

Collections of Ghent



Train the trainer

for the Cultural
Participation
T o o l k i t



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Chapter 1: Introduction



What is the Collections of Ghent?

What if citizens, museums and heritage institutions could make free and creative use of each other's objects, documents and stories?
An innovative project makes this interactive exchange possible.

Collections of Ghent

- brings citizens into contact with the existing urban heritage more and easily
- enriches this heritage with objects, stories, photos...
- supports Ghent residents, companies, organizations and researchers who use the Ghent collections in an original way.

How?

- From September 2021 on, residents of Ghent can experiment with cultural heritage data in the 'Cultural Data Lab'. That is a place in the library, de Krook, where you can experiment with data and receive support for your projects, or use the locations to organize a related activity.
- From the beginning of 2022, the CoGent box (a mobile high-tech space) will be tour 3 neighbourhoods: Wondelgem, Watersportbaan-Ekkergem and Sluizeken-Tolhuis-Ham. In the CoGent box, residents of Ghent can discover Ghent's cultural heritage. They will also be able to add stories and objects themselves via the collection website.

The 'Collections of Ghent' will be completed in June 2023. Then the CoGent box will have a permanent place in [DING](#), the new wing of Design Museum Gent.

More info via www.collections.gent.



What is the Cultural Participation Toolkit?

Would you like to contribute to the Collections of Ghent? The Cultural Participation Toolkit helps you to **involve people in cultural heritage** in different ways:

- joining to and organising projects
- meeting people and bringing them together
- searching for objects, stories
- visiting the collection
- adding (objects, stories) to the collection

The toolkit is practical, playful, experimental and adaptable to various locations, people, capabilities and needs.

You can download it here: www.collections.gent/cocreation.

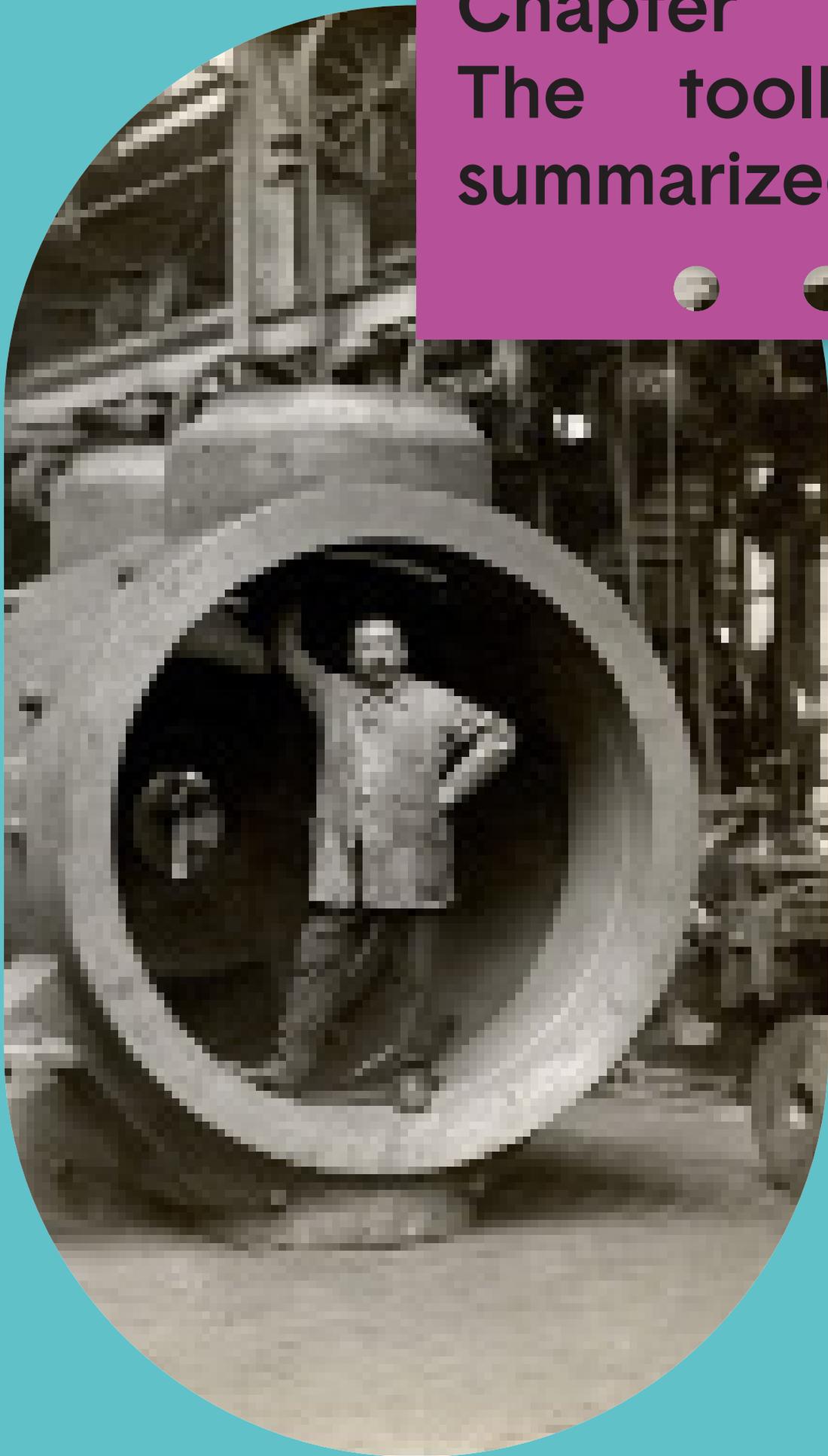
Why a Train the Trainer?

iDROPS will be actively present in 3 Ghent neighborhoods in 2022 to train new Trainers and set up a Trainers-network. With this train-the-trainer we aim for a waterfall effect: Trainers gain a sense of ownership and train new trainers themselves.

It is the ambition of the Collection that Ghent residents feel more ownership of Ghent's cultural heritage. We can involve them by collecting stories and motivating them to use the CoGent box and the Cultural Data Lab effectively. Everyone can contribute through their own stories, facts and objects.



Chapter 2: The toolkit summarized



How do you work out your project step by step? How do you turn it into a plan?

Step 1: Develop your project idea

We offer 3 methods to start a project:



1. The 5 Building Blocks Method

This is a card game, which consists of 5 building blocks:

- type of activity
- theme
- ways to collect stories
- target audience
- results

Choose, combine and brainstorm with these building blocks, together with your target group or neighbors. The aim of this game is to give everyone the opportunity to come up with project ideas. This co-creative, participatory approach is a great way to involve your community in the process.

Invite a small group of neighbors to play together. You'll together come up with projects for which everyone feels ownership and would be more likely to invest in.



2. Projects to adapt

How can you easily organize co-creative projects around specific themes?

The workshops of iDROPS yielded some example projects that you can apply and adapt yourself. The themes or target groups of these customizable projects are:

- Stories of **a neighborhood's industrial and business history**
- **Motivate and activate teenagers** in a neighborhood.
- Using **social intersections in a neighborhood** to raise interest of residents and passers-by.
- Bringing together **women of different generations, ethnicities and backgrounds**
- Opportunities to bring **different generations together**.

Would you like to set up a project around one of these themes (either alone or with a small team of 3-4 people)? That can be easily done with the Culturap Participation Toolkit.



3. Ready-Made projects

In Ghent there are several examples of successful ongoing projects that collect stories from residents. Each has its own proven approach.

Do you want to record stories of Ghent residents and add them to the Ghent collection? In this section you will find useful tips from our project partners.

Step 2: Start planning

You will find a step per step project sheet with the Cultural Participation Toolkit: a useful document that helps you to start planning your project idea. Print it, or fill in the PDF version on your PC.

The project form is available at www.collections.gent/cocreation.

Chapter 3: Organise Your Workshop



How can you organize a co-creative workshop to activate Gent residents in relation with the Collections of Ghent?

These are the **4 steps**:

1. Preparations
2. Practical organisation
3. Facilitation
4. Follow-up

1 preparations

Check your prior knowledge

Before you start, it can be useful to have a look whether you have enough prior knowledge of the project. You do not need to know the Collections of Ghent completely by heart, but make sure that you know the outlines of the project.

For this, you can (now) have a look at the checklist in the addendum.

- You checked and you have a good overview? Perfect! move on to the next part.
- You don't feel quite familiar with the points in the checklist yet? No problem. The answers are provided on the page just after to the checklist.
- Is it not clear yet, and the short answers we provided are not sufficient? For more details, refer to the toolkit and the website of Collections of Ghent, or contact collectie.activiteiten@gent.be for specific questions.

Have a look at your own preferences

In the previous chapter we listed 3 methods from the toolkit to inspire you: the 5 building blocks, the projects to adapt and the ready-made projects.

Do you already have an idea, know what you would like to do? Then we recommend that you directly start working on the project planning. The expert-tips from the *ready-made projects* and the project sheet at the end of the toolkit will help you plan further.

If you do not have concrete idea, but you have preferences for particular themes, target groups and/or activity types:

- Refer to the toolkit for the section *projects to adapt*. If the themes here are interesting, you can find many project/activity ideas.
- Check the cards of the game *5 building blocks* to select and elect according to your preferences.

2

practical organisation

Who are the potential participants?



Whom do you need? Think of **different profiles** that can give you insights. Do you know people you could possibly involve? Some tips:

- Check your own network to see if you know people you can invite.
- Create a visual map of the different profiles to gather various perspectives in your workshop.
- See if there are organizations nearby that can help you find specific profiles and/or people.



The **more diverse** people involved in your project, the richer the project. Try to bring together: young and old, different backgrounds, different interests, different physical abilities...



Atmosphere and cosiness: The more pleasant, the better. If the situation allows, provide snacks or drinks.

Collections of Ghent is ready to support you for these costs. Contact us via collectie.activiteiten@gent.be.

Number of participants for a co-creative workshop: **4 — 20 mensen**



< 4 participants	less inspirational session, less accessible outcomes
± 12 participants	sweet spot!
> 20 participants	for one facilitator, difficult to gather input and generate engagement from everyone



Location:

Make use of the available **meeting locations** in your neighbourhood, such as:

- a community center, a park, a meeting room in a local organization....
- The CoGent box (if you are in Ghent).

Furniture: Where will everyone sit? Chairs, benches, stools, picnic blankets?

A surface: Where are you going to collect the insights and feedback? On a table, on a board or a wall?..



Materials:

For a co-creative workshop, you can use a variety of materials:

- Do you need a screen/projection? Or can you print out the visual material and go out on the street?
- Bring (colorful) paper and highlighter, post-its and/or sticky tape.
- Are you providing catering? Drinks and snacks? (For the costs, contact us via collectie.activiteiten@gent.be).

Keep in mind:

- Think about the **privacy rules**. In order to be able to continue using the stories/input of the participants without problems, make sure that each participant signs the GDPR document of Collections of Ghent in advance. *(If you followed a Train the Trainer workshop, you will be provided copies of this document in the Trainers-box that you receive. Otherwise, you can ask a digital copy via collectie.activiteiten@gent.be).*
- We organise the activities as **accessible** as possible. For each target group or type of activity this can mean something different. For more insights and tips, check out the *City of Ghent's Accessibility Charter*.

3 facilitation

Human Centered Design is the core of how iDROPS work (see [this video](#) for a brief explanation). This methodology promotes co-creation and stakeholder involvement at every phase of a project.

In this document, we describe 6 basic steps for a co-creative workshop. You are welcome to adapt them according to your own expertise, your target group, or goals.

icebreaker → introduction → brainstorming → selections → planning → end



Ask the participants: "What have you inherited?"

This could be something physical, like a tic where you blink when you are nervous, just like your father... Or maybe your Aunt Paula's recipe for tomato soup, or that Creuset pot that came from the basement of your mother's house...

Duration: 2 minutes per person

introduction

You provide brief information about:

- the Collections of Ghent
- the goals of the project
- the CoGent Box

Also, mention the goals of your workshop.

Duration: 10 minutes per workshop



For this step, you need some materials:

- the cards of the game 5-Building Blocks.
- post-its
- markers, pens
- adhesive tape

--> All materials are provided in the Trainersbox.

--> The elements of the 5 building Blocks are also provided in the Cultural Participation Toolkit as a chart.

--> The cards can also be downloaded via www.collectie.gent/cocreatie.

Duration depends on the number of participants.

As you prepare, decide **which approach** you will take in the workshop:

The 5 building Blocks with...

a) **blind choices**

Have participants draw cards without seeing what it is. This approach brings unexpected combinations, creating an opportunity for out-of-the box thinking and innovative ideas.

b) **targeted choices**

Do you have certain goals of your own? Before the workshop, make a preselection with cards that are relevant to your goals/thema/target group...Have participants choose from those only. Or, ask your participants if they already have goals and let them choose relevant cards.

c) **Projects to adapt and ready-made projects**

- This approach works best in small groups (up to 3 people).
- Find more details about the projects in the toolkit.
- Make selections according to your interest, expertise, needs or the desires of your neighborhood.
- Select and combine into new projects.



Continue with these **brainstorming activities** that make use of the 5 Building Blocks cards:

1. Bring teams of 2 to 4 people together. Teams with mixed profiles work best (*duration: 5 min.*)
2. Each team chooses 3 cards from different colors (*duration: 5 min. for blind choices and 15 min. for purposeful choices*)
3. Crazy 4: individual activity. Provide the participants with post-its and markers (*duration: 5 min.*)
 - The goal is to get 4 project ideas in 4 minutes.
 - There are no bad ideas at this stage: the more ideas, the better. Motivate your participants to be open for 'crazy' ideas, with no judgement.
 - 1 idea on 1 piece of paper or post-it (so it's later easy to organize or make selections)
4. Pitch in teams: everyone briefly explains their project ideas (*2 min. per person*)
5. Brainstorming together (*duration: 15 min.*)

Each team brainstorms together for 3 project ideas (1 idea per piece of paper or post-it). These ideas can be built upon some favorite ideas from the Crazy 4 exercise, or combinations of multiple ideas. The participants can come up with totally new ideas with the inspiration they draw from each other.

→ This activity ensures that each participant has a voice. This creates a sense of ownership of the project ideas.
(*duurtijd: 15 min.*)

6. Group-pitch moment: Each team presents their 3 project ideas to everyone in the workshop (*1 minute per idea = 3 min. per team*).

Finally: the simpler and more accessible your methods, the better the session. Here you will find the basic rules for a [good brainstorming session](#).



Organize a **dot-voting**: All project ideas (3 per team) are placed side by side on a wall, table or board. Each participant gets 3 dot stickers, as 3 votes. Everyone gets to vote on any idea they choose (independent from the team they were in). The post-its with the most dots are chosen to improve further.

→ the number of selected project ideas will be equal to the number of teams in your workshop.

→ no dot sticker? No worries! Ask to draw 3 crosses (or hearts, stars...) on the project ideas.

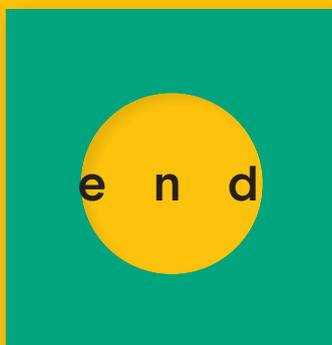
Duration: 5 minutes



At this step, you give the choice to form new teams. The participants who voted for the same project idea may want to work on the idea together.

1. Give each project team a printed project fiche to create a concrete planning (project fiches are to be found in the Trainersbox)
2. Remind the participants to divide tasks among themselves and set up deadlines.
3. Make arrangements for the participants to give each other updates and show support. Be open to modifications of the project ideas in upcoming get-togethers.

Duration: 20 minutes



End your workshop with a **positive feeling** by asking a simple question such as:

- > What will you remember from this workshop in one sentence?
- > What word would you use to describe your experience/feelings?

Duration: 5 minutes

Interested in more relevant methods? [Click here.](#)





4 Follow-up

- Stay available for the people organizing the projects , so that they can call or email you for your support.
- Be open to other communication channels such as Whatsapp or a Facebook group....
- Organize a follow-up moment so that people can further support each other.
- Establish a network with other trainers. This way trainers can meet each other, share experiences and inspiration and exchange tips on challenges.
- Look for the relevant organizations and people in your neighborhood or city. They can support you with insights and practicalities. They can show you the way to participants.

For the Trainers in Ghent:

- iDROPS organizes 'trainer days' in the three districts of the Collections of Ghent. You can contact us from September 2021 until February 2023.
- Subscribe to the [newsletter](#) of the Collections of Ghent.





Train the Trainer checklist

Before you begin giving the workshop(s), check below to make sure you have a good overview of the project.

(the answers are on the next page)

- I know the goals of the Collections of Ghent.
- I am familiar with the most commonly used terms such as:
 - cultural heritage
 - participation
 - connecting work (social cohesion)
 - co-creation
 - digitization of heritage
 - storytelling
 - collecting stories
- I know what the CoGent box is and where it is located.
- I know what the Cultural Data Lab is and where to find it.
- I know my neighborhood, district, theme and/or target group enough to organize a workshop.
- I have a network, both in and out of my neighborhood.



Hereby the brief answers and relevant links:

The **goals** of the Collections of Ghent:

- Ghent museums, heritage institutions and inhabitants share their cultural heritage.
- Residents of Ghent enrich the collection
- More information at www.collections.gent.

The most used terms:

- **cultural heritage:** Cultural heritage is a collective term for anything created by previous generations that still exists today and has a value for the community.
- **participation:** active attendance
- **connecting work (social cohesion):** degree to which people feel connected to each other in a particular neighborhood, hometown, country, etc.
- **co-creation:** a form of collaboration in which all participants have an influence on the process and the outcome of this process (outcomes such as a plan, an advice or a product).
- **digitization of heritage:** converting a physical heritage (e.g., object, photo, article) to a digital file
- **storytelling:** Use of stories to achieve a goal and create engagement
- **collecting stories:** giving residents' personal stories a voice and a face, by conducting interviews, writing stories, photographing...

The CoGent box is a mobile, high-tech, interactive space.

- Wondelgem, spring of 2022, the front yard of Liberteyt
- Watersportbaan-Ekkerghem, August 2022 - November 2022, in front of Bollekensschool
- Sluizeken-Tolhuis-Ham, December 2022 - February 2023, Tolhuispark

The Cultural Data Lab is a physical, open place for experimentation in the library de Krook, Ghent. The lab operation is open to anyone who wants to work with cultural data.

This 'Train the Trainer' is a subcomponent of the project 'Collections of Ghent':

<https://www.collections.gent/>

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