

Photo documentation

Of the Management Course 4

Regensburg

23. – 27. June 2014

Management Course 4

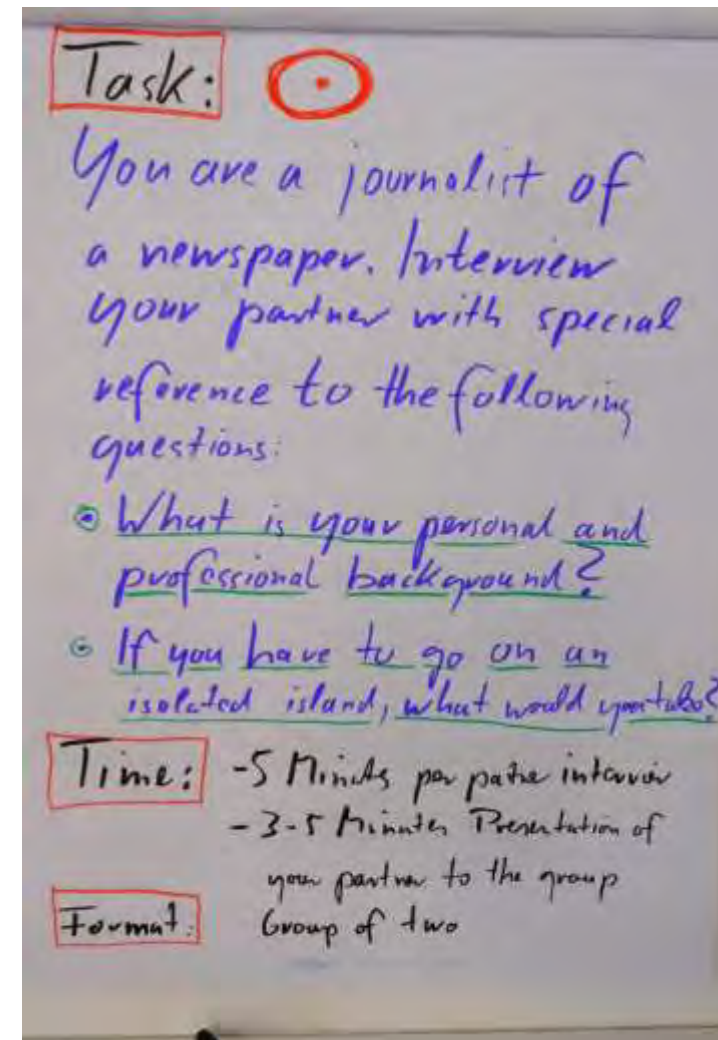
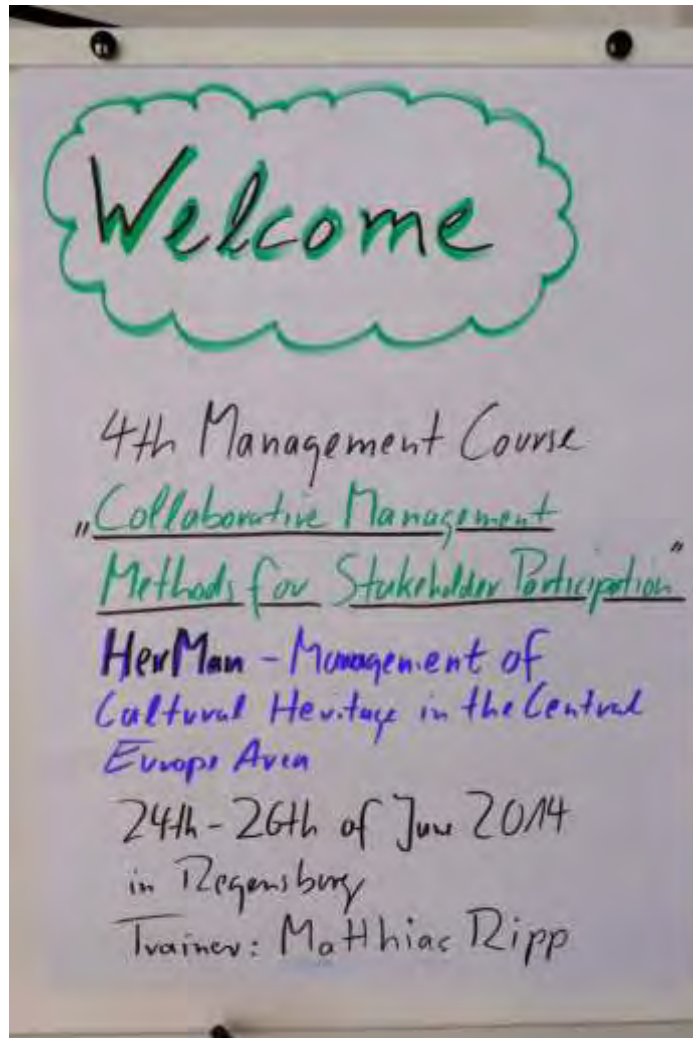


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DAY 1



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Training Rules

1. We are all responsible for the success
2. Be on time
3. Active participation
4. Be focused
5. Accept other ideas
6. Be positive
7. No mobile phones
- 8.

Task

What are your
Expectations
of the next three
days?

Time

3 minutes

Format

individual
written on cards

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Task

What are your local Stakeholders that are relevant for Heritage Management Activities?

Time

60 minutes
→ 35 minutes for discussion and writing cards
→ 25 minutes for presenting

Format

Group of three



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Stakeholder		
City	Inhabitants	Urban Planners
Municipality	Recently moved-in (Urban Sprawl)	Engineers
Mayor	Pensioners	International Organisations (UNESCO)
National Authorities responsible for heritage	Church	Local Authorities (We started + take part)
Regional Authorities (Provincial)	Hotel Association	Heritage Owners (Embankment)
County Administration	Visitors/Tourists	Politicians
Festival Goers	Weekenders (Allotment owners)	Councillors
Museums	Cyclists	Cultural Institutions
Cultural Institutions (theatres, galleries, cinemas, libraries, film commission)	Owners (Investors)	Managers of Real Estates
Travel Agency/Tour Operator	Aborigine(al)s	Education Actors (university, secondary, primary school)
Private owners	School Children	Railway/Airport Authorities
Owners of castles, villas, religious places	Bored Moms with infants	Societies /Associations (scientific, medical, bike society)
Restaurant and Hotel owners	Playground Children	Sewage & Garbage Companies
Real Estate Agents	Tenants	Student's Associations
Small Service Providers	The local Organisation of Town Commerce	Police/Firemen
Investors	Inhabitants (live + work)	Kindergartens
Shop Owners	Media (press, bloggers, social media)	Schools
Local Farmers/Providers	Banks	Local media
Hotels >Hospitality Structures	Private Investors	Museums
Tourist Guides	Local NGOs	Training Institutions
Gastronomy Actors (restaurants, cafes, wine cellars, pubs)	Industry Companies/Factories	Churches
Local Organisation of Events (cultural, gastronomy, sport)	Local Artisans	Water Authorities
Tourist Information Office	Yacht-owners	Water Management Authority
Communication/Advertising Companies	Heritage Conservation Experts	Village Council
Tourist Agencies	Transport Companies	MAV (Hungarian Railways)
Crafts Association	Energy Companies	Heritage Inspectors
Handicapped society/Associations	Group of Specialist (Architects, Engineers, Conservationists, Artists)	Neighbouring Municipalities
Advertisement Agencies	Specialists involved in Urban Management (architects, planners, engineers)	Transport Companies (means of Transport)
Taxi Companies	University + Schols	Architects
Students	Chamber of Commerce	Transport Authorities
Users	Cultural Associations	Hunting Clubs
	NGOs	Foundations

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Definition
Integrated
Approach:

An approach that combines
all aspects that are relevant to
tackle the problems.

Combines:
different

- areas
- issues
- stakeholders
- context
- methodologies
- time
- parameters

in **ONE** idea.

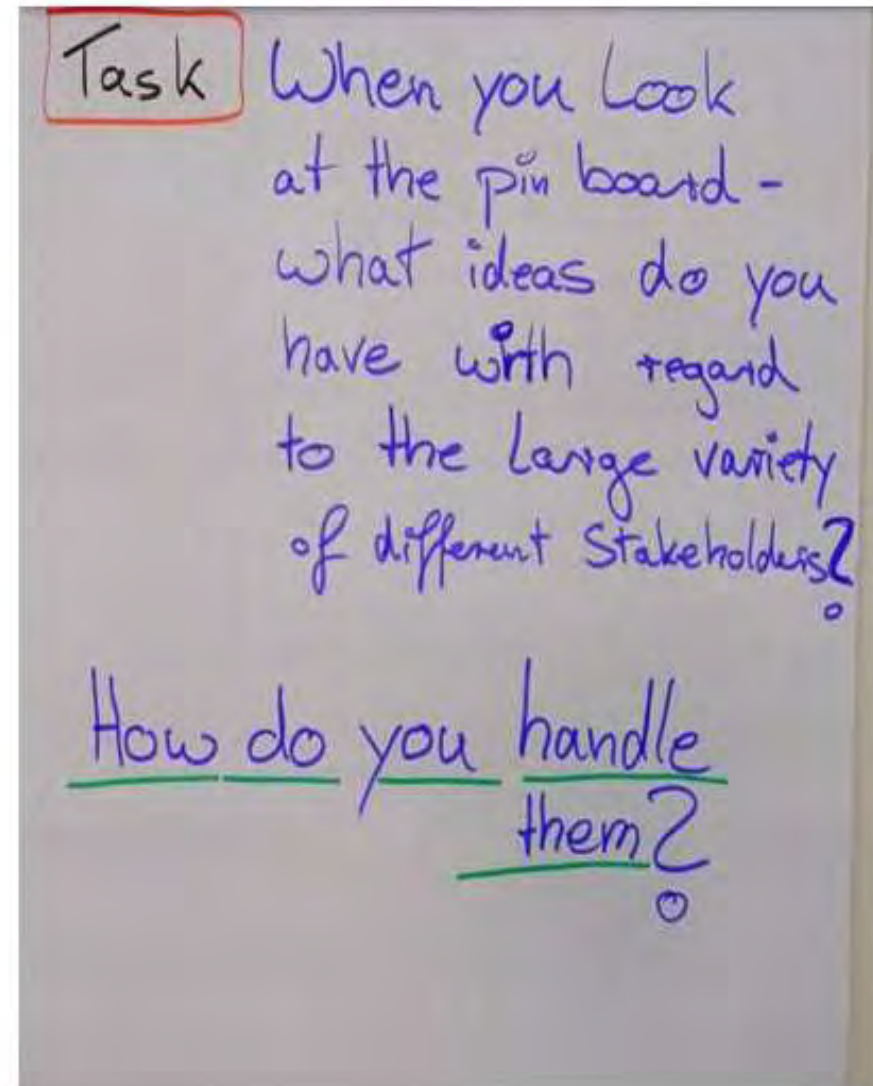
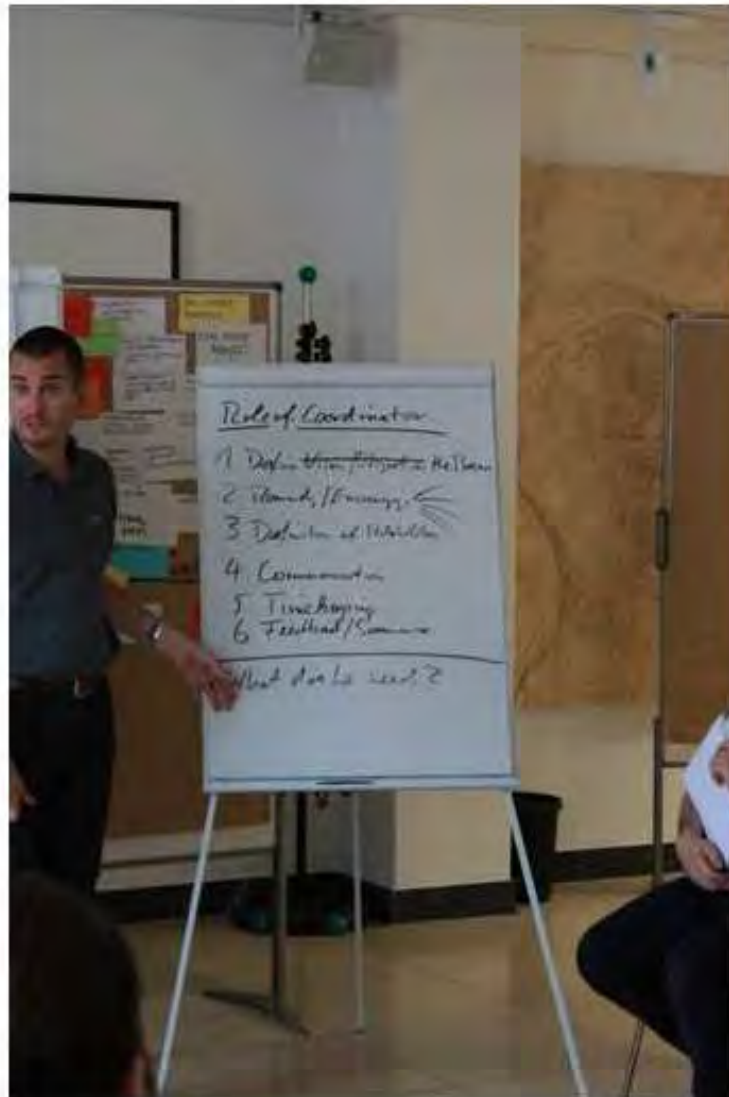
Sectorial vs. Integrated

traffic social housing
culture econ. education

Silo approach

Intersectorial
Cooperation

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DAY 2



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Task: Discuss in your group the parameters of a moderator and an expert! Find examples/stereotypes describe in detail the characteristics of the role with reference to aspects like:

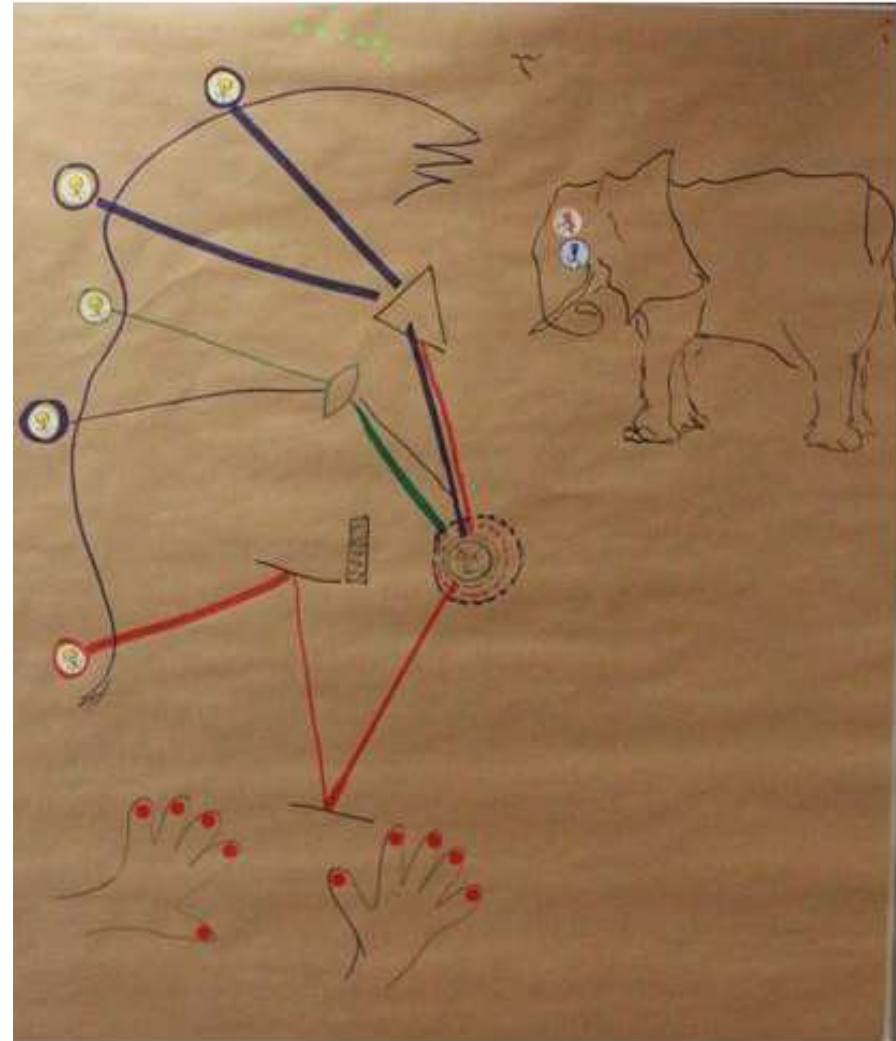
- oral/non-oral communication
- voice
- behaviour
- wording

Fabricate a drawing/painting of the role and present it to the audience.

Time: 60 minutes Discussion and
30 minutes drawing/presentation

Format: Groups of three

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Task: Select 3 packages with each one modernisation technique. Prepare a presentation on these, taking into account:

- benefits
- potential problems
- suitable for
- difficulty
- time of preparation
- etc

Time: 40 Minutes preparation
20 Minutes presentation (5 each)

Format: Groups of four

Announcement on stakeholder meeting on
SMALL CITY TRAFFIC ISSUES

EVERYONE IS WELCOME

① Inquiry of expectations

- clear of expectations
- accountability
- low platform
- post - a little city
- want to get a better idea of the town
- check the building
- to ensure - case of fire
- vision
- stakeholders involved for improvement
- time of preparation (middle)
- low threshold
- PROBLEMS, PROSPECTS
- longer time (10/11/12)
- time time
- most targeted structure
- SPECIFIC REASONS
- TIME OF PREP (SHORT)

② MIND-MAP

small city traffic

carrying capacity of roads/urban

and for public transport

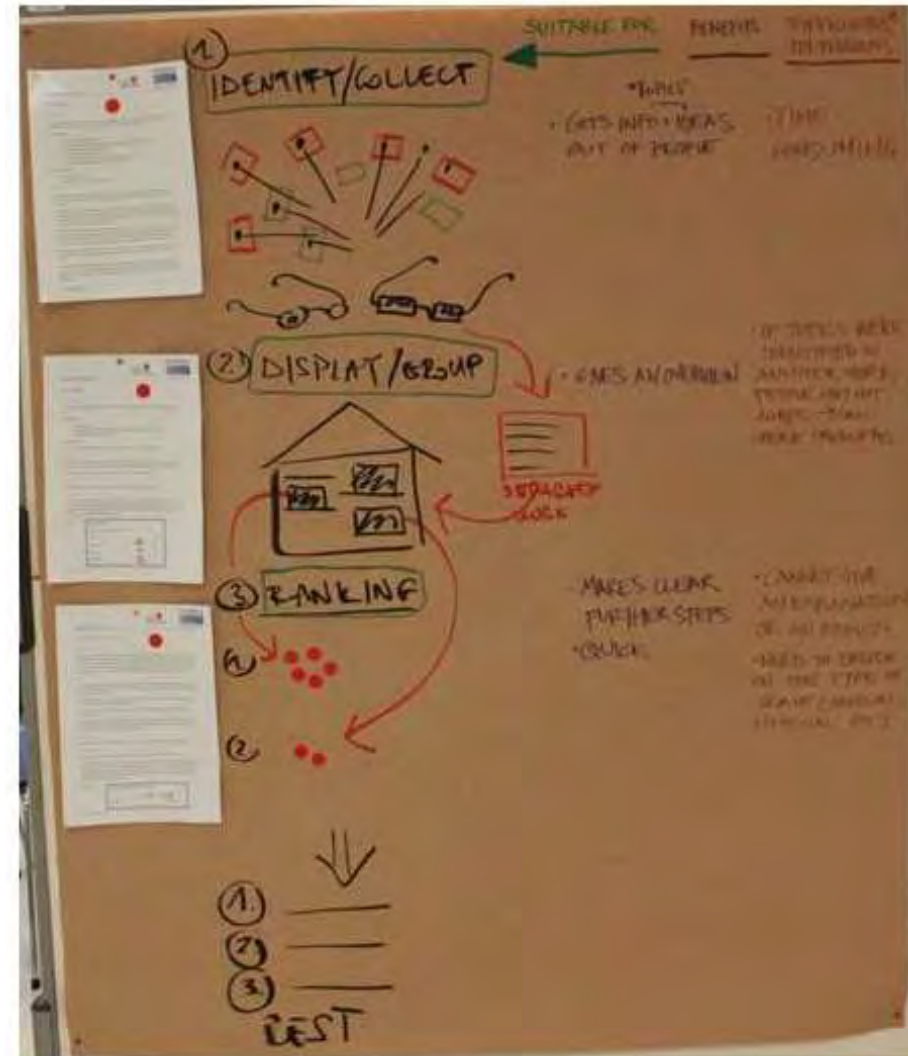
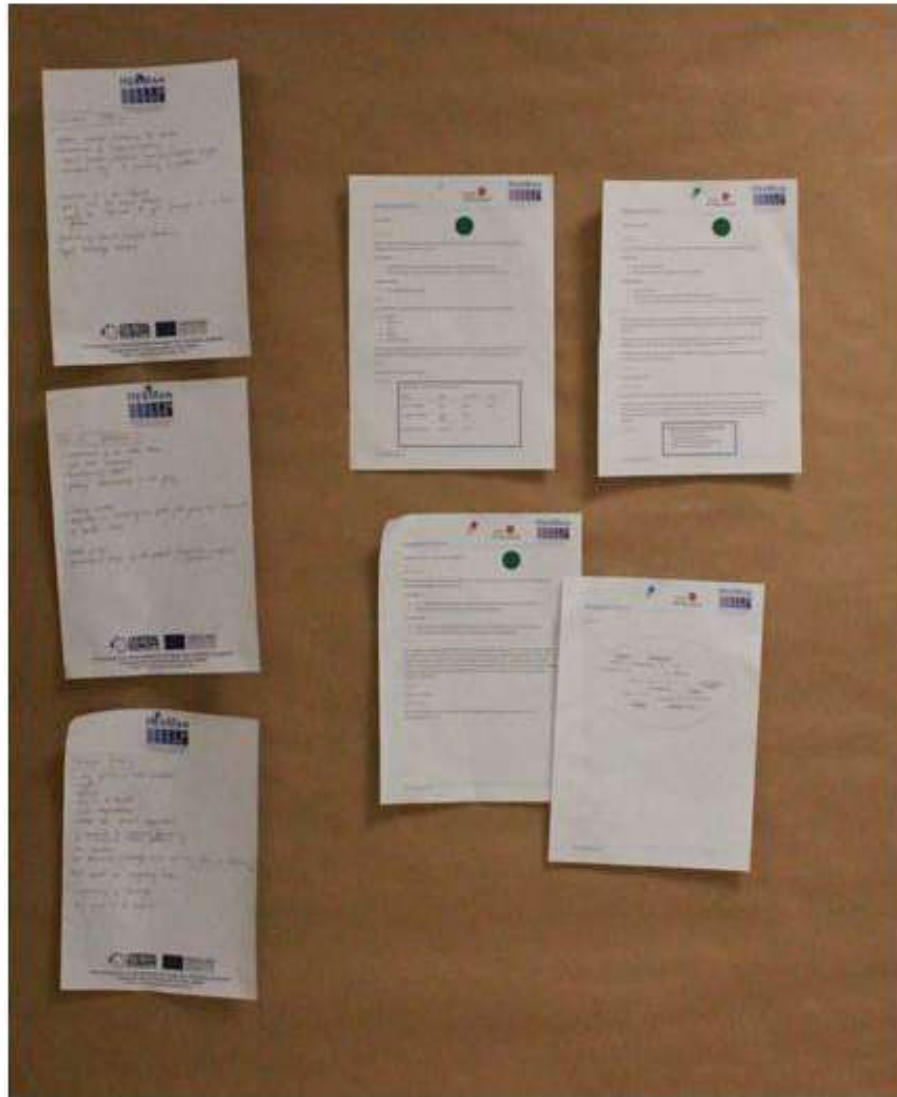
building

③ TWO FIELD TABLE

TRADITIONAL CONSTRUCTION	FLAT-CONCRETE
high architectural quality expense	cheap assembly easy production

→ THE END RESULT

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Task: What are the early signs of an upcoming conflict in a group? Do you know any strategies to prevent/react?

Time: 60 minutes

Format: All together

Conflicts

Prevention

- DEAR INTERACTION OF MEMBERS & LIMITATIONS
- DEFINING THE AGENDA
- ONE OF THE MEETING - FORMS OR ONE THAT DOES NOT
- HAVING EXERCISES IN THE SAME TIME
- STRESSING CONTENT
- PROPER/STRUCTURE INFORMATION

COMMUNICATION

- NO RULES / CODE
- CLARIFY / TRANSPARENT CONTRIBUTION OF THE PROCESS
- SEARCHING
- REACHING THE AGREE
- NO MODERATOR / MODERATOR (FOR VERY MODERATOR)
- IF THERE ARE (OR) HAVE BEEN / HAVE BEEN MODERATORS
- IF THERE ARE (OR) HAVE BEEN / HAVE BEEN MODERATORS
- IF THERE ARE (OR) HAVE BEEN / HAVE BEEN MODERATORS

Reaction

- INTERFERING WITH A GROUP OF PEOPLE
- INTERFERING WITH A GROUP OF PEOPLE
- INTERFERING WITH A GROUP OF PEOPLE
- INTERFERING WITH A GROUP OF PEOPLE
- INTERFERING WITH A GROUP OF PEOPLE
- INTERFERING WITH A GROUP OF PEOPLE
- INTERFERING WITH A GROUP OF PEOPLE
- INTERFERING WITH A GROUP OF PEOPLE

Signs for trouble: !!!

- NO REASONS!!!
- NO REASONS!!!
- NO REASONS!!!
- NO REASONS!!!
- NO REASONS!!!
- NO REASONS!!!
- NO REASONS!!!
- NO REASONS!!!

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Meeting Culture

- + Arrangement of Tables/Chair
 - Top 1 Informative
 - Top 2 Decision
 - Top 3 Discussion
- + the right distance
- + Space, light, furniture
- + Systems to display information
- + adapted content of information
- + ppt.
 - not to read a text on the slides
 - readable / bright colors
 - limited text
 - pictures
 - not to read a text on the slides
 - max 20 min
- + break 30 min
- + Introduction of participants
- + Invitation:
 - REASON/ROLE
 - Title
 - Agenda
 - Place
 - Time / Duration
 - Contact
 - Cost
 - Further information on the topic
 - Invitation list
 - Pictures
- + Food & drink
- + name / pos.
- + place
- + dress code
- + Design of the

Moderator
 - Minutes
 - Decision
 - Assistant
 - Treasurer

Task What will you use of the things learned today in your work context?

→ DIARY

Time: 20 min

Format: individual

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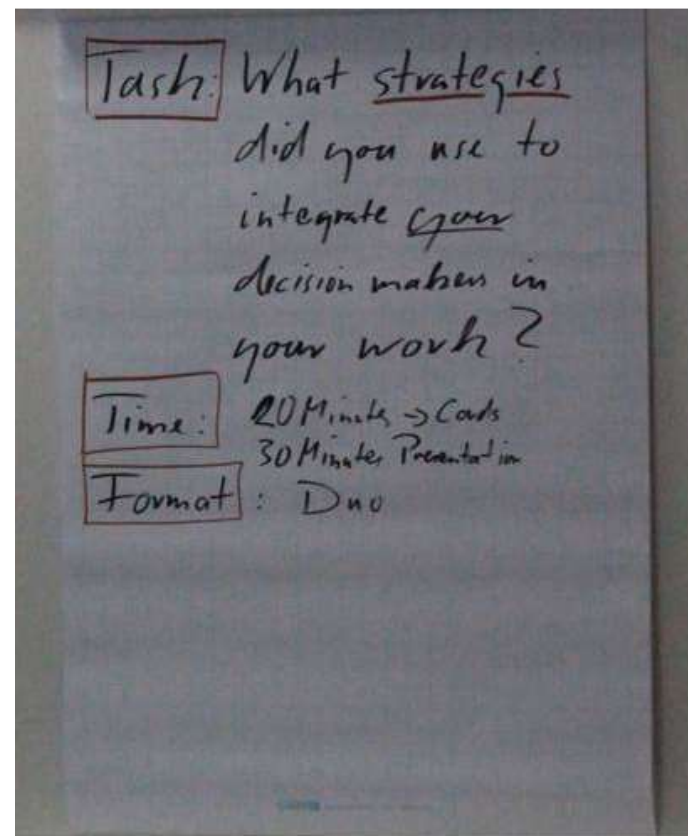


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DAY 3



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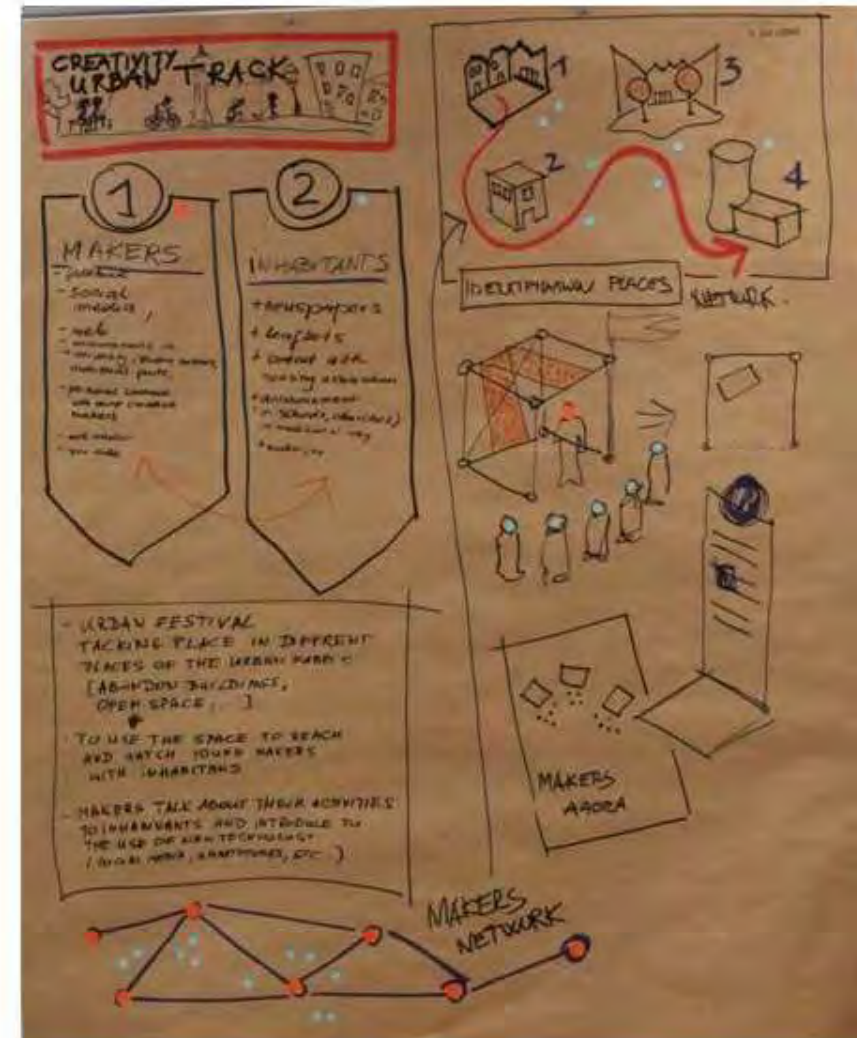
TASK: What Ideas do you have to collaborate with your stakeholders? Draw a map!

e.g. joint Event

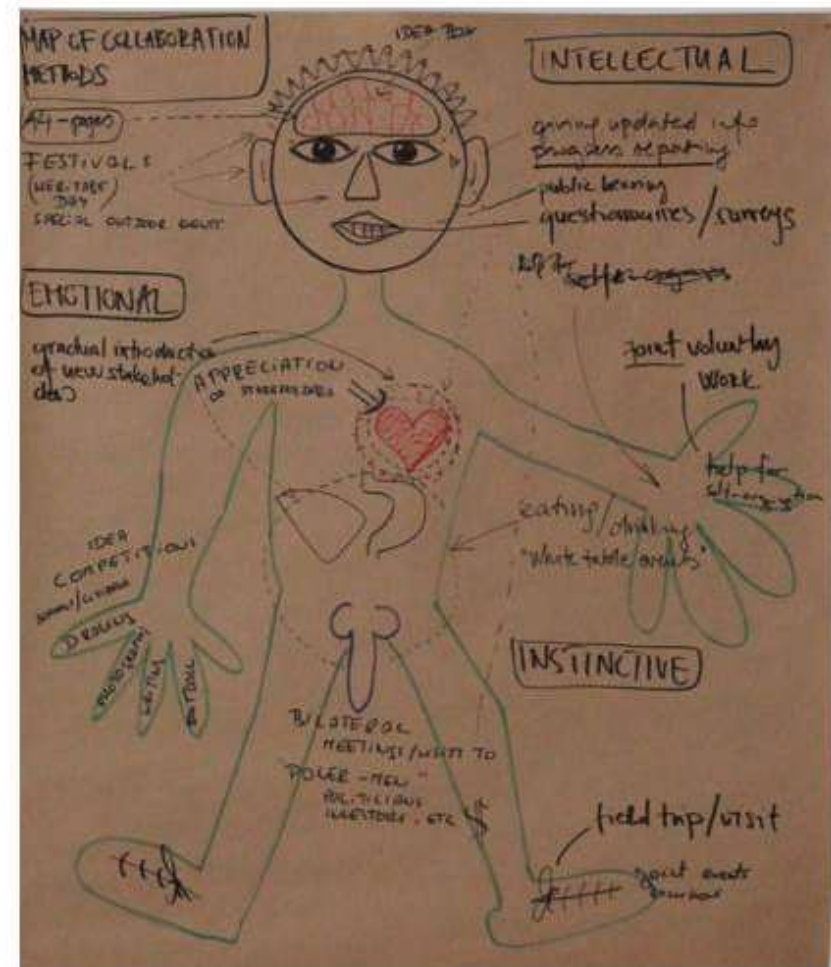
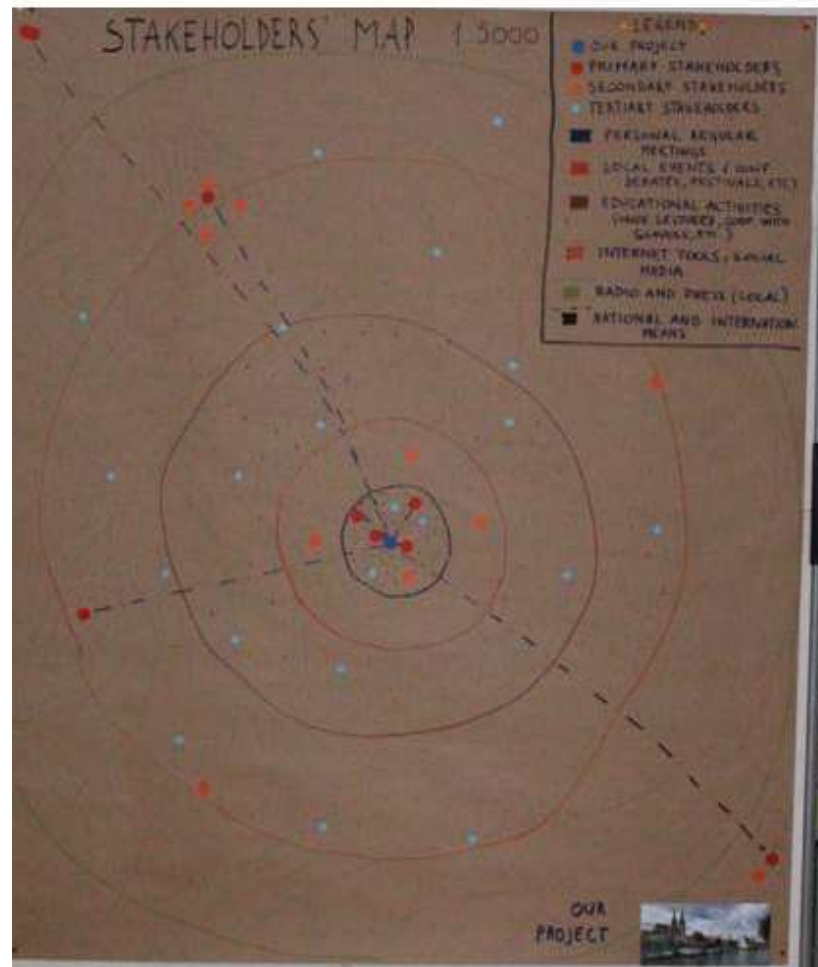
Price: most easy to understand

Time: 60 Minutes Creative Work
30 Minutes explain

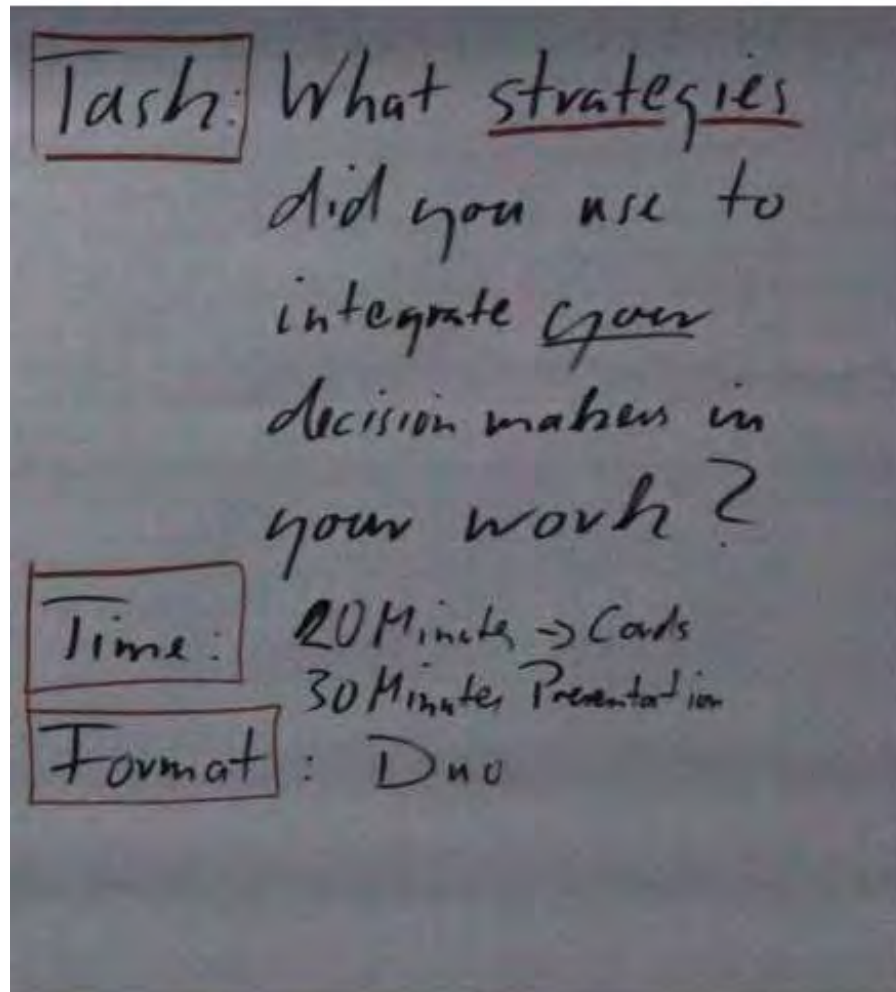
Format: Groups of three

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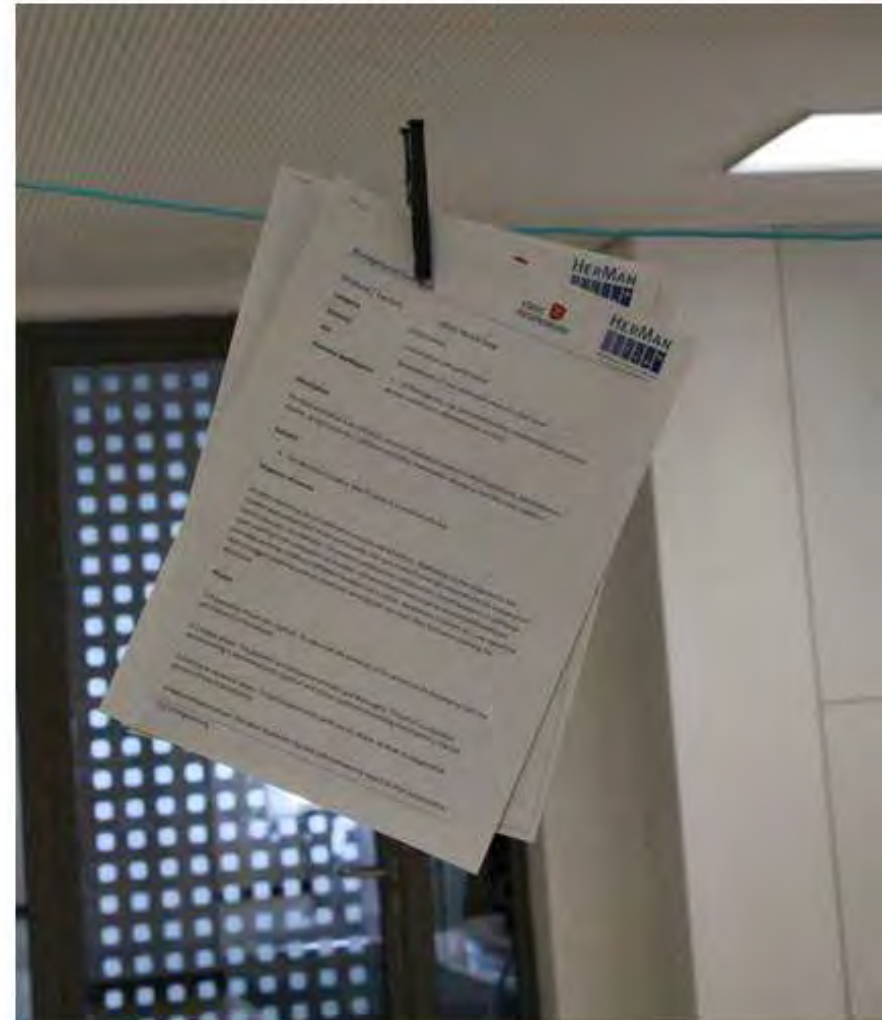
Task: Collect one package, analyze, discuss and prepare a presentation using the flipchart or other media.

Points to consider:

- advantage
- disadvantage
- cost
- time for presentation
- size of groups
- how many moderators
-

Time: 60 Min discussion + write
40 Min presentation

Format: Groups of four



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FISH BOWL		WORLD CAFE		OPEN SPACE	
					
AD	★	AD	★★★★	AD	★★★
DIS	★★★	DIS	★	DIS	★★★
COST	★★	COST	★	COST	★★★★
TIME	★★★	TIME	★★	TIME	★★★★
SIZE	★★★	SIZE	★★	SIZE	★★★★★
VS	★	N	★★★★	N	★★★
DEG	★	DEG	★★★★	DEG	★★★★
TYPE	IDEAS COLL.	TYPE	IDEAS COLL. +	TYPE	PROB. SOLVING
					

① ROUND TABLE DISCUSSION



OKRIGER STOR

2 FUTURE WORKSHOPS

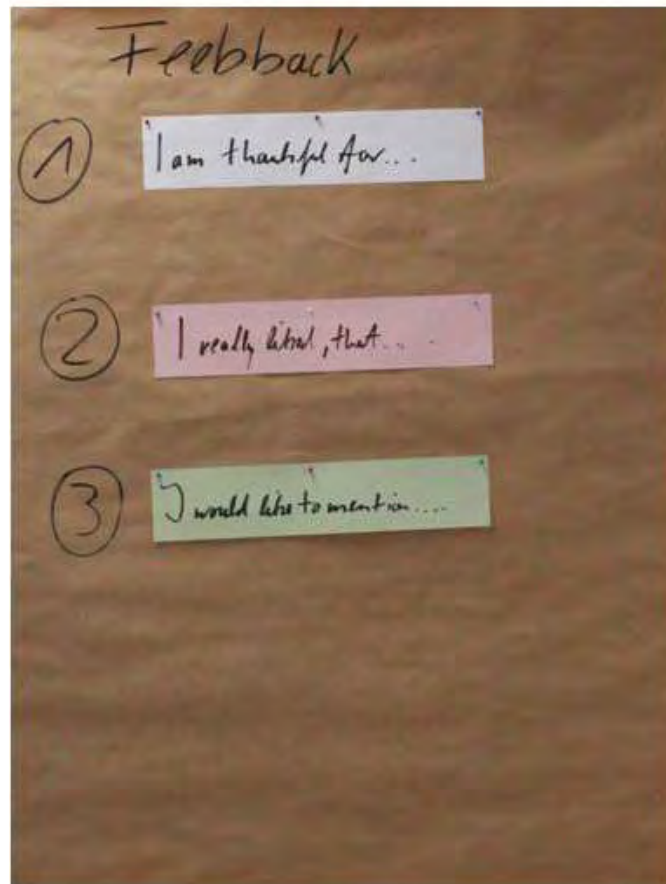


3 PLANNING FOR REAL





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Impressions

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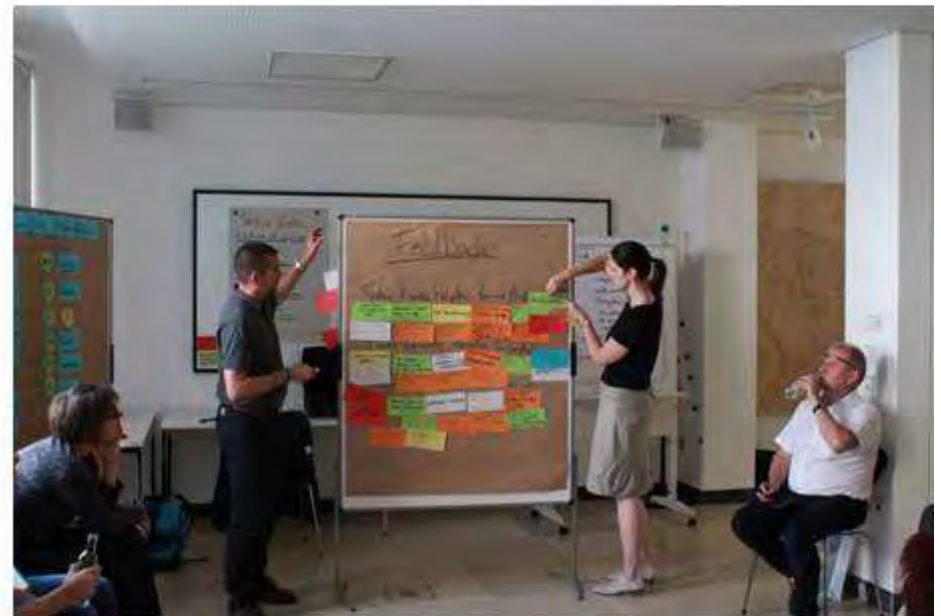
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