

Workshop: "Our partner school is arriving next week. Lets make sure they feel really welcome!"

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Workshop content/theme

Everybody wants to be a good host. But what are the things that one should think of to make guests feel comfortable? What can one prepare for everybody to get into contact easily? Are there things I should never do?

This workshop wants to provide ideas and methods, recommendations and reflections on hosting (international) groups.

Methods/Approach

The making of a good party: reflect, collect, common in all groups: nice people/friends, food, music, the right lighting, not too much space/the right space

Maslow's hierarchy of needs (a theory in psychology, see following page)

Sharing along questions from the group

A list of questions you might want to consider, when hosting an (international) group (collected by the workshop group, not meant as an all-guiding questionnaire):

What do we have to do to make our guests feel like at home / comfortable?

What is the aim of their visit?

When do they arrive?

What is the age of the pupils?

How many boys, girls, teachers will come?

Adults make a nice plan. Students do not like it very much.

Different people, different interest – Can everyone be satisfied?

What can we do if they don't have a great time in our city?

What happens when the host and the guest don't understand each other?

Meeting is a "holiday" - What is a good balance between the unique and everyday life programme during the meeting?

What can we do if we don't speak the same language?

What to do when your guest is insulted with something you did, but it is typical for your culture?!

How do you entertain your guests if they're from a big city, but you're from a small town?

Do you ask the guests what they are interested in?

Should we organize activities, sports, quizzes, and things like these?

How do I know which type of music our guests like?

Should I offer them traditional or international food? Do they eat fish? What is their taste in food?

What is an interesting programme?

What can I do with my guests when I have free time?

How much free time should the guests be given?

How to know which type of music our guests like?

Do you have (little) presents for them?

Where will they stay? Families, hostel ... An appropriate place to accommodate our guests?

How can we make pairs hosts – guests: sex, age, interests, pre-emailing etc.?

Often the number of hosts and guests is not the same ... ?

Who is responsible for a student? (They will have accommodation in families)

How to deal with situation where guest children don't feel comfortable with the host family? Is it the teacher's problem?

Money – How much money do we have? To pay what? Who will pay what? ...

Which things are important in our financial plan?

Impressions, Outcomes

Choose to be a host.

Always have a team of hosts, to share roles, responsibilities, and so you always have somebody who can address problems with a smile.

Be / stay enthusiastic.

Clarify framework and conditions (for you, for guests) before.

Ask your guests in advance what they like, what their expectations are.

Involve the students in the planning of the programme.

Communicate with all involved.

Hold meetings with all involved before: team of hosts, team of teachers, host families, students.

Make lists and hang them visibly: of people responsible, of numbers, of programme...

Challenge by choice.

Be/Stay in close contact with organizers.

Host one person per home.

Don't blame.

Don't act like a spoilt child.

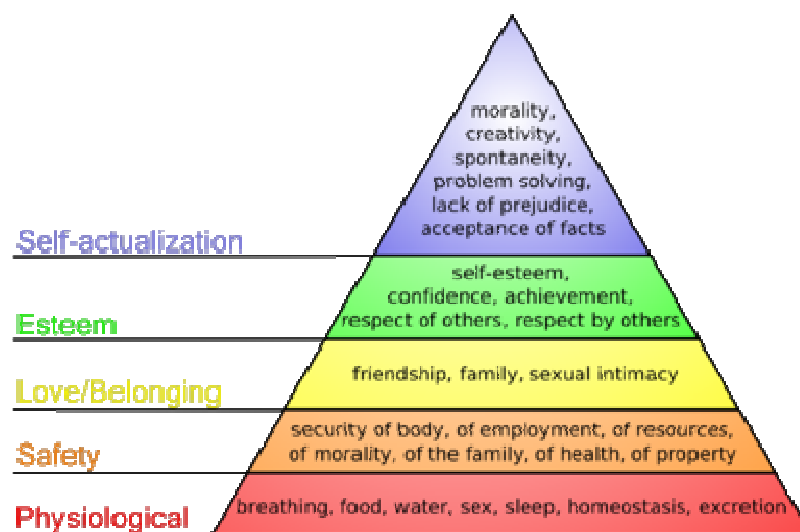
Talk about worst case scenarios and possible solutions.

Too much free time is boring.

Further tips, sources, resource material or links

- T-Kit 6 "Training Essentials" and T-Kit 4 "Intercultural Learning" download for free:
http://www.youth-partnership.net/youth-partnership/publications/T-kits/T_kits
- Maslow's hierarchy of needs: start off at
http://en.wikipedia.org/wiki/Hierarchy_of_needs
- Books on hosting for waiters
- Handout on framework and getting to know each other activities prepared and done during this conference

This diagram shows **Maslow's hierarchy of needs**, represented as a pyramid with the more primitive needs at the bottom. (source: http://en.wikipedia.org/wiki/Hierarchy_of_needs)



Pleasure, Leisure and Resources: Hosting and "Getting-to-know-each-other" Activities

Also used during the Kick-off Meeting in Salzburg!

Framework:

- **Who-is-who Poster**
- **Welcome and information desk** – welcome pack including chocolate and name tags, desk staffed throughout the day
- **Map of Europe** - polaroid pictures, picture frame for teams
- **Book table** - with relevant literature
- **"Line of Thought"** - postcards, pictures, quotations, drawings in the entrance area, with the possibility for participants to add their thoughts
- **Games Room** – cards, Jenga, Carcassonne, puzzles ...
- **Juggling and Movement** – diabolo, huge tic-tac-toe, football, pedalo ...
- **Music**
- **Info boards**
- **Programme of the conference with "weather" evaluation**

Monday, 29.9.2008:

"Wolferl, Austria" - Shaking hands and changing identity

Body percussion (music animation)

Lounge Evening - drinks and chips, tables with "strange" objects and provocative sentences, Rainer Buhland introduces his games, movie

Tuesday, 30.9.2008:

- **Visit Austria** – chance to meet project teams, the house and Austria through 35 stations, such as: learning to waltz, the James Bond game, singing with invented notes, skiing in a team, land art, tasting Austrian cheese, watching a documentary, making a puzzle, telling stories, throwing balls at cans, dressing up, looking into a crystal box, ...
- **Newspaper Theatre** after Augusto Boal

Wednesday, 1.10.2008:

- **Salzburg discovery** – see Handout on website

Thursday, 2.10.2008:

- **Closing Night** – drinks and chips, games, candle-light chill-out-lounge, movie, disco

Friday, 3.10.2008

- **Three good byes** – saying good bye to somebody you laughed with, learned from, worked with
- **Closing circle** – clap once for yourself, once for the group and once for the people you carry the learning and experience home to.