



During the 'Neighbourhood Gatherings', participants identified that there were a lot of skills in their neighbourhoods that could be shared. Skills like generator maintenance, vegetable pickling, tree trimming, deep listening, basic first aid and more. Many of these skills would help to build the capacity of our neighbourhoods and the individuals within them, allowing them to help themselves and each other, before, during and after a disaster.

While this 'skills sharing' may happen informally in some places; by providing a structure and system for people to share their skills and others to receive them, it allows for a more comprehensive approach that can include everyone who might be interested.

This sheet provides some guidance for establishing a 'Skills Share' program for your neighbourhood. You might like to follow the steps below. The suggestion is to read through all ten steps before working through them.

### 1. Do a **CALL OUT**

While some of the residents in your neighbourhood may have indicated their skills on the 'neighbours survey'; to inspire greater participation, you could put a 'call out' for people interested in sharing a relevant skill with their neighbours through a talk, a demonstration or a workshop. Have the interested presenters complete an 'expression of interest' form. See Attachment # 1 'Call out' communication and EOI form.

### 2. **SCHEDULE** the skills share activities

The response from the 'call out' may inform your decision on whether you:

- Organise a one off activity (to see how it goes) or
- Run a number of activities across the year or
- Hold a 'skills share' weekend with a number of activities taking place at different locations over two days (this could culminate in a big shared pot luck social activity)

Once you have decided, develop a 'Skills Share' activity schedule on a spread sheet identifying workshop dates, times and locations.

Check the dates don't clash with other community events happening in the area that day.

Confirm these details with the presenters.

### 3. Workshop Planning **RESOURCES**

Provide a workshop planning checklist to each presenter to assist them in organising their 'skills share' activity.

You could also offer them a guide for leading workshops effectively.

See Attachment # 2 Skills Share facilitator guide

#### 4. **COSTING** your skills share activities

Work with your presenters to identify whether there are any costs in running their activity.

In most cases it will mainly be people's time in presenting. The majority of people will be happy to volunteer their time. But in some cases there might be material costs e.g. printing, equipment, refreshments, name tags etc.

There are a number of ways to meet the costs.

- Approach local individuals, businesses or organisations that may want to collaborate or sponsor activities. It makes sense to limit yourself to entities within your neighbourhood, so as not to 'compete' with other neighbourhood groups doing the same.
- Ask for a contribution (define an amount or ask for a donation) from attendees.
- Ask participants to b.y.o. Outline what equipment to bring eg a pen, a jar, a mug; email handouts and ask participants to print themselves a copy etc.

#### 5. **PROMOTION**

Firstly, consider who your audience might be. It is likely to be limited to the residents of your pod or neighbourhood. In some cases you might choose to go further afield e.g. in an adjacent neighbourhoods collaboration.

Design a strategy for promoting your 'skills share' program. You might want to consider:

- A visually appealing flyer/ poster to distribute around the neighbourhood
- Social media graphics for social media posts to reach your audience.
- Pre-written emails for sending announcements, reminders, and follow-ups to participants.

#### 6. **SAFETY** Measures

Consider and discuss any safety concerns and precautions with the workshops presenters e.g. for a chainsaw workshop, it would be safer to limit the workshop to a demonstration rather than having the participants operating a powered chainsaw.



Make sure a basic First Aid Kit is available for any minor injuries that may occur during workshops.

## 7. **FEEDBACK** and Evaluation

Make sure you have a feedback form for participants to provide feedback on the activity. It will allow you to assess the success of each activity and make improvements. See Attachment # 3 Feedback form

## 8. **DOCUMENTATION**

Consider documenting the activity using a camera/ smartphone. You can use the photos for future promotion and to report back to any sponsor/s. The presenter might also like to watch themselves on video so they can make improvements.

You could ask participants to sign a release form for photographs and videos.

See Attachment # 4 Release form

## 9. **REFRESHMENTS**

If you choose to offer refreshments during the workshop or to host a social element of the activity at the end of the workshop, you might choose to:

- Ask participants to BYO
- Ask for a donation from participants to cover the costs
- Cover the cost with a separate donation/ sponsorship.

## 10. **MISCELLANEOUS**

The following items are worth considering having in place for your skills share activities.

- Name Tags: For participants and workshop leaders. The cheapest solution is a roll of masking tape, a pair of scissors and a permanent marker
- A sign-in sheet: To keep track of attendance. Add them to a database of participants and facilitators for future communication about upcoming 'skills share' activities. See Attachment #5 Sign in sheet
- A registration system, to track participants.
- Tablecloths and Decorations: For an inviting workshop environment.
- Storage Containers: To organise and transport workshop materials. Tailor this kit to the specific needs of your skills share activities. You can customize and expand this kit to enhance the success of future activities.



While these steps might be useful in creating a structure, it's also important to be creative, flexible, and open to feedback to foster a thriving 'skills sharing' community in your neighbourhood.



**Attachment # 1 / 'Call Out' communication and EOI form.**

***'Call Out' Communication***

Hey neighbours,

We are launching the 'xxxx' Neighbourhood 'Skills Share' Program.  
And the first step is to identify people who would like to share their skills.

Do you have a skill that could be useful before, during or after a disaster? e.g. tree trimming, generator maintenance, creating an emergency kit, vegetable pickling, fruit preserving, deep listening, basic first aid, food security or other....

Would you like to share this skill with people from your neighbourhood?  
You might like to do this through a presentation, a demonstration or a workshop.

Time? It can be as long or as short as you like.

Size? It can be for a small or a large group.

Venue? It can be at your place or we can find another suitable venue in the neighbourhood.

So if you would like to make an offering in your neighbourhood's 'Skills Share' program, complete this Expression of Interest form and send it back to ..... at ..... by .....

Thanks

XXXXXXX



**'Skills Share' Expression of Interest Form.**

Your name			
Mobile #			
Email address			
Address			
What skill do you want to share?			
What are your qualifications or relevant experience?			
Do you want to offer	a presentation	a demonstration	a workshop
Select one > X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe your offering e.g. what will you cover, what are the benefits for participants			
Duration. How long will it last?			
What is the minimum and maximum # of participants?			
Will you host it at your place? If no, where do you propose it be held?			
Describe any risk involved in your offering and the precautions you will take.			
When would you like to make your offering? Propose some possible month/s or date/s or time/s			



15. SKILLS SHARE

What equipment/ resources/ materials will you need?	
What (if any) costs are there in running your offering?	
What support will you need to run your offering?	

- **Attachment # 2 / Facilitator Guide**

Whether you are an experienced or inexperienced facilitator or presenter, it can be useful to have a guide to support you in planning your skills share activity.

1. Know Your Audience:
  - Understand the participants' backgrounds, needs, and expectations.
  - Tailor the content and approach to their level of knowledge and interests.
2. Clear Objectives and Agenda:
  - Ensure that the activity has well-defined objectives and a structured agenda.
  - Communicate these clearly to participants at the beginning of the session so they know what to expect.
3. Engage Participants:
  - Create an interactive and participatory environment.
  - Encourage questions, discussions, and activities to keep participants engaged and active throughout the workshop.
4. Effective Communication:
  - Practice active listening and clear communication.
  - Be mindful of your tone, body language, and use of language to convey ideas effectively.
5. Adaptability:
  - Be flexible and responsive to the needs of the group.
  - Be prepared to adjust the agenda or activities if necessary to address unexpected challenges or opportunities.
6. Time Management:
  - Keep the workshop on schedule by managing time effectively.
  - Allocate appropriate time for each segment, and avoid rushing through or spending too much time on any one topic.

In addition to these key points, it's important to foster a positive and inclusive atmosphere where all participants feel comfortable sharing their thoughts and ideas. Encourage collaboration and respect among participants, and be open to diverse perspectives and experiences. Remember that the success of a skills share activity often depends on the facilitator's ability to create a dynamic and supportive learning environment.





• **Attachment # 3 / Feedback form**

## SKILLS SHARE FEEDBACK FORM

Thank you for participating in this ‘Skills Share’ activity.  
We hope it was a positive experience for you.

We want to receive your feedback so we can keep improving as well as measure the impact of these activities . Please complete this quick form and let us know your thoughts (your answers will be anonymous).

Which activity did you attend? >	
Which date? >	
Which neighbourhood are you from?	

During the Activity...	All of the time	Most of the time	Some of the time	Not really
1 I enjoyed myself				
2 I was satisfied with the content				
3 I was treated with respect				
4 I was satisfied with the presenter/s				
5 I felt supported around my experiences				

As a result of the Activity...	Definitely agree	Somewhat agree	Just a bit	Not at all
6 I feel more connected with my neighbours				
7 I feel better in myself than before				
8 I feel more optimistic about the future				
9 My skills have improved, enhancing my ability to support myself and others				
10 I am more confident in my ability to deal with future disasters as part of a community response				
11 I feel more confident to participate in future neighbourhood activities				

PLEASE TURN OVER AND COMPLETE THE BACK AS WELL



What was most useful about the activity?	
What would have made the activity better?	
What other skills would you like to learn in future 'Skills Share' activities?	

Thank you for taking the time to share your feedback



- **Attachment # 4 / Release form**

**'Skills Share' Photo/ Video Release Form**

Hi there!

We're excited to have you participate in our 'Skills Share' activity. We'd love to capture some moments to share the experience with others. By signing this form, you agree to let us use photos or videos that might include you for things like social media posts, website updates, and other promotional materials.

Participant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature (if over 18): \_\_\_\_\_

Parent/Guardian Signature (if under 18): \_\_\_\_\_

Feel free to reach out if you have any concerns or want to chat more about it.

Cheers,

> Name <