



**What is a sharing event?**

KNOW-HOW3000 sharing events are local or regional face-to-face-events in which participants present and discuss their undertakings, activities and experiences within a previously set topic or area of work in order to learn and improve their practice.

The focus can be set on:

- know-how transfer and training
- teambuilding and networking
- problem solving and technical workshops

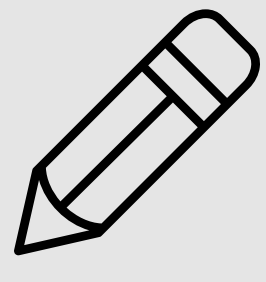


**Templates and Guidelines**

- > Guideline Methods – Sharing Events & Trainings
  - > Guideline Logistics– Sharing Events & Trainings
  - > Template Basic Information Sharing Event
  - > Template Programme Sharing Event
  - > Template Documentation
  - > Template Follow-up Survey
  - > Questionnaires: good practice/negative experience
- (Click on the names to access the documets)



<http://www.knowhow3000.org/>



**PREPARATION & PLANNING**

**+6 Months before event**

- o define topic and focus of event
- o fix budget for the event
- o select target group and participants
- o fix dates for the events
- o select event location

**+3 Months before event**

- o prepare and send out basic information and invitation letter
- o prepare participants list
- o send out questionnaires for experience capitalization
- o prepare event programme
- o decide on speakers, facilitators, documenters/photographers and IT responsible persons
- o contact media representatives

**1 Month before event**

- o collect presentations and handouts from speakers
- o confirm event venue and hotel
- o send final list of participants to venue and hotel



**IMPLEMENTATION & DELIVERY PHASE**

**Logistics**

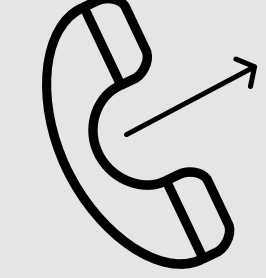
- o coordinate logistics with hotel, participants, catering, transportation, technical support etc.
- o facilitation team meeting each day
- o keep and update attendance list; hand out to participants
- o clarify code of conduct for taking pictures with participants
- o monitor time and timeframe
- o collect presentations and documentation of work groups
- o document event
- o foresee time for media coverage and interviews if wished
- o collect receipts, boarding passes and refund participants on travel costs if agreed

**Participants**

- o check if participants are tired regularly and use energizers
- o always refer to participants' life, situations, questions to make sure they benefit from event
- o allow participants to move and get out of the venue

**Methods**

- o create learning atmosphere
- o beginning of event: present responsible persons, detect and clarify motives for learning, sharing and exchange
- o create space for networking
- o after each information module, practice or apply new knowledge
- o reflection and abstraction of different modules
- o plan recap sessions each morning to remember participants what has happened the day before
- o create space for feedback
- o collect structured feedback at the end of the event



**FOLLOW-UP & WRAP-UP**

- o send out guidelines for refunding of travel expenses if agreed
- o send out link for follow-up and feedback survey
- o prepare event documentation
- o thank contributors for their efforts
- o send out documentation to participants
- o spread outcomes of the event
- o monitor media coverage

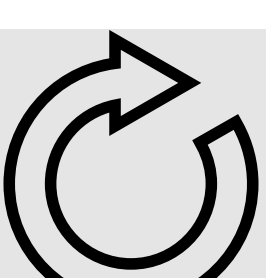


**Sharing Events and Trainings**



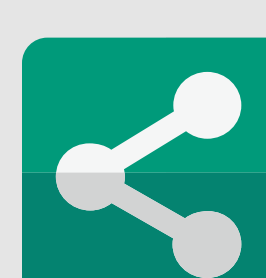
**LOGISTICS**

Refer to ANNEX: Guideline Sharing Event Logistics (Click here)

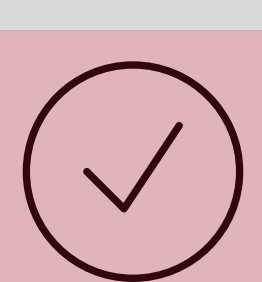


**BEGINNING & INTRODUCTION**

- >> Appreciative Inquiry
- >> Pre-Training Questionnaire
- >> River of Life
- >> How many years
- >> Quiz
- >> Energizers

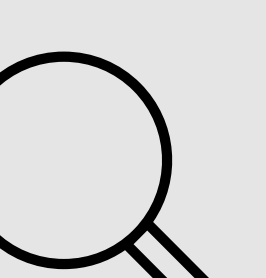


**Sharing Events and Trainings**



**METHODS & STRUCTURE**

Refer to ANNEX: Guideline Sharing Event Methods (click here)



**FEEDBACK, EVALUATION & KNOWLEDGE TRANSFER**

- >> Thumbs up/down
- >> Scaling
- >> Molecules
- >> Group Teach-Back



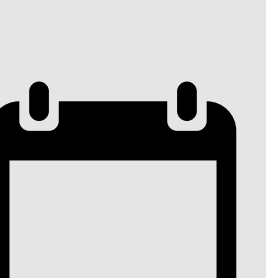
**PRESENTATION**

- >> Practice Examples
- >> Storytelling
- >> Presentation
- >> Expert Interview
- >> Wallpaper/Vernissage
- >> Mindmapping



**PARTICIPATORY METHODS**

- >> Brainstorming/Brainwriting
- >> Fishbowl
- >> Small Group Work
- >> World Cafe
- >> Simulation Exercise
- >> Roleplay
- >> Case Study
- >> Discussion



**TIME SCHEDULE & MODULE PLANNING**

**TIME SCHEDULE**

Module	Objective of module	Content	Methods of Implementation	Duration	Materials needed