ORGANISING AN ATHLETE365 CAREER+ WORKSHOP
This guide describes the procedure for organising an Athlete365 Career+ workshop. It is intended for all Olympic Movement organisations (Athletes’ Commission representatives, National Olympic Committees, International Federations, Continental Associations, etc.) and to certified Career+ Educators who are interested in hosting a Career+ in-person or online workshop for athletes from their organisation.

WHAT IS ATHLETE365 CAREER+?

It is a programme that empowers athletes to maximise their education and employment opportunities, helping 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. To learn more about the programme, visit www. (Insert final URL of Career+)

WHAT ARE THE ATHLETE365 CAREER+ WORKSHOPS?

These are a series of action-based learning workshops with different modules lasting around 1.5 hours each. They are the starting point of a self-discovery journey to grow and develop self-knowledge, explore future career choices and prepare for professional life after sport. These sessions will “Power Up” the potential of athletes for sporting success, education, job opportunities and lifelong excellence. More information for athletes is available on the Athlete365 Career+ Power Up website.

WHAT ARE THE TOPICS COVERED IN THE WORKSHOPS?

The workshops are divided into modules, starting with “Behavioural Discovery”, which is suitable for all athletes, and “CV/Interview”, which is tailored for athletes at their mid-career point and beyond. Additional modules will be developed periodically, e.g. networking, social media and personal brand.

WHO ARE THE WORKSHOPS AIMED AT?

The Athlete365 Career+ workshops have been created specifically to support elite athletes aged 16 and above. The workshops are suitable for athletes in all stages of their sports career, from young to senior, with specific topics of interest like:

• Younger athletes: balancing sport and education and dual careers
• Athletes in mid-career: building a game plan for future success in life
• Athletes close to or in the process of making their transition from sport.

Ideally, all elite athletes of the Olympic and Youth Olympic teams, and participants in continental, regional and national competitions should participate.

Athletes’ Commission (AC)

The involvement of your NOC AC representatives is key to help with organising, promoting the programme and ensuring athletes’ participation. Please make sure your AC representatives get involved and participate in the workshops whenever possible.

National Olympians Associations (NOAs)

We also encourage the involvement of Olympians, as they can provide support in planning the workshop, be guest speakers or serve as mentors to the athletes after the workshop. Contact the National Olympians Association (NOA) in your country: https://olympians.org/noas/noa-directory/ or email info@thewoa.org.

Entourage members

We also encourage organisations to invite coaches, administrators and other people from the athletes’ entourage to learn about the importance of the holistic development of athletes beyond their sports career.
Below you will find the tasks to be completed prior to, during and after an Athlete365 Career+ workshop, for in-person workshops and for the online workshops (delivered via Zoom).

1. WORKSHOP APPLICATION

- Host organisations should fill in the following Outreach Workshop Request Form at least three months prior to the event date. The application periods are: 1 January to 30 March and 1 June to 30 August each year.

- The Career+ project manager will contact you to discuss your request and provide additional information as needed.

Optional Olympic Solidarity – Athlete Career Transition (OS ACT)  
(Applicable only for NOCs)

In-person workshops
NOCs in need of financial resources can submit an application to organise Athlete365 Career+ workshops as part of the OS ACT programme. Items covered by the programme may include room rental, IT equipment rental (projector), printing material and banners, translation of the material if the language is not covered by the programme, photography, catering and snacks for the participants depending on the timing of the workshops, and other items on a case-by-case basis.

Online workshops
These workshops are usually delivered via Zoom, and participants join directly from their own devices. However, in the situations where athletes do not have individual access to the internet or devices, NOCs can organise an in-person meeting with a group of athletes, and the workshop will be delivered by an Athlete365 Career+ Educator via Zoom. If this is the case, the OS ACT programme could additionally cover internet-related expenses if needed.

How to apply for OS ACT funding:

- Fill in the online OS application form for ACT - Athlete365 Career+ Outreach Workshops available on the Relay OS platform:
  a. Go to the OS RELAY platform [https://relay.olympic.org](https://relay.olympic.org).
  b. Click on “All activities”.
  c. Click on “create new” at the bottom right of the screen.
  d. Complete, save and have the application validated by a NOC representative, and then submit the form.

- Please do so within the application periods: 1 January to 30 March and 1 June to 30 August, and at least three months before the event date.

- A feasibility assessment will be conducted by OS and by the Athlete365 Career+ team, and a reply will be given within three weeks. Note: If you do not get an answer within this time, please contact the Career+ team.

- If the application is approved, the NOC will pay the costs of organising the workshop and submit the invoice for reimbursement form (see annex) to the Career+ team within 30 calendar days of the workshop. The IOC will reimburse only the pre-approved expenses that are justified with the invoice that the organisation has paid to the provider. Please keep all invoices and supporting documentation, as these will be a prerequisite for reimbursement.

- Once the application is approved, the host organisation can continue with the process.
2. EDUCATOR

The Athlete365 Career+ Outreach Project Manager will check if a certified Educator is available to deliver the workshops on the suggested dates and times, and will confirm this to the host organisation.

Note: Organisations with local certified Athlete365 Career+ Educators must agree on the final dates directly with the Educators, inform the Career+ team and proceed to the “4. Participants” section below. If you need additional support from other Educators, please inform the Career+ team. Please make sure the dates are confirmed at least two months prior to the event.

3. TRAVEL (ONLY FOR IN-PERSON WORKSHOPS)

Visa requirements
The organiser must provide the name of the closest airport and include all relevant travel information that needs to be considered, including any applicable health measures and restrictions.

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

Accommodation
The organiser will choose a convenient hotel and arrange the reservations and payment for our Educator(s) (on a single room basis). The Educator(s) usually arrive(s) the day before the workshop and depart(s) the day after. (Only NOCs with applications previously approved by the IOC will be reimbursed.)

The organiser will share the details of the hotel (contact person, address, telephone number, etc.) and the reservation number with the Career+ project manager at least 30 days before the date of the workshop.

Travel itinerary
The Career+ team will inform you as soon as the final itinerary of the instructor is confirmed.

4. PARTICIPANTS

Group size
In-person workshops
The ideal number of participants is between 30 and 40 people. Bigger groups should be split into two different sessions/days, to ensure participation by all the athletes. Please inform the Career+ team of the expected number of participants.

Online workshops
The ideal number of participants is between 20 and 30, to ensure participation and interaction. However, given the methodology and tools used to engage participants, the online workshops have also proved to be successful for groups of up to 80 people.

Invitations
The host organisation will invite the participants (see sample invitation template attached) including the Career+ online registration form. Please inform the participants that the number is limited and places will be assigned on a “first come, first served” basis. Based on previous experience, usually only 30 to 70 per cent of the registered participants actually attend, so please make sure you extend your invitation to more athletes than you expect to have.

Remember to invite Athletes’ Commission and National Olympians Association members, Paralympians and members of the entourage and staff.
Registration

**In-person workshops**

- The Career+ team will share an online participant’s registration form link with the organiser who will be able to duplicate it and customise it with its own privacy policy and data protection terms.

- The organiser will include the registration link in the invitation to athletes.

- The organiser will use the registration form to track the responses received via the online registration forms and inform the IOC team of the number of participants registered.

- Participants are required to complete their registration at least two weeks prior to the workshop to receive the material and complete the pre-workshop tasks. In addition, the IOC will provide access to the platforms and resources to be used during the workshop.

- Two weeks, one day, and a few hours before the deadline, the organiser should send a reminder for participants to complete the online registration.

- Two weeks before the workshop, the organiser should send the Excel file with the list of participants to the Athlete365 Career+ team.

- If the number of registered participants is lower than 20, the IOC may decide to postpone the session until the minimum number of registrations is reached.

- The organiser will print the participant list before the workshop and have it signed by each of the attendees during the session.

- Notes: The IOC will use the participants’ profiles from the registration forms to customise the modules accordingly. In countries where the above online registration process cannot be completed due to limited access to the internet, participants should confirm their participation directly to the organiser, ideally three weeks prior to the event*. 

**Online workshops**

- Participants are required to complete their registration ideally three weeks prior to the workshop*. After this date, participants can still register but they will most probably not be able to have access to the Athlete Career Portal before the session*.

- After registration, participants will receive the Zoom meeting link and the pre-workshop material.

*NOTE: Registrations should ideally be completed three weeks before the workshop to allow enough time for the IOC to provide them with timely access to the Athlete Career Portal, an online platform with resources to further help athletes prepare for their career transition. In addition, participants will need to complete a number of tasks to prepare for the workshop, so that they can make the most of the sessions.

**Accreditation (only for in-person workshops)**

The organiser will print the name plates to place on the tables and the badges to be worn during the day, and distribute these when the participants arrive. An Event Kit (name plates, badges and other assets including the Career+ logo) is available for download via this link.

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### 5. WORKSHOP AGENDA AND MODULES

In-person workshops usually take one to one-and-a-half days, but the modules can also be redistributed into two half-days, depending on the modules selected and the availability of the participants.

Online workshops are usually delivered in sessions of 1.5 hours (the longest) to match the athletes’ attention span. It is not ideal to have longer sessions, although it is possible to do it in order to suit the availability of athletes. The number of sessions depends on the modules selected.

**Self-discovery workshops: (6 hours)**

- **In-person sessions** can take place over one full day (6h) or two half-days (3h/day).

- **Online sessions** are usually spread over four consecutive days (1.5h/day), however they can also be organised over three days (2h/day) or two days (3h/per day) if needed.
**WORKSHOP LOGISTICS**

**CV workshop: (3 – 4 hours)**
- **In-person sessions** usually last around 3 hours, but there is flexibility to extend these for longer (half a day) depending on the needs of the athletes.
- **Online sessions** are usually spread over two consecutive days, however they can also be held on one day (3h) if needed, including a break.

**Other modules** will be included periodically. The NOCs will then be able to select the modules depending on the interests and age group of the athletes.

Based on the athletes’ profile provided in the registration, educators will analyse the age group, profile and education level of the participants, and emphasise the various points of the agenda accordingly.

At the end of this document you will find the sample agenda for the workshop modules currently available.

### 6. WORKSHOP VENUE (FOR IN-PERSON WORKSHOPS)

The organiser will select a suitable venue based on the number of participants. The room must provide the appropriate space, ventilation, light and learning environment for the athletes to feel comfortable, in compliance with the necessary health and safety conditions.

Please confirm the name of 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 been changed.

### 7. REQUIREMENTS

**In-person workshops**

If workshops are held in person (even if delivered online by the Educator), the organisers should comply with the local regulations.

- Seats and tables organised in cabaret style (4–5 people per table recommended).
- Computer and screen (PowerPoint presentation will be provided by the instructor).
- Video projector (for videos, presentation or participate in an online workshop).
- Pencils (ideally with erasers) for the participants.
- Laser pointer (if available).
- Remote control for the presentation.
- Speakers and microphone.
- Flipboards (3) or tape to stick paper on the wall/door/boards (when not enough flipcharts are available).
- At least five marker pens (black and other colours).
- Post-its
- Paper for the participants/notepads.

**Online workshops**

To join the online workshops, participants will need:

- An email address to register and receive the workshop material
- Internet access to join the online meeting (good enough to use the video and audio)
- Computer (ideally) and/or mobile phone (or any other device, e.g. a tablet) with video and audio. We recommend using both a computer and a phone, if possible, for the activities.
- Paper and pen
- Registration form submitted (registered participants will receive the link to join the online meeting only after they complete their registration)
- Headphones (optional).

Please inform the Career+ team if you have specific needs in terms of internet access for athletes.
8. TRANSLATION/INTERPRETATION

The workshops and material are usually available in English, French, Spanish, Portuguese, Russian or Arabic. If there are no Certified Educators in your country to deliver the workshop in your own language, or if some of your athletes are not familiar with the language used for the workshop, we recommend having someone to facilitate communication or arrange interpretation services for simultaneous translation. To make the most of the sessions, you can also consider translating the printed material. This item can be included in the budget of the Olympic Solidarity application - OS ACT Career+ workshops.

Please inform the Athlete365 Career+ Outreach Coordinator if you decide to use translation services, and which language is spoken by most of the participants. This applies for both in-person and online workshops.

If the organisation wishes to translate printed material, the IOC will send a “licence” to be signed by the organisation and submitted (as an electronic copy) to the Career+ team before proceeding with any translations.

• If your country/organisation does not have any certified Athlete Career+ Certified Educators and most athletes are not familiar with the other languages in which the workshop is delivered, we recommend that you request to train a local Educator in your country by sending an email to career@olympic.org or contact the Athlete365 Career+ team.

9. WORKSHOP MATERIAL

In-person workshops

• Workbooks and pre-workshop material (in any of the above languages) will be provided by the IOC and delivered to the organiser by post, or through a link to download the digital files if printed workbooks are not available.

• Please provide the 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 three weeks before the workshop, please inform the Career+ team.

• Certificates will be sent by the Career+ team to the organiser via email or via a link to download them for printing. The organiser will type or hand write the names of the participants.

• Please give them to the Educator and he/she will distribute them to the participants at the end of the workshop.

Online workshops

• Workbooks and pre-workshop material will be sent to the registered participants before the workshop, by email or via a link to download the material.

• Digital certificates will be delivered to the participants after they complete all the sessions. The Career+ team will send the certificates by email or via a link to download the files.
10. PARTICIPANT FEEDBACK SURVEYS

*In-person workshops*
To enable us to measure the impact of the workshop and collect feedback, participants should complete the following online surveys. The Educators will take the necessary time at the end of the workshop for this purpose.

- Athlete365 Career+ Participant survey after workshop (English)
- Athlete365 Career+ Survey after workshop (Spanish)
- Athlete365 Career+ Survey after workshop (French)

We are aware that some athletes may not have easy access to the internet to complete the online surveys. An alternative solution would be that the organiser provides two or three computers (or tablets or other devices) with an internet connection that can be used by the athletes to complete the surveys.

- When there is no internet access at the venue, the organiser must ask the Career+ team for the digital files of the participant feedback surveys.
- The organiser will then print and distribute the forms to participants at the end of the workshop to be handwritten.
- The organiser is then responsible for tabulating the results of the printed surveys and sending a summary of the ratings and key comments to the Athlete365 Career+ Coordinator within 15 working days of the workshop.

*Online workshops*
The Educators will ask the participants to answer the online surveys at the end of the workshop.

Translation of participant surveys
- If athletes do not feel comfortable completing the survey in the languages available, please ask the IOC Athlete365 Career+ Outreach Coordinator for the digital files. The organiser should then arrange the translation, printing and distribution of the forms to the participants at the end of the workshop.
- The organiser is responsible for tabulating the results of the translated surveys and sending a summary of the ratings and key comments to the Athlete365 Career+ Coordinator within 10 working days of the workshop.

11. COMMUNICATION RESOURCES

The Athlete365 Career+ team will provide the organiser with a link to download the Event Kit (digital banners and social media assets) to promote the workshops.

We encourage your organisation to:

- Add a link to Athlete365 on your website using the digital banners available in the Event Kit. (Link to download - request to Athlete365 team to upload docs)
- Promote the workshops to athletes and entourage members through your communications channels (website, social media, newsletters, etc.) and through your Athletes’ Commission representatives and National Olympians Association (if applicable), members of the entourage, commissions, etc. to increase participation.
- Follow and share our posts: @athlete365 on Facebook, Twitter, Instagram, LinkedIn and use @athlete365 to interact with the Olympic community.
- Create an account in Athlete365, sign up for the newsletter and share the news with your athlete community!
12. MEDIA

Press releases and articles

Information about the Athlete365 Career+ workshops (for press releases and promotion of the workshops) is available on the Athlete365 Career+ website.

Testimonials

We encourage you to ask for two testimonials (one female and one male participant) or quotes from your athletes at the end of the workshop. These could be verbal, written or in the form of a short video about:

- what found they most valuable about this workshop
- if it has made an impact on their lives
- how this will contribute to prepare for life after sport. (See Annex: Video guidelines)

We will analyse the material and will select the top videos to be shared with the Athlete365 Career+ team and with the Olympic community.

Posts, photos, videos and articles

If possible, take high-quality photos and videos, and create articles and related posts (website, online news, magazines, newspapers, etc.) to share your experiences with the Olympic community.

13. POST–WORKSHOP

- Please share the photos, articles or links to publications (websites, online news, magazines, newspapers, etc.) with the Athlete365 Career+ team and remember to tag @athlete365 on your social media platforms.

- If your NOC submitted an OS application and it was approved, please send the invoice form to the IOC within 30 calendar days. The invoice form is available on the OS Relay platform and in the Annex below.

- We will send the organiser a post-workshop email for the participants. Please make sure you send this on to all the participants. The email contains a summary with useful links and resources, a photo of the participants (if it was an online workshop), and details of additional IOC programmes or services.

14. TERMS OF PARTICIPATION

Note: The following terms and conditions apply to organisers, Educators, athletes and participants in the Athlete365 Career+ workshops:

- IOC Athlete365 Career+ privacy notice (data protection).
- IOC Athlete365 Career+ workshop specific terms (image rights, use of social media).

In addition, Athlete365 Career+ Educators must comply with the “Terms for Educators”.

Note: The reproduction or translation of the Athlete365 educational material requires the prior written approval of the IOC through a licence agreement signed by your organisation.
1. Outreach Workshop Request Form.
3. Invitation to athletes template. (Link to Event Kit)
4. Online participant registration form. (Create form with A365 team and add link)
5. Pre-workshop material (specific to each topic - Self-Discovery and CV). (Link to Event Kit)
6. The Athlete Career Portal is one of the platforms offered for free to the Athlete365 Career+ workshop participants. Athletes can request free access via the link above.
7. Athlete365 Career+ workshops – agenda (See below)
8. Communications assets: brand guidelines, digital web and social media banners, roll-out banners, name plates, badges, etc. (Link to Event Kit)
9. Workshop material: pre-workshop material, workbooks, certificates and surveys (digital files). (Link to workshop material)
10. Surveys (Mentimeter):
    a. Athlete365 Career+ Participant survey after workshop (English). (Add link)
    b. Athlete365Career+ Survey after workshop. (Spanish) (Add link)
    c. Athlete365Career+ Survey after workshop. (French) (Add link)
11. Video guidelines for participant testimonials. (Link to Event Kit)
12. Invoice form for reimbursement (NOCs with approved OS – ACT applications). (Link to Admin docs – Sample invoice for reimbursement NOCs)
13. IOC Athlete365 Career+ privacy notice (data protection). (Add updated link)
14. IOC Athlete365 Career+ workshop specific terms (image rights and use of social media). (Add updated link)
**SELF-DISCOVERY MODULE**

Workshops should ideally be organised over four different days to maximise the attention span of the participants. However, there is flexibility to adjust the agenda and distribute the sessions based on the needs of the participants.

<table>
<thead>
<tr>
<th>SESSION 1</th>
<th>Strengths and Values</th>
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<tbody>
<tr>
<td>(2 hours)</td>
<td>No matter at what stage you are in your career, it is important to take time to reflect and evaluate who you are and what you want out of life. Finding what your superpowers are and what truly motivates and drives you will help in all aspects of your career and life. This first session focuses on self-reflection and activities to answer questions like: What is great about me? What could I be better at? What is really important to me?</td>
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<tr>
<th>SESSION 2</th>
<th>Interests and Skills</th>
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<tbody>
<tr>
<td>(2 hours)</td>
<td>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 learnt many unique skills that are transferrable and valuable to the labour market. During the session, we will start to identify and unbundle some of your unique interests and skills.</td>
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<table>
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<tr>
<th>SESSION 3</th>
<th>Passion and Impact</th>
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<tbody>
<tr>
<td>(2 hours)</td>
<td>Session three goes to a deeper level of what really drives you and what lights your fire. What passions in life drive your success? How can you take your superpowers from that success to make a positive impact on the world, maybe making it a better place for everyone?</td>
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<tr>
<th>SESSION 4</th>
<th>Purpose and Planning</th>
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<tbody>
<tr>
<td>(2 hours)</td>
<td>Discovering a “raison d’être” or a “purpose” makes you more likely to perform better and have higher levels of fulfilment, satisfaction, and happiness in your personal life and your work life. This module will help you identify your purpose and bring together all the elements of the previous workshops to start planning and giving your next steps into a “purpose driven” life.</td>
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