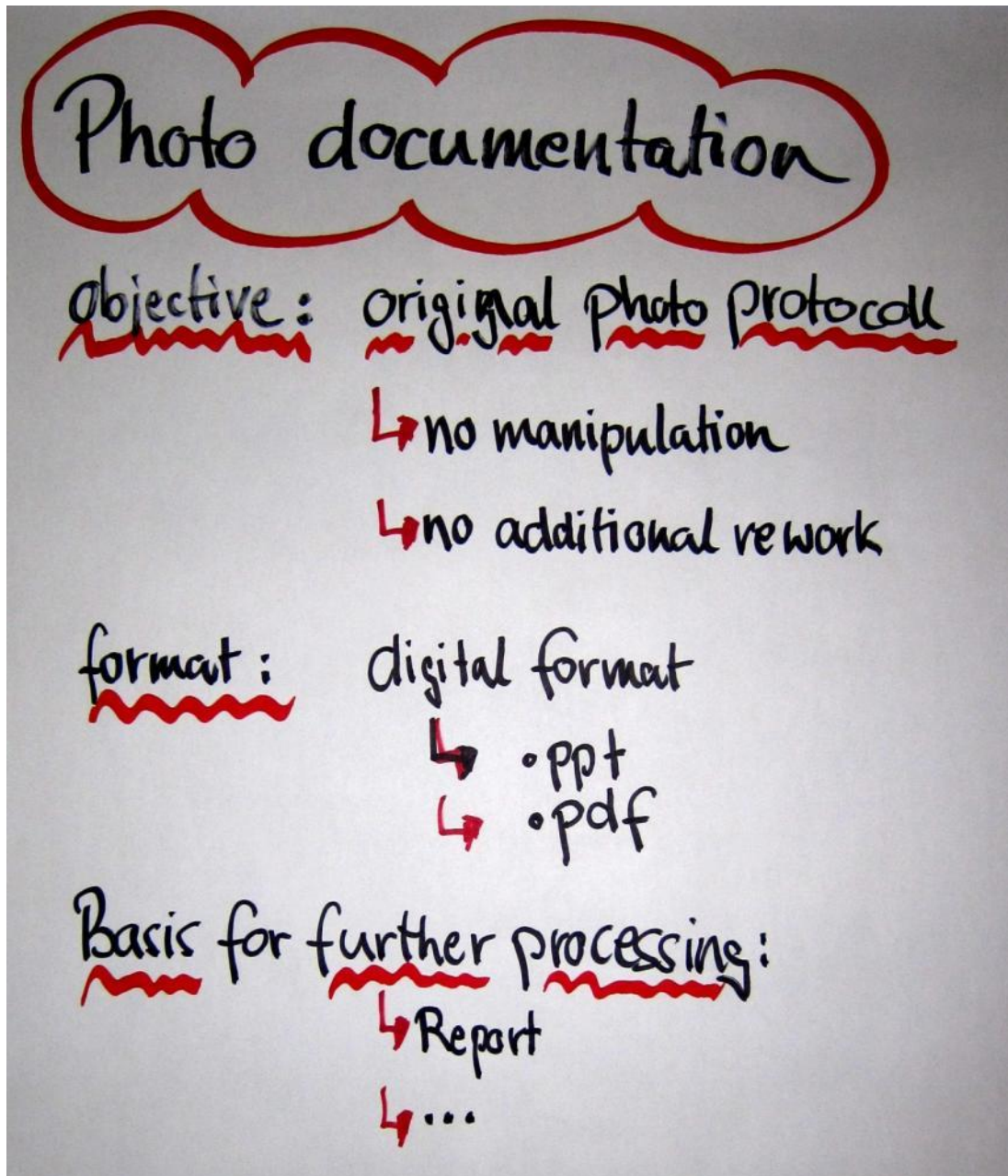
1800 - 1430

04. 13.05.2013 Hotel Grand Korçë AL

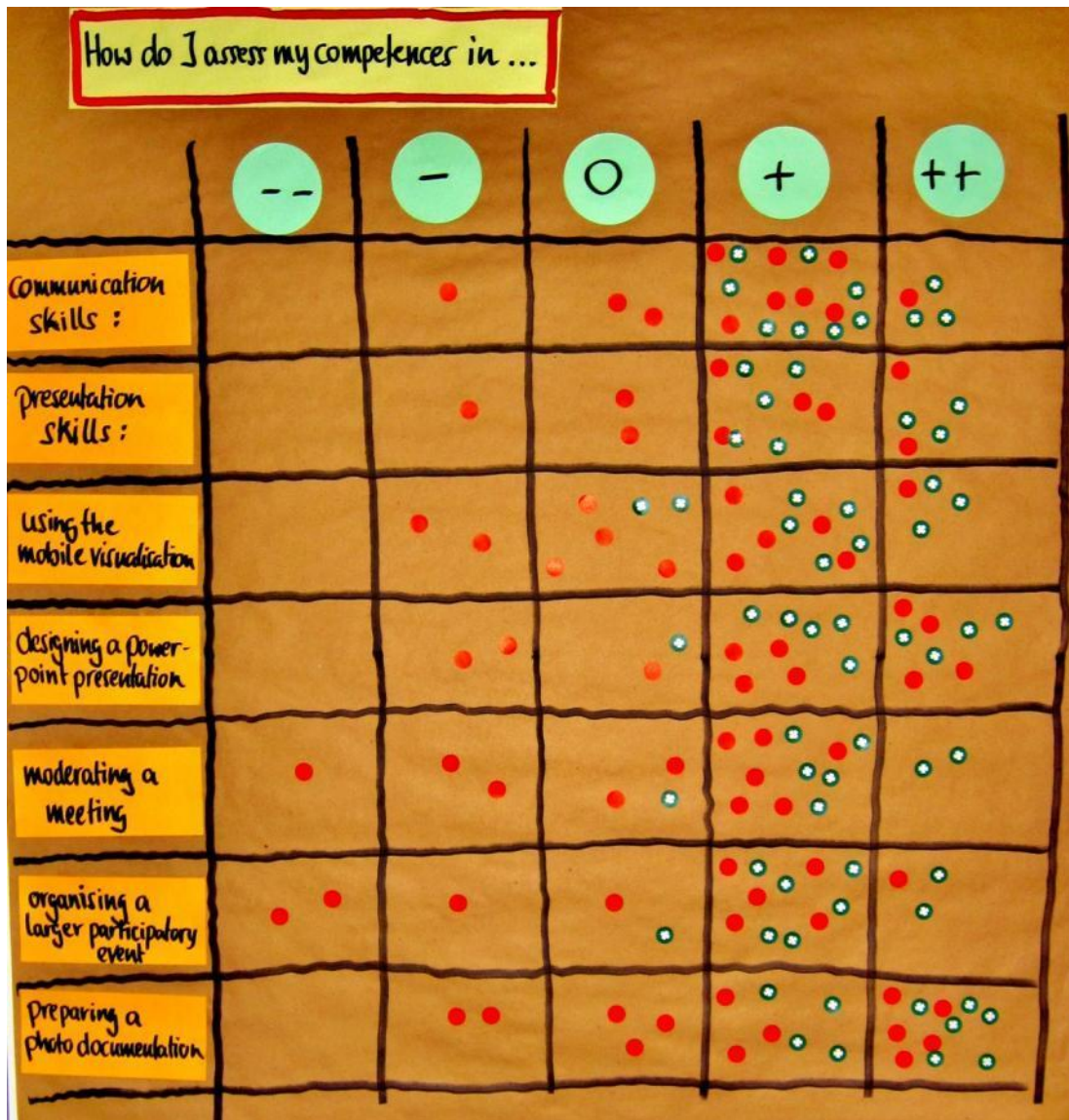
Ora	Tema	P. Përgj.	Shënime
9 ³⁰ - 10 ⁰⁰	Rregj. i pjesëmarrësve	SWG	- 37 formim Kryes. Kës. E. M. M. MEDIE to keep output from training
10 - 10 ¹⁵	Prezantimi (Hyrje)	V. D. D. D. D.	to keep output from training
10 ¹⁵ - 11 ¹⁵	Draft Plan Strategjik	I. T. T. T. T.	to keep output from training
11 ¹⁵ - 12 ¹⁵	Pjetje D. D. D. D.	Moderator	to keep output from training
12 ¹⁵ - 12 ⁴⁵	Konkluzione	SWG	- T. D. D. D. D. Kës. Kës.
12 ⁴⁵ - 13 ⁰⁰	Next Step	SWG	- S. D. D. D. D. S. D. D. D. D.
13 - 14 ³⁰	Dreke		- Ju D. D. D. D.



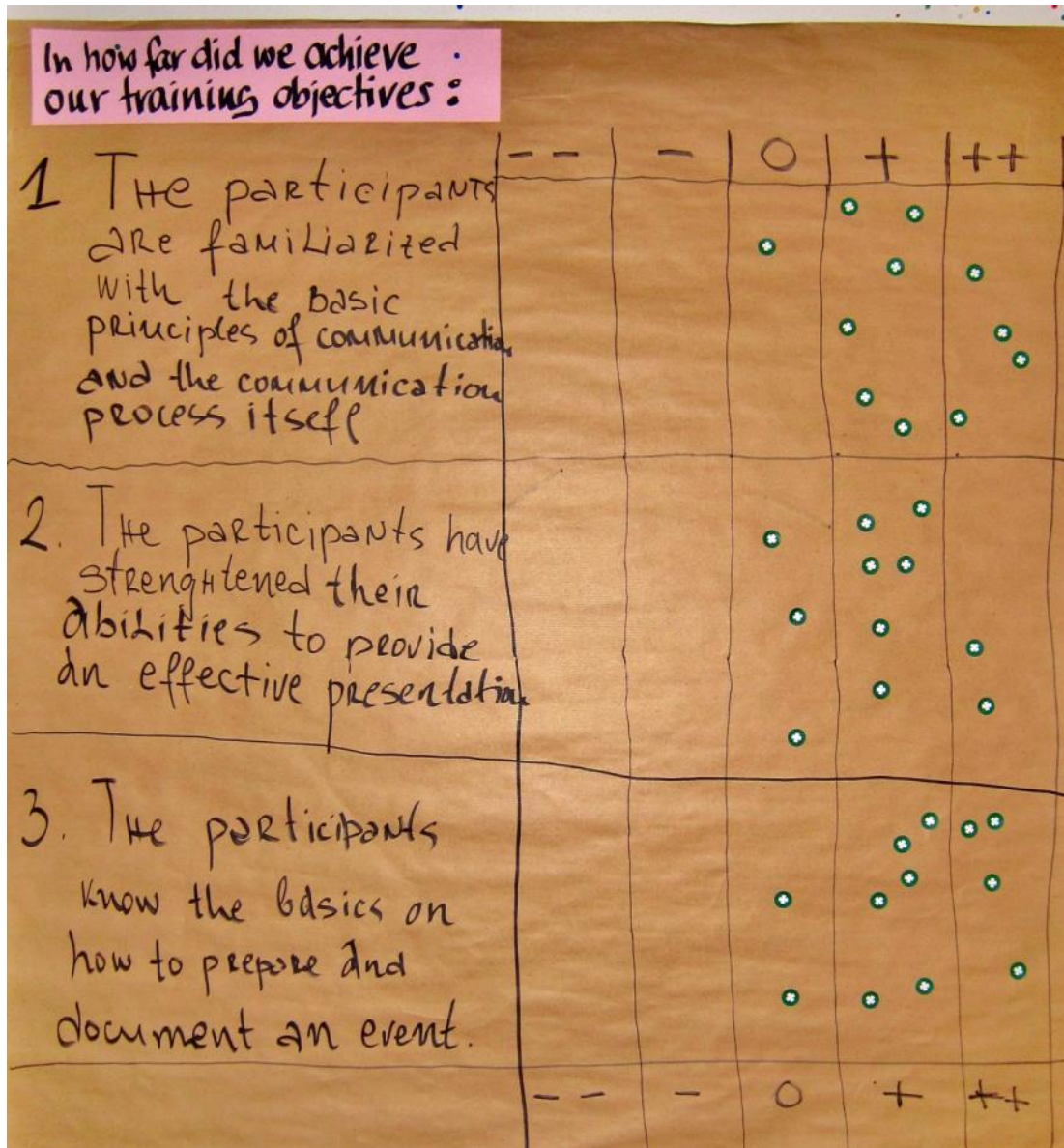
The photo documentation allows simple and fast documentation of a moderated and visualized meeting. The process is transparent and avoids discussion of disputed terms. Prerequisite for a good documentation are well structured pin boards and a legible writing



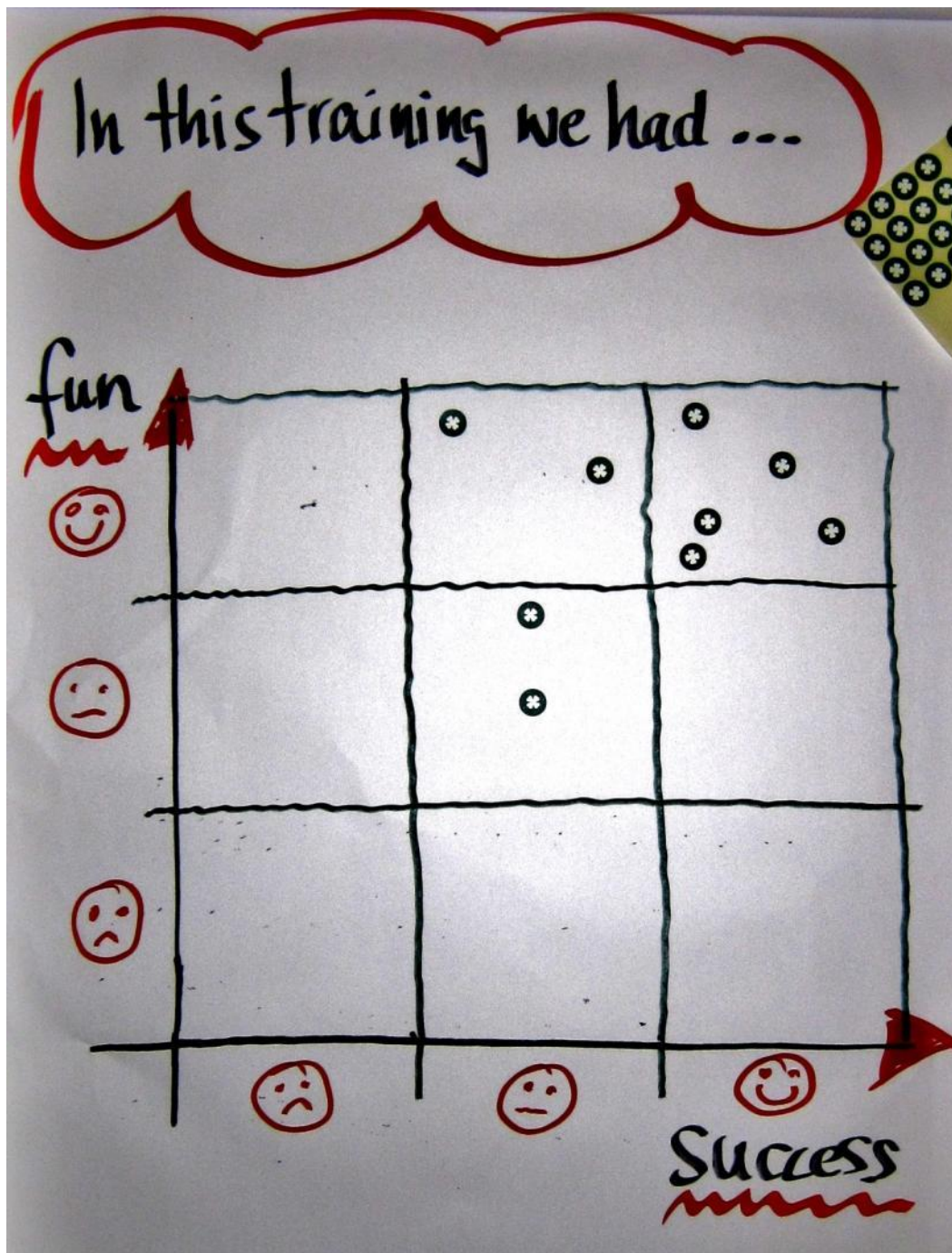
The final self assessment shows the areas in which we could improve our skills during the training (green vs. red dots):

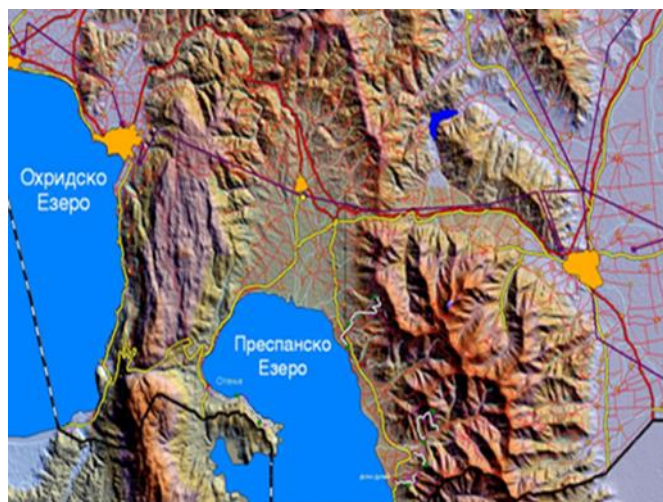


In how far did we achieve our training objectives?



Despite the unfavorable space conditions we had a lot of success and fun at work





Thanks a lot to this
strong Stakeholder
Group from the
Prespa Region

