WP2 - Capacity Building for historical sites managers

Activity A.T2.1 – Analysis of stakeholders training needs
D.T2.1.1 - Minutes on local Focus Groups – Collection of data for training needs assessment

Preparatory for:
D.T2.1.2 – Local studies on training needs
D.T2.1.3 – Transnational report on common training needs

A.T2.2 – Creation of transnational training models and local training plans
A.T2.3 – Implementation of training sessions for different target groups (PA staff, CCI, Pilot Managers)

QUESTIONNAIRE

(Name of Project Partner) is one of 10 partners in an Interreg Central Europe project – Forget Heritage (*Innovative, replicable and sustainable Private Public Cooperation management models of the abandoned historical sites by setting up Cultural and Creative Industries).*
This survey is conducted as part of the project. It will help us identify where and how a training program might help you and/or your organisation to be more effective.
We are working on creating a transnational training model for historical sites managers and we will be organising training sessions for Creative and Cultural Industries (CCI) managers, public administration (PA) staff in charge of historical sites management.
At the end of the questionnaire we are asking you to provide your name and contact information so that we can contact and invite you to the training sessions.

Please answer the following questions candidly and honestly to help us organise trainings that are tailored to your needs.

<u>YOUR WORK/YOUR ORGANISATION</u>

- **Are you a ...?**
    - CCI operator
    - Public authority employee in charge of historical site/s management

- **If you are a CCI operator, please specify:**
    - Company
    - Association
    - Freelance
    - Informal group
    - Other: ………………………………………………………………………………….

- **If you are a CCI operator: are you already managing a publicly owned underused/abandoned historical building?**
  - Yes
  - No

  If not, are you planning to start managing a publicly owned underused/abandoned historical building?
  - Yes
  - No

- **If you are a CCI operator: please tick your main cultural & creative industry sector.**
  If you are a Public Administration staff member: please tick which CCI sector you've already been in contact with. *You can choose more than one answer.*
  - Theatre
  - Cinema
  - Music & Entertainment
  - TV & Radio
  - Fashion
  - Design
  - Branding & Advertising
  - Publishing & book sector
  - Cultural heritage
  - Contemporary Art
  - New Media
  - Other: …………………………………………………………………………………………

- **What are the main challenges you are facing?** *You can choose more than one answer.*
  - Bureaucracy
  - Legislation
  - Financial issues
  - Human resources: Recruitment and Management
  - Knowledge of the market
  - External problems (social, economic, environmental, technical, political)
    Please specify:
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  - Other:
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TRAININGS

- **Which main skills/knowledge are required to run your project successfully?** *You can choose more than one answer.*
  - Accounting and management
  - Accounting and management for non-profit organizations
  - Budgeting and creating business plans
  - Managing people
  - Intellectual property management
  - Third sector legislation
  - Ability to cooperate successfully with other organisations
  - External communication and public relations
  - Internal communication
  - Using social networks
  - Fundraising
  - Team building
  - Other: ……….

- **How important for you are the following training topics?** *Please mark with an "x".*

	Very important	Important	Not sure	Not important
National/regional legislation				
IPR (Intelectuall Property Rights)				
Strategic planning				
Organisational skills				
Presentations skills				
Workplace ethics				
Customer service skills				
Stress management				
Cultural diversity				
Human resources: Recruitment and Management				
Conflict management				
Supervisory skills				
Communication skills				
Leadership skills				
Finanse & Accounting				
Fundraising				
Public relations				

Please suggest other training topics you are interested in:

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- **If you are a Public Administration staff member: which are your main needs linked to cultural heritage protection and valorization?**

    - Communication improvement (in terms of social media use, jargon, etc.)
    - Appropriate legislation
    - Management (economic and financial sustainability of the cultural heritage assets)
    - Better cooperation with CCIs
    - Entrustment (the process of the contract that regulates the relationship between the owner
       - public administration and the CCI in charge of the cultural heritage assets management: rules, roles, rights and obligations of the different actors - PA, CCIs, citizens)
    - Protection of the listed cultural heritage and of single buildings (complying with EU, national, regional, local rules)
    - Fundraising
    - Local stakeholder networking
    - Involving other stakeholders
    - Other: ………..

- **What are your personal training goals and why? (What skills would you like to improve? What new skills/knowledge would you like to acquire?)**

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- **If you are a Public Administration staff member: what are the main goals you would like to achieve through the trainings?**
    - To improve interaction skills with CCIs interested in cultural heritage valorization
    - To improve skills in defining the selection criteria of CCIs cultural heritage management proposals
    - To improve monitoring and evaluation skills of cultural heritage management
    - Other: ……..

- **What professional would you like to work with to further develop your knowledge/skills?**
    - Teacher/Trainer
    - Mentor
    - Counsellor
    - Coach
    - Other: ……

- **Which is your preferable way of training?**
  - Presentations
  - Case studies
  - Workshops
  - Discussions with experts
  - Lectures
  - Study visits
  - Other: ………

- **Which of the following elements would influence you to register for a training programme?**
  - Programme objectives
  - Training topic
  - Teacher/Trainer/Facilitator
  - Location
  - Length of programme
  - Other: ………..

WORK EXPERIENCE AND EDUCATION

- **Work experience (in years):**
  - Less than 1 year
  - 1-3
  - 4-10
  - 11-19
  - 20 and more

- **Average level of education in your organisation:**
  - Primary school
  - Secondary school
  - Bachelor's degree
  - Master's degree
  - Other: _____

- **Average age of the organisation's members/employees:**
  - 18-25
  - 26-35
  - 36-50
  - 51-65
  - over 65

CONTACT DETAILS

*Name:
*Organisation:
Position/role in your organisation:
*Email address:
Phone. no.:

Thank you for filling in the questionnaire!