Organising a Power Up in-person Workshop
Athlete365 Career+:
Preparation for lifelong excellence

Athlete365 Career+ is a programme that empowers athletes to maximise their education and employment opportunities and helps them stride confidently into a dual or post-sports career.

It supports athletes at all stages of their career, helping them discover their potential and plan for their life beyond the world of competitive sport through a blend of advice, training and peer-to-peer learning.

Athlete365 Career+ (formerly the IOC Athlete Career Programme) is an IOC Athletes’ Commission (AC) initiative, and is delivered with The Adecco Group.

To learn more about the programme, visit https://www.olympic.org/athlete365/what-we-do/career/careerplus/

Athlete365 Career+ Outreach Programme

Designed to provide guidance to a broader range of athletes, the Outreach Programme provides online or in-person workshops with a very dynamic and hands-on approach. These workshops are used as the first step to create awareness and education about the athletes’ future transition to life after sport.

More information for athletes is available on https://www.olympic.org/athlete365/what-we-do/career/careerplus/career-outreach-programme/
Power Up Workshop logistics

This checklist is intended to provide NOCs, IFs, AC representatives or Certified Athlete365 Career+ Educators (organisers) with the key steps and requirements to be considered prior to, during and after the event.

Application

- Organisers should fill in the following Outreach Workshop Request Form within the two application periods: 1 Jan to 30 March 2021 and 1 Jun to 30 August 2021, and at least two months prior to the event date.

- Olympic Solidarity (OS) – Athlete Career Transition applicable only for NOCs). NOCs in need of financial support can apply (optional).
  To apply, visit the OS online platform: https://relay.olympic.org and:
  - a. Fill in the OS application form for Athlete Career Transition - Athlete365 Career+ Power Up Workshops
  - b. Submit the form within the application periods and least two months before the event date.
  - A feasibility assessment will be conducted by OS and the IOC, and a reply will be given within three weeks.
  If the application is approved, the NOC should pay for the expenses of organising the workshop, and the IOC will reimburse the NOC after the event. Please keep all invoices and supporting documentation, as this will be a pre-requisite for reimbursement.

- Once the application is approved, the organiser can proceed with the preparations of the workshop, with the support of the Outreach Coordinator. The requirements are described below.

Educator(s)

The Athlete365 Career+ Outreach Coordinator will confirm if a Certified Educator is available on the dates suggested by the organiser. Please make sure you confirm the dates ideally three months prior to the event.

Note: In countries where there is a local Athlete365 Career+ Educator certified by the IOC Athlete365 Career+ global team, and when no support from the IOC global team or Master Educator is required, the organiser can proceed to Section 2. Participants.
1. Travel

Applicable when an Athlete365 Career+ Lead Educator or IOC delegation will visit the country.

Visa requirements

☐ Please provide the name of the closest airport and include all relevant travel information that needs to be considered.

☐ If there are any visa requirements for your country, please inform the Athlete365 Career+ Outreach Coordinator and provide an invitation letter if required.

Accommodation

☐ Kindly choose and arrange the reservations and payment in a convenient hotel (on a single room basis) for our instructor. The instructor usually arrives the day before the workshop and departs the day after. (Reimbursement available only for NOCs with applications approved by Olympic Solidarity.)

☐ Please send us the details of the hotel (contact person, address, telephone, etc.) and the reservation number at least 30 days before the date of the workshop.

Itinerary

☐ We will inform you as soon as the final itinerary of the instructor is confirmed.

Transfers

☐ Please coordinate the local transfers for our instructor (airport, workshop venue and hotel) on the basis of the itinerary.

Programme

☐ Please inform the instructor of the detailed plan for the next few days upon their arrival (transfers to the venue, journey time from the hotel, meeting point and time, etc.) so they can plan accordingly.
2. Participants

Size of the group

☐ The ideal number of participants is between 30 and 40 people. Bigger groups should be split into two smaller groups, to ensure participation by all the athletes.

Profile of the participants

Organisers should prioritise inviting elite athletes of the Olympic team, Youth Olympic team, and participants in continental, regional and national competitions. We also strongly encourage inviting coaches and other people from their entourage.

The Outreach Workshop material has been produced specifically to support elite athletes aged 16 and older, however the workshops are very helpful for all elite athletes.

Ideally the group will be composed of athletes who are at similar stages of their career, so as to be able to focus on the topics that are more relevant for their stage of life:

- Younger athletes: balancing sport and education and dual careers
- Athletes in mid-career: building a game plan for future success in life, networking
- Athletes close to or in the process of making their transition from sport: more in-depth focus on CVs, interviews, etc.

☐ Please inform the Athlete365 Career+ Outreach Coordinator who your target audience will be.

Athletes’ Commission (AC)

☐ The involvement of your AC representative is key to helping to promote the programme and participation among athletes. Please make sure your AC representatives participate in this event if possible.

Other participants

☐ National Paralympic Committee: We encourage you to invite and welcome athletes from the National Paralympic Committee (NPC) of your country or sport (if applicable) to attend the workshop. Please contact them and share the event information.

☐ National Olympians Associations (NOAs): We also encourage involvement of Olympians as they could support in planning the workshop, be guest speakers or mentors to the athletes post-workshop. Contact the National Olympians Association (NOA) in your country or email info@thewoa.org.
Registration

☐ The organiser should send the invitation to the participants (see template attached). This includes an online registration form. Please inform the participants that the number is limited and places will be assigned on a “first come, first served” basis.

☐ The organiser should use the list of participants (Excel file) to track the invitations and the responses received.

☐ Participants are required to complete their registration at least three weeks prior to the workshop to confirm their participation.

☐ If requested by the event organiser, the IOC will check the responses received via the online registration forms, and will inform the number of participants registered. The IOC will need this information to customise the modules according to the profile of athletes.

Note: In countries where the above registration process cannot be completed due to limited access to the internet, participants should confirm their participation directly to the organiser at least three weeks prior to the event.

☐ The organiser should send the Excel file with the list of participants to the Athlete365 Career+ team, two weeks prior to the workshop.

☐ Please print the participant list before the workshop and have it signed by each of the participants during the session.

Accreditation

☐ Please print name tags for athletes to have on the tables and to wear during the day. Templates are enclosed.
3. Event information

Agenda and modules

At the end of this document you will find sample agendas. These can be adjusted in terms of time, from a four-hour workshop to a one-and-a-half-day event.

The modules are designed to be interchangeable and can be lengthened or shortened depending on the objectives of the athlete group.

Based on the information provided in the workshop request form (time available) and the list of participants, the Educators will analyse the age group, profile and education level of the participants, and will adapt the agenda accordingly.

Location and venue

The organiser should select a suitable venue based on the number of participants.

☐ Please make sure the room provides an appropriate learning environment for athletes to feel comfortable, and that the necessary health and safety conditions are met.

☐ Please confirm the event venue to the Athlete365 Career+ Outreach Coordinator (address, venue and room) at least two months before the date of the workshop, if the initial venue (stated in the workshop request form) has changed.

Room requirements:

☐ Seats and tables organised in cabaret style (4–5 people per table recommended) or in a semi-circle around the presenter.

☐ Computer and screen (PowerPoint presentation and videos provided by the instructor).

☐ Video projector (to play the videos and presentation).

☐ Laser pointer (if available).

☐ Remote control for the presentation.

☐ Speakers and microphone.

☐ Flipboard and at least five markers (black and other colours).

☐ Post-its.

☐ Pencils (ideally with erasers) for the participants.

☐ Paper for the participants/notepads.

☐ Tape to stick paper on the wall/door/boards (when not enough flipcharts are available).
Translation

The workshop is usually delivered in English, French, Spanish, Portuguese, Russian or Arabic.

If there are no Certified Educators in your country or some of your athletes are not familiar with the language used for the workshop, we recommend having someone to facilitate communication or hiring interpretation services.

The material is available in English, French, Spanish and Portuguese, Russian and Arabic. If athletes are not comfortable with any of these languages, the organiser should consider translating the printed material as well.

☐ Please inform the Athlete365 Career+ Outreach Coordinator if you decide to use translation services, and which language is spoken by most of the participants.

Workshop material

The Athlete365 Career+ workbooks (in any of the above languages) will be provided by the IOC and delivered to the organiser by post, or via email if printed workbooks are not available.

☐ Please provide details of the contact person and the exact mailing address to which to ship the materials, at least two months prior to the session.

☐ Please acknowledge receipt of the material. If this has still not been received two weeks prior to the workshop, please inform the Athlete365 Career+ Outreach Coordinator.

☐ The Outreach Coordinator will send the certificates to be printed by the organiser. These should be distributed to the participants by the instructor at the end of the workshop.

Food and beverages

☐ Please organise coffee/tea breaks (a.m. and p.m.) and lunch for all participants on the event day, if it is a full-day workshop.

☐ Drinking water must be available for participants and the instructor.

Please note that we would like to promote a sustainable event and protect our environment. Therefore, we would recommend avoiding the use of plastic or single-use cups or water bottles. Other methods, such as water dispensers are preferred, if available. Athletes should ideally bring their own reusable bottles to refill.
4. Feedback

Surveys

In order to measure the impact of the workshop and collect feedback, participants should complete the following online surveys. IOC Educators will save some time at the end of the workshop for this purpose.

Athlete365 Career+ Survey after workshop (English)
Athlete365 Career+ Survey after workshop (Spanish)
Athlete365 Career+ Survey after workshop (French)

Please note that some athletes may not have easy access to the internet to complete the online surveys:

☑️ If an internet connection is available at the event venue, please provide two/three computers (or tablets or other devices) for athletes to complete the surveys.

If athletes do not have internet access at the venue or in any other place:

☑️ Please ask the IOC Athlete365 Career+ Outreach Coordinator for the electronic files. The organiser should then print and distribute the forms to participants at the end of the workshop.

☑️ The organiser is then responsible for tabulating the results of the printed surveys and sending a summary of the rating and key comments to the Athlete365 Career+ Coordinator within 10 working days of the workshop.

Translation of participant surveys

If athletes don’t feel comfortable completing the survey in the languages available:

☑️ Please request the IOC Athlete365 Career+ Outreach Coordinator for the electronic files. The organiser should arrange the translation, print and distribution of the forms to participants at the end of the workshop.

☑️ The organiser is responsible to tabulate the results of the translated surveys and send a summary of the rating and key comments to the Athlete365 Career+ Coordinator within 10 working days of the workshop.
5. Communications

Athletes

We encourage you to promote the event to athletes using your main communication channels (website, social media, in person, etc.), Athletes’ Commission representatives, National Olympians Association and other channels or events that could help create awareness and participation.

- Please use the following handle to interact with the Olympic community: @athlete365
- You can add a link to Athlete365 in your website for athletes to sign up and receive customised information: www.olympic.org/athlete365
  The digital playbook will be provided by the Outreach Coordinator.

Testimonials

- We encourage you to ask for one or two testimonials or quotes from your athletes at the end of the workshop (verbal, written or in a short video) with one key message or lesson learned during the day, and/or how this has made an impact on their lives, in order to share this with the Athlete365 Career+ team and with the Olympic community.

Media

- Information about the Athlete365 Career+ Outreach Workshops (for free press releases, etc.) is available at the beginning of this document or on the Athlete365 Career+ Outreach website.
- Please send and share photos, articles or links to publications (website, online news, magazines, newspapers, etc.) with the Athlete365 Career+ Outreach Coordinator and with the Olympic community.
6. Final checklist – Event day

Before the workshop

☐ Instructors’ transfers to/from the venue arranged (if applicable)

☐ All attendees have completed the online registration form

☐ Printed list of registered participants to be signed by each of the workshop attendees

☐ Athlete365 Career+ Outreach workbooks, talent sort cards and room materials available

☐ IOC certificates printed

☐ Name tags printed and ready to use (on tables and to wear)

☐ Room equipment tested

☐ Drinking water available; meals and snacks arranged

☐ Printed surveys (only if it is not possible to complete online surveys)

After the workshop

☐ Participant list signed by the attendees and sent to the IOC

☐ Online participant feedback survey: Devices connected to the internet and surveys completed online, or printed forms distributed and collected

☐ Photos, articles, links sent to the IOC

☐ Results of the surveys sent to the IOC

☐ Reimbursement request sent to the IOC (applicable only to NOCs with a pre-approved Olympic Solidarity application). Form available on request.

On the following pages you will find examples of suggested agendas. The time and focus can be adjusted based on the needs of the athletes.
# Power Up Workshop

Sample Agenda – 1 day (6 h)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>Arrival – Registration</td>
</tr>
<tr>
<td>9:00</td>
<td>Introduction and welcome message</td>
</tr>
<tr>
<td>9:20–11:00</td>
<td>“Power Up” - Who am I – Behavioural discovery Strengths, Values</td>
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<tr>
<td></td>
<td>No matter what stage you are at in your career, it is important to take</td>
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<tr>
<td></td>
<td>time to reflect on and evaluate who you are and what you want out of</td>
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<tr>
<td></td>
<td>life. Finding what your superpowers are and what truly motivates and</td>
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<tr>
<td></td>
<td>drives you will help in all aspects of your career and life. This first</td>
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<tr>
<td></td>
<td>session focuses on self-reflection and activities to answer questions</td>
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<tr>
<td></td>
<td>like: what is great about me? What could I be better at? What is wildly</td>
</tr>
<tr>
<td></td>
<td>important to me?</td>
</tr>
<tr>
<td>11:00 - 11:15</td>
<td>Break</td>
</tr>
<tr>
<td>11:15–13:00</td>
<td>“Power Up” - Interests, skills</td>
</tr>
<tr>
<td></td>
<td>Motivational in nature, this next session uses a series of simple activities to highlight what sparks your curiosity and what you may like to learn more about outside sport. Being an elite athlete, you have learned many unique skills that are transferrable and valuable to the labour market. During the session we start to identify and unbundle some of your unique interests and skills.</td>
</tr>
<tr>
<td>13:00 - 14:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>14:00–15:00</td>
<td>“Power Up” - Passion, Impact</td>
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<tr>
<td></td>
<td>Session three goes to a deeper level of what really drives you and what</td>
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<tr>
<td></td>
<td>lights your fire. What are you really passionate about in life that has</td>
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<td></td>
<td>driven you to the success you have already enjoyed? How can you take your</td>
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<tr>
<td></td>
<td>superpowers from that success, that will make a positive impact on the</td>
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<tr>
<td></td>
<td>world, maybe making it a better place for everyone?</td>
</tr>
<tr>
<td>15:00–15:15</td>
<td>Break</td>
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<tr>
<td>15:15–17:00</td>
<td>“Power Up” - Purpose, planning</td>
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<tr>
<td></td>
<td>Discovering a “reason for being” or a “purpose” makes you more likely to</td>
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<td></td>
<td>perform better and have higher levels of fulfilment, satisfaction and</td>
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<tr>
<td></td>
<td>happiness in your life and your work life. This module will help you</td>
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<tr>
<td></td>
<td>identify your purpose and bring together all the elements of the previous</td>
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<tr>
<td></td>
<td>workshops to start planning and giving your next steps into a “purpose-driven” life.</td>
</tr>
</tbody>
</table>
### Sample Agenda - 8h*

*The agendas can be customised by Educators to focus on topics that are more relevant to the audience.*

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
</table>
| 09:00–09:30   | **Dual Career**  
|               | Studying is the key to success. But how can you strike that perfect balance between training and learning? Discover the best way to combine school with sport with these quick tips and exercises. This module is an interactive examination of what a “dual career” is in general, and as it relates to balancing sport and education. You will get inspired by success stories and personal stories. |
| 9:30–10:30    | **Networking activity**  
|               | During this module, athletes first learn some best practices for networking before the practice of how to develop a network begins. Building strong networks is vital both inside and outside the competition arena. This session is delivered through a combination of role play and feedback. |
| 10:30–10:45   | **Break** |
| 10:45–12:30   | **CV**  
|               | CVs are a reflection of who you are and who you can be. Athletes have unique backgrounds; but how do you translate who you are and what you’ve done in sport into business language? This module exposes athletes to the process of CV development, and builds on earlier workshop learnings to help athletes produce a stronger CV. |
|               | **Social media**  
|               | Social media can impact different aspects of an athlete’s life (time management, focus and image). The key objective is to create awareness on the “pros” and “cons” and the tools available to maximise your job opportunities. |
|               | **Interviewing**  
|               | An interview is the final step in obtaining a job. Can an athlete tie all aspects of their life together to succeed in the employment process? This module begins with tips for success, and then provides a practice session so you can develop your technique for a winning interview. |
| 12:30–13:00   | **Wrap-up, IOC resources, closing**  
|               | Wrap-up – next steps – vision.  
|               | Participants complete the Career+ survey. |

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Second part of Power Up workshops - Under development.  
Available from 2022