

HOW CAN WE MAKE SURE
THE ACADEMY KNOWLEDGE
IS SHARED BEYOND US?

#BeyondtheUnknown



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Introduction

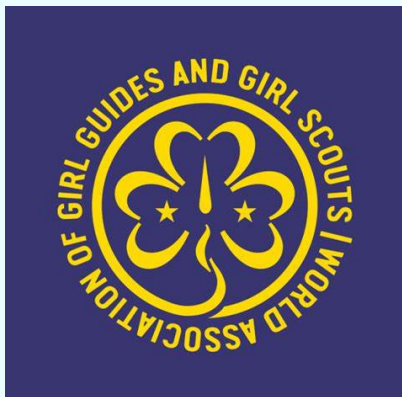
Welcome, Academy participant!

We want to start by reminding you that The Academy is an event designed to enable participants to get high quality training and networking opportunities around the core priorities of the European Regions of WAGGGS and WOSM. It is a privilege to be able to attend it!

You arrived at The Academy with an empty backpack, ready to be filled with knowledge. We want to help you keep everything you've learned inside. It's important to make sure that everything is put in the right place, and the backpack is weighted just right to get you home safely.

From managing the expectations you had before the event, to self-reflection on your participation and all the knowledge you have gained - you won't leave here indifferent! You will also have the opportunity to learn some strategies to share what you've learned and to register some memories in the end.

We hope you find this tool useful! You can count on us for whatever you need.

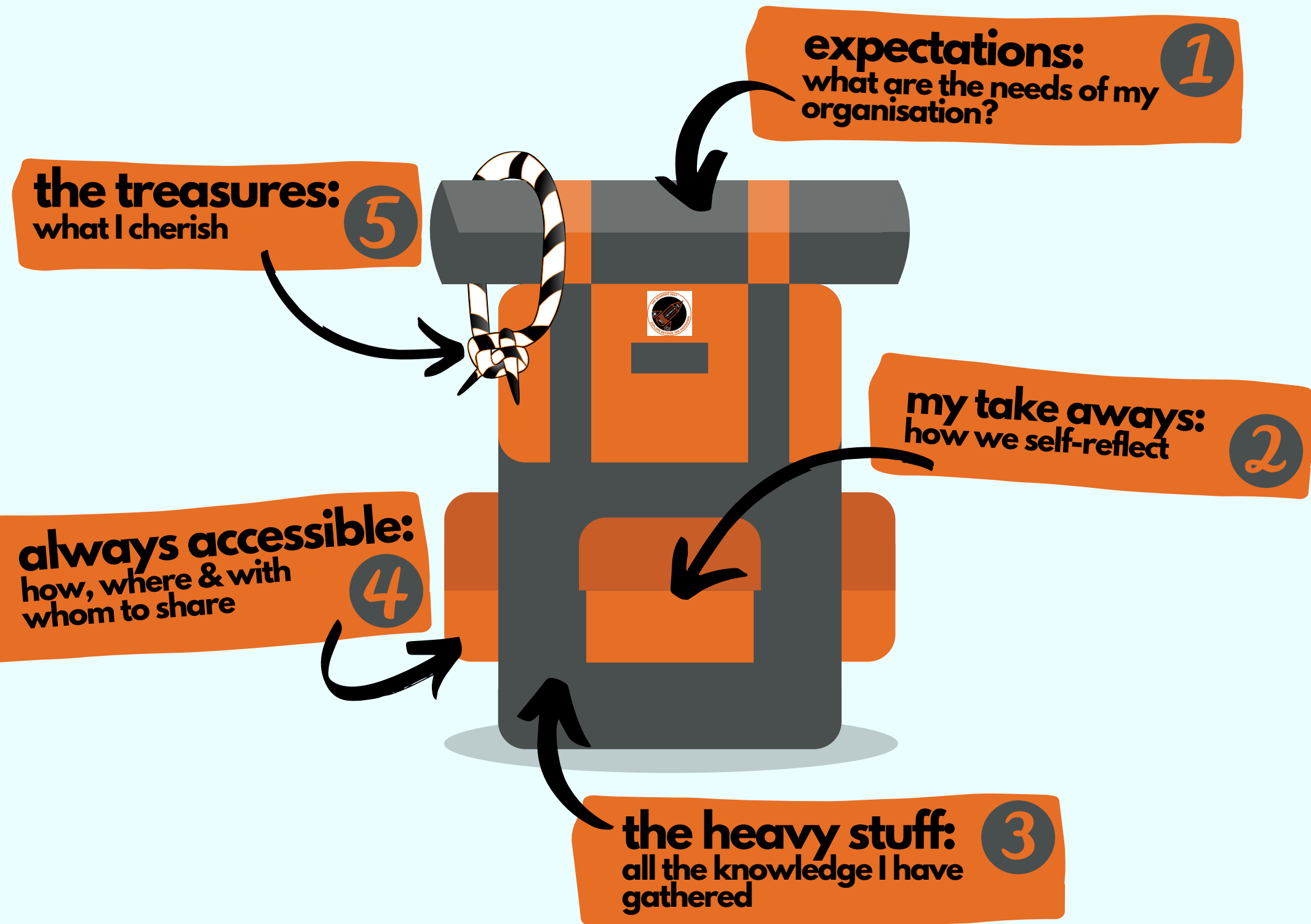


**Best wishes,
PSS Daedalus**



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Thinking before the event: what could be **useful** and helpful to **bring back** to my organisation?

How can this event help my organisation to **achieve their current goals**?

1

expectations:
what are the needs of my
organisation?

This part of the backpack is all about thinking about an event before you attend it (in this case, The Academy) and exploring your own needs as an individual and those of your organisation. You should set some expectations or objectives you plan to achieve before heading into the event. If you are better aware of your needs and expectations, you will be able to better approach the event and gain the most from it, which you can pass onto your organisation. Setting realistic expectations is a great first step for running/attending/planning an event.

Leading Reflection Questions from The Academy: My Organisation:

- What areas are my organisation lacking in?**

• What are the needs of my organisation? How best can I take what I have learned from the trainings and apply them to my organisation? How can I break down what I have learned in the sessions and impart my knowledge amongst my group/unit?

-
-
-
- How can I adapt what I have learned to suit young people (of all ages)?**

-
-
-
- Could my organisation benefit from any of the trainings which I could potentially organise/lead?**
-
-
-

Myself as an Individual:

- **What did I wish to gain from The Academy? Were my needs met from each session?**
- **What lessons have I learned which I can apply to my role in my member organisation (MO)? Do I know what I need to do to improve my role in my MO? (e.g. what have I learned, what can I improve on, what can I implement in my role in my organisation).**
- **Is there anyone I met in the sessions which I would like to follow up with?**
- **Do I know what I need to do to improve my role in my MO?**

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How the Academy helps me **growing**?

How am I stepping out of my **comfort zone**?

What are the **challenges** and the **happy moments** experienced?

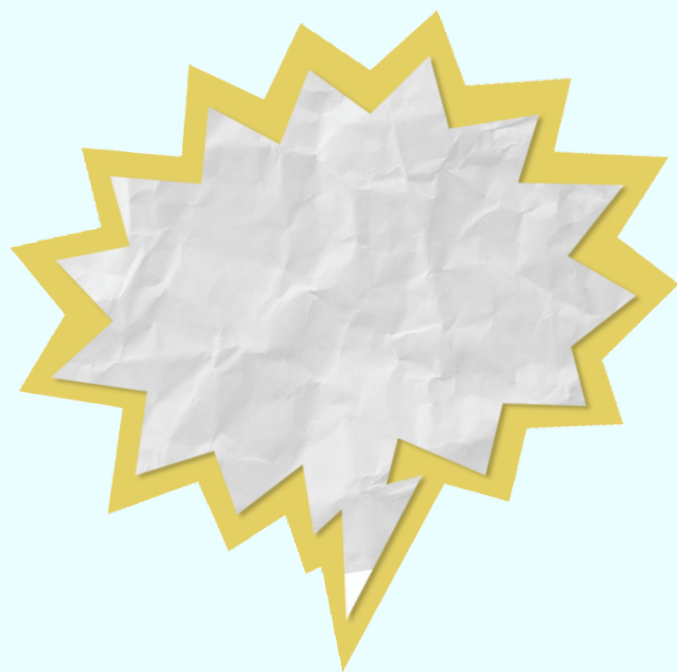
What was my favourite new thing I **discovered**?

2

my take aways: how we self-reflect

Self-reflection can be a lovely way to finish a Guiding/Scouting event. They can be so fast-paced, fun and at the same time overwhelming experiences that are hard to capture when you are in the middle of them.

To start, have a think about what good self-reflection looks like to you?



Using the thermometer, mark how you feel after attending the Academy in the following areas:

Self-Confidence

Knowledge

Connection

Inspiration



High



Medium



Low



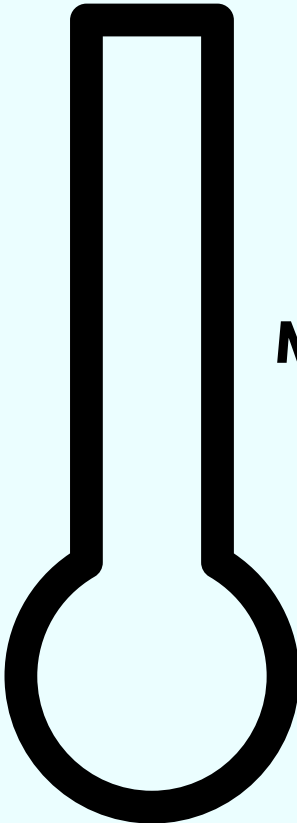
High



Medium



Low



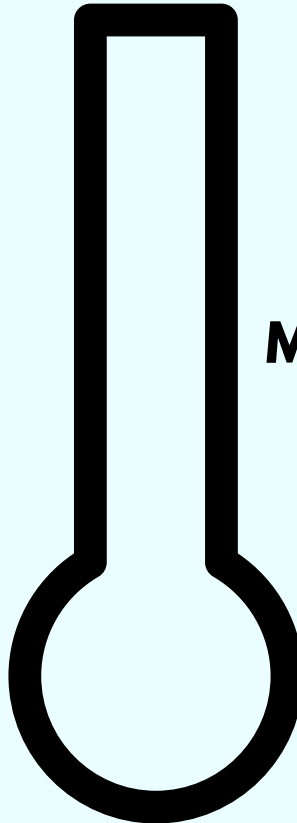
High



Medium



Low



High



Medium



Low

You may want to keep this good practice in mind when responding to the questions below:

How did you enjoy the academy, overall?

What was your favourite session? (and how did it inspire you?)

Name 5 skills you have learned or developed during the Academy.

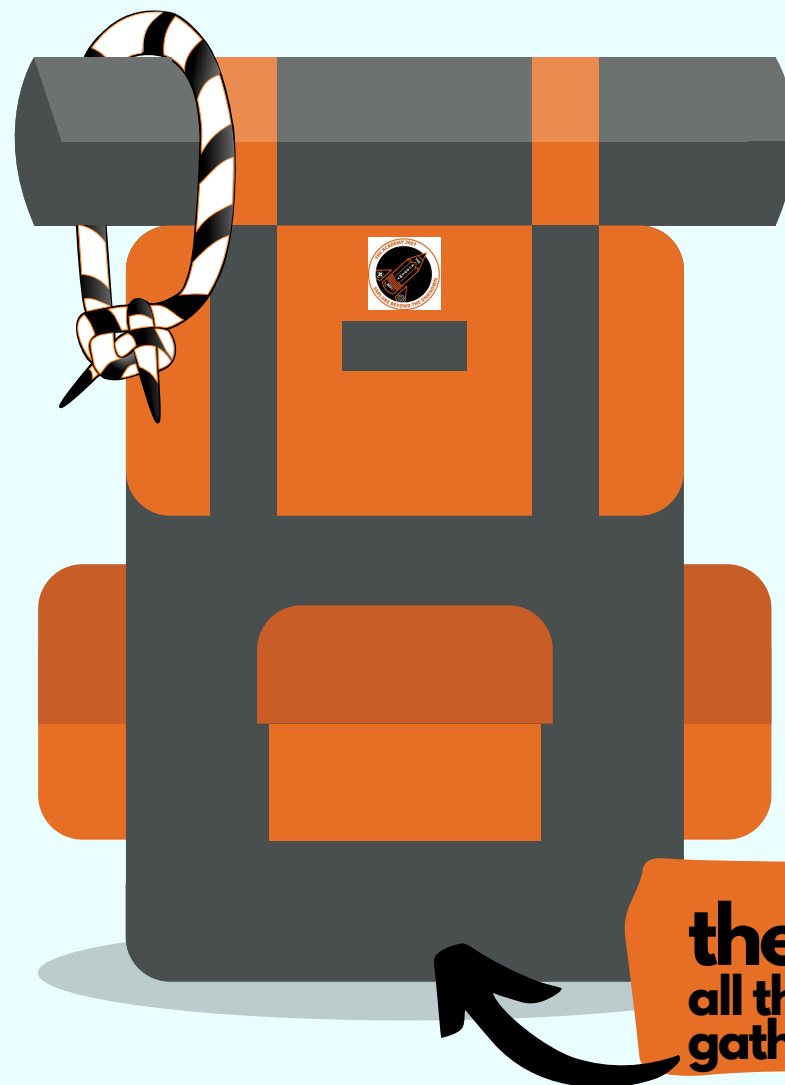
What did you feel you did really well?

Would there be anything you would have done differently?

Can you think of anything you will take with you from the event?

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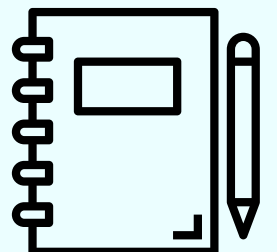
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the heavy stuff:
all the knowledge I have
gathered

3

Template to **record** information from the sessions
Guidelines to structure and organise information,
resources, useful links...



3 the heavy stuff: all the knowledge I have gathered

An event such as the Academy is a privileged learning opportunity. All the knowledge you have accessed can be used for your own personal growth and also of your organization. Here, you will be able to organize all the information you've gathered throughout the moments in which you participated. From a simple conversation, important lessons and new ways of thinking can emerge. You can fill a different one of these out for every session that you attend.

The template



Date



Type of Session

-  **Live**
-  **Self-Learning**
-  **Social Event**
-  **Peer Group Meeting**



Learning goals



Key Messages

The template



Date



Type of Session



Live



Self-Learning



Social Event



Peer Group Meeting



Learning goals



Key Messages

The template



Date



Type of Session



Live



Self-Learning



Social Event



Peer Group Meeting



Learning goals



Key Messages

Useful files (name the folders where I have stored useful documents about this module, on my computer):

Useful links (paste them here):

Useful contacts (facilitator, friend,...):

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Ideas of **how and where** (workshop, presentation, newsletter, websites, forum, newsletters...)

Ideas with **whom** to share with at **different levels**: local, county, district, regional, national (MOs/Commissioners/Scouts&Guides)

4 always accessible: how, where & with whom to share

Do you remember the things in your rucksack you always keep at hand in case you need to share them with someone? This part is about that point. How do you make sure that what you've learned and now recorded is available at hand and ready to be shared whenever you wish.



HOW?

Description:

Here we are talking about format but the list is not exhaustive, stay creative to think of ways to share your knowledge.

You can either choose to share about the overall experience or present a specific topic. In the first case, we recommend mentioning the topics of the sessions you've attended without going deeply into the subject. In the second option, you would have the possibility to go into more details of the specific topic of your choice (for example, the subject "strategic planning" or "diversity and inclusion").

Presentation (live in presence or remotely / recorded presentation): you can prepare a presentation with many available tools (powerpoint; prezi; canva; genially; etc) to share

Workshop: showcase one of the workshop you've been introduced too or make your own from the learning you've gathered

Newsletter: add a post to your organisation regular newsletter

Social media post: agree with your organisation on where to post (Facebook, Twitter, Instagram, etc). You can also consider preparing this in advance so that you will have a few posts ready to share while attending the Academy as a direct feedback from your attendance. Or you prepare a post afterwards to talk about the Academy and share a specific learning / or that you will showcase a learning.

Scout&guide forums / scouts&guide events (meetings at different levels*; GA; jamboree)
*see section "with whom".

WHERE?

Description:

This is where the resources shared at the Academy by the organisers and facilitators will be available online. The Academy organisation team will make sure the resources are shared within the SDG academy website, your turn to check that links are connected and that your scout & guide website is sharing those too.

Get in touch with the communication team of your scout & guide MO/NSA/NSO to present them the idea so that they can help you by having those links and resources published on your website too. Make sure to prepare a brief introduction to these tools in your language.

WeConnect (primarily)

The Academy website: sharing the WeConnect links
Your MO/NSA/NSO website: sharing the WeConnect links
WAGGGS/WOSM website: sharing the WeConnect links

WITH WHOM?

Description:

These are the people you can now share back your knowledge and experience, as well as generally talking about the Scout & Guide Academy event.

Target your audience and get in touch with a referee (peer leader; group responsible, district commissioner, etc) and explain the Academy event and express your motivation to share what you've learned from it.

Once you've set with whom you will share it, reflect upon the audience and what would be the best format for them (timing, duration, facilitation...does it need to be short and fun for the kids? Can it be just a text presentation recorded for adults to watch later on? etc).

Within your unit: this can be with your peer leaders or the whole unit including the youth

Within your scout/guide group: same as above, it can be with the adults or with the whole group

At regional level (your region/county/district)

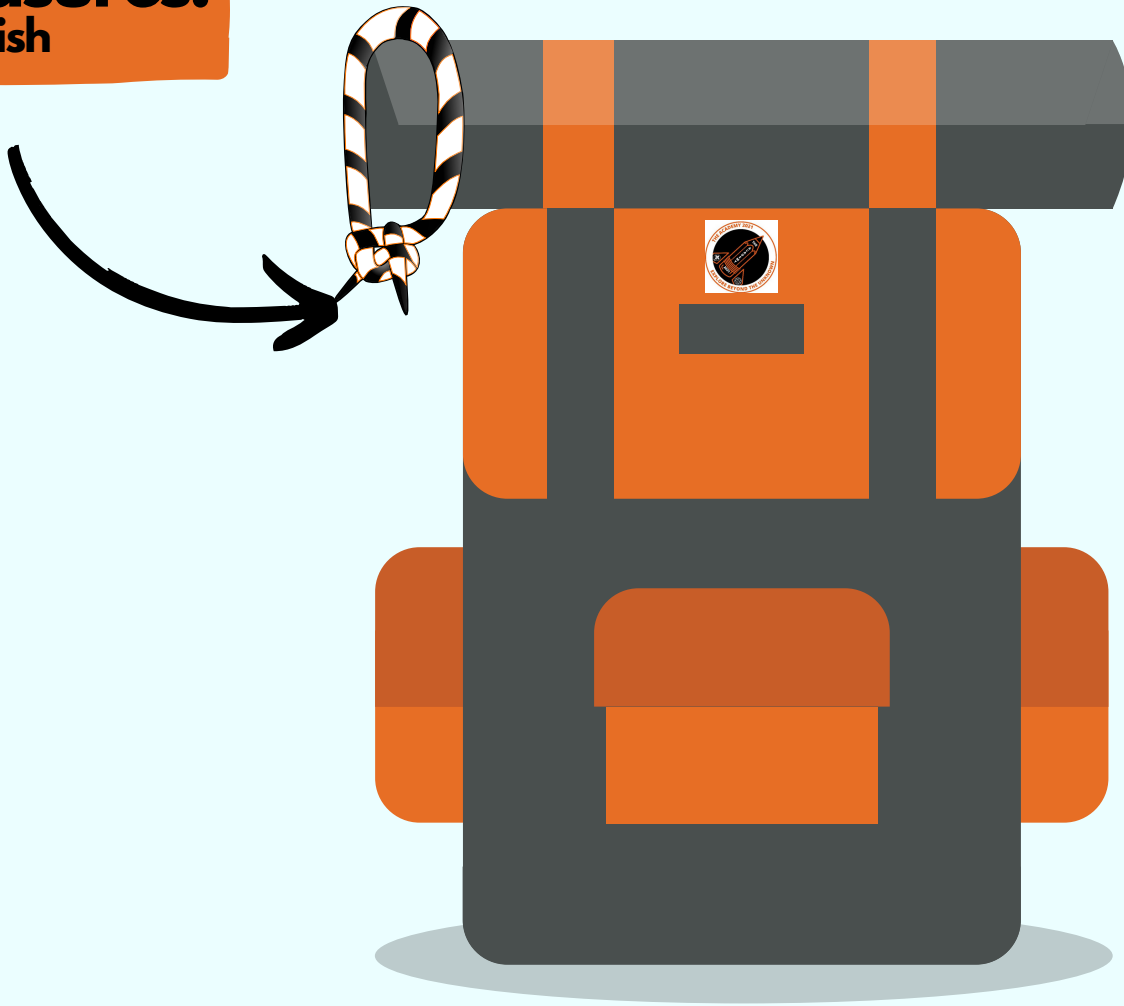
At national level / your board

With your International Commissioner: you've now attended the event, sent an email back with feedback about it and offer to share what you've learned:

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5 the treasures:
what I cherish



The memories, contacts and happy moments I am keeping with
me and beyond.



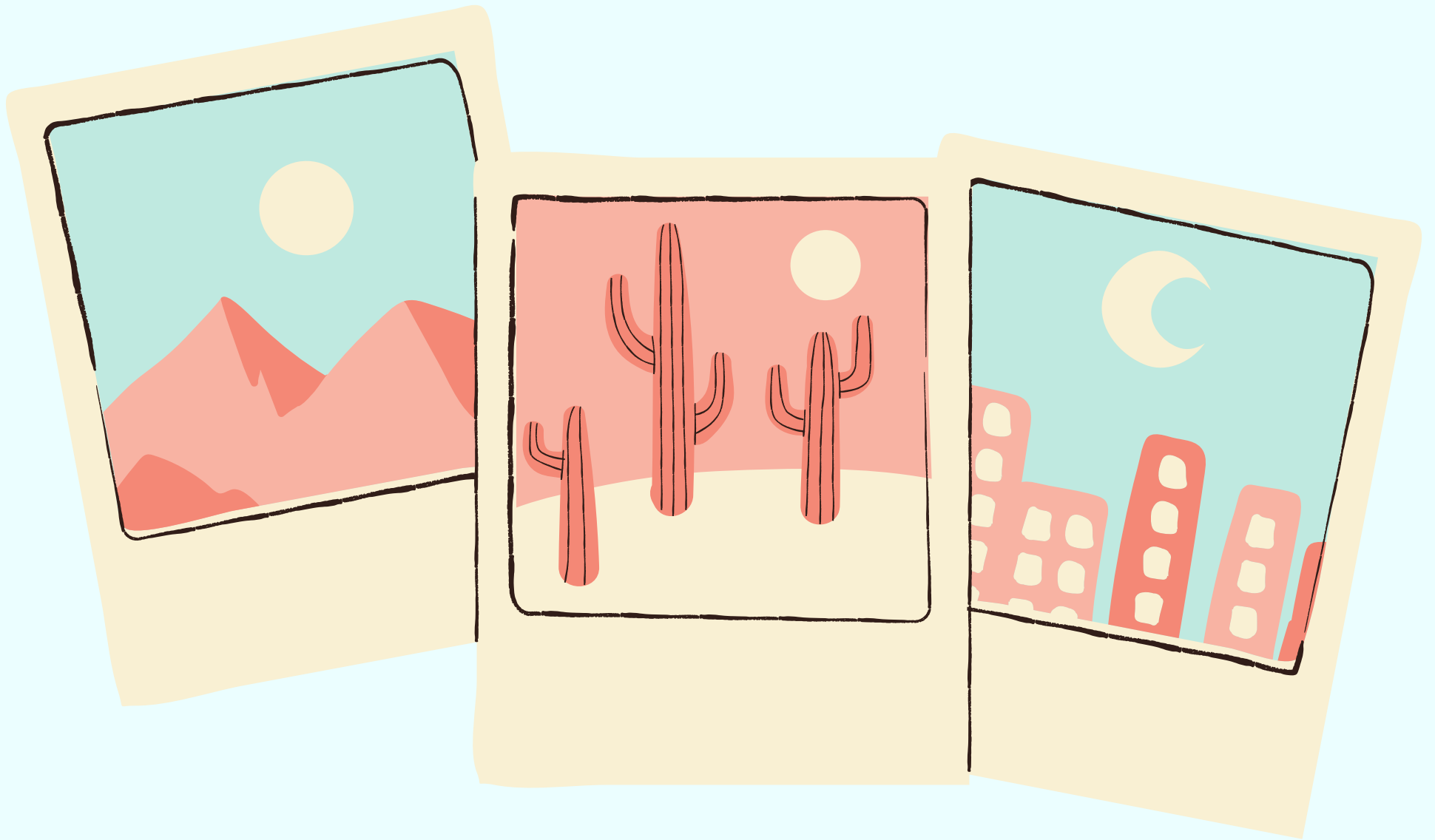
the treasures: what I cherish

What were the best parts of the Academy that you want to remember and take with you? This is a space for you to record your memories and highlights of the event.

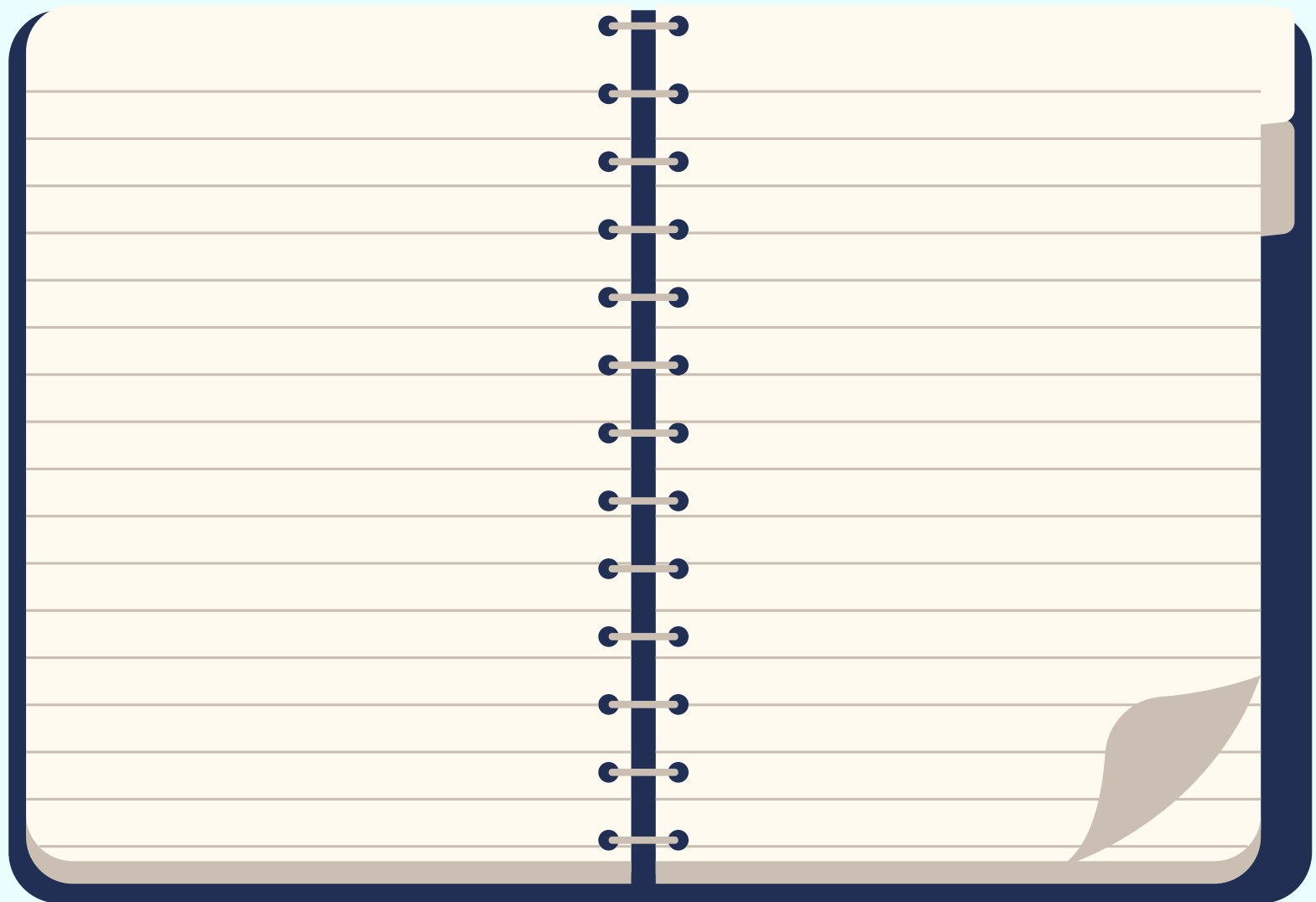
A blank, lined page with a scalloped top edge, designed for writing memories and highlights. The page is cream-colored with light brown horizontal lines. There are two sets of dashed lines, one near the top and one near the bottom, indicating where to fold the page. A small green rectangular sticker with white polka dots is attached to the right side of the page.

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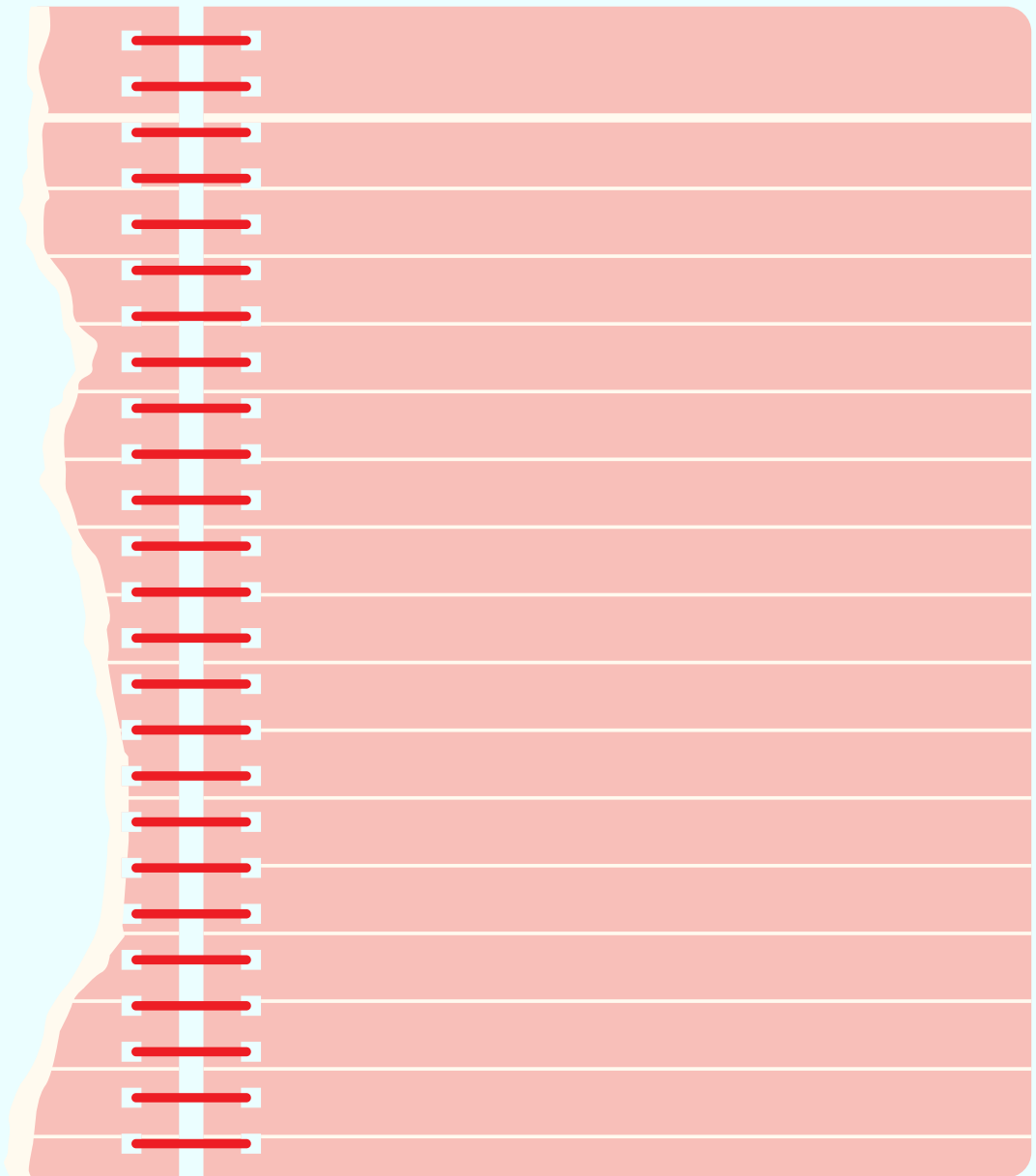
**Photo album: for you to keep your
favourite moments you managed to
capture.**



Address book: for you to note down the details of the new connections you've made.



Scout scarf: for you to remember the biggest part of this adventure for you - your mountain top moment (e.g. going on your first international trip, trying a new food for the first time, making a new friend, or learning something to bring back to your association).



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