ORGANISING AN ATHLETE365 CAREER+ WORKSHOP
This guide describes the procedure for organising an Athlete365 Career+ workshop. It is for all Olympic Movement organisations (Athletes’ Commission representatives, National Olympic Committees, International Federations, Continental Associations, etc.) and 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 https://olympics.com/athlete365/careerplus/

**WHAT ARE THE ATHLETE365 CAREER+ WORKSHOPS?**

These are a series of action-based learning workshops with different modules lasting around 1.5-2 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+ workshops 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/Résumé”, 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’ Commissions (ACs)**

The involvement of the AC representatives of your organisation 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, invite other guests to whom athletes can relate, or serve as mentors to the athletes after the workshop. Please 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 an athlete’s entourage to participate and 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 online workshops (delivered via Zoom).

1. WORKSHOP APPLICATION

- Host organisations should complete the following Athlete365 Career+ 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 Athlete365 Career+ team will contact you to discuss your request and provide additional information as needed.

Olympic Solidarity – Athlete Career Transition (OS ACT) - optional
(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, when 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. The OS ACT programme could additionally cover internet-related expenses if needed.

How to apply for OS ACT funding:

a. Complete the online OS application form for ACT - Athlete365 Career+ Workshops available on the OS Relay platform:

   - Go to the OS Relay platform [https://relay.olympic.org](https://relay.olympic.org).
   - Click on “All activities”.
   - Click on “create new” at the bottom right of the screen.
   - Select the following fields: World programmes > programme cluster “Entourage” > Programme “Athlete Career Transition” > Athlete365 Career+ Workshop.
   - Complete, save and have the application validated by a NOC representative, and then submit the form.

b. 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.

c. 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 receive an answer within this time, please contact the Athlete365 Career+ team.

d. 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 Athlete365 Career+ team within 30 calendar days of the workshop. The IOC will reimburse only the pre-approved expenses that are substantiated 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.

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

The Athlete365 Career+ team 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 Athlete365 Career+ team and proceed to the “4. Participants” section below. If you need additional support from other Educators, please inform the Athlete365 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+ team 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 Athlete365 Career+ team at least 30 days before the date of the workshop.

Travel itinerary
The Athlete365 Career+ team will inform you as soon as the final itinerary of the instructor is confirmed.

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

Local transfers
Please inform the Athlete365 Career+ team of the detailed plan for the Educator (name of the person who will meet him/her at the airport, meeting point and pick-up time at the hotel next day, name of the person who will pick him/her up, journey time from and to the hotel to the venue, transfer time to the airport, etc.) and any other useful information.

4. PARTICIPANTS

Group size

In-person workshops
The ideal number of participants is between 30 and 40 people. Bigger groups should be split into in two different sessions/days, to ensure participation by all the athletes. Please inform the Athlete365 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 entourage members, staff and any special guest who could be relevant for the event (athletes who could share their story, expert on the topic, etc.).
**Workshop Logistics**

**Registration**

*In-person workshops*

- The Athlete365 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 their 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 Athlete365 Career+ 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 (workbook) and complete the pre-workshop tasks.

- The organiser should send the pre-workshop material (workbook and pre-workshop e-mail) to athletes with the links to the platforms that they will need to request access to.

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

- 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.

- NB: 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*

- The Athlete365 Career+ team will provide the Zoom meeting link to the organiser ahead of the meeting so that the organiser can share it with the athletes.

- The organiser should send the Zoom meeting link to participants, and they 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 pre-workshop material. *NB: Registrations should ideally be completed three weeks before the workshop to allow enough time for the IOC to provide 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. A link to the Event Kit (with name plates, badges and other assets including the Athlete365 Career+ digital and on-site promotional files) is available for download in the annex.

**5. Workshop Agenda and Modules**

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

Online workshops are usually delivered in sessions of 1.5 or 2 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: (6-8 hours)**

- **In-person sessions** can take place over one full day (6-8h) or two half-days (3-4h/day).

- **Online sessions** are usually spread over four consecutive days (1.5h-2h/day), however they can also be organised over three days (2-2.5h/day).
CV workshop: (3-4 hours)

- **In-person sessions** usually last around 3-4 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, (1-5 – 2h hours per day) if needed per day.

**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+ team (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 (as a backup) and screen or a white background to project the PowerPoint presentation that will be provided by the instructor.

- Video projector (for videos, presentations or participating in an online workshop).
- HDMI cable to connect the projector to the computer.
- 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**

In some cases, the organiser hosts an onsite group meeting and invites all athletes to get together in a meeting room. In this case, the organiser will need to set up the internet connection and a big screen to project the presentation from the Educator.

Please inform the Athlete365 Career+ team if you have specific needs in terms of internet access for athletes.

Otherwise, if participants join the online Zoom meeting individually, 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).
8. WORKSHOP EDUCATIONAL MATERIAL AND RESOURCES

In-person workshops

• The Educational material (workbooks and other files) available in six languages are available in the Event Kit (see annex), where you can download the digital files to be printed.

• The organiser should print a copy of the material for each of the attendees:
  • Colour copy, full size, ideally double sided, bound on the left or at the top.
    • Workbooks (Self-discovery and/or CV/résumé) available in English, French, Spanish, Arabic, Portuguese, Russian.
    • CV templates (English only)
    • ME MAP
    • Links and resources (optional). This can also be provided as a digital file.

• Please acknowledge receipt of the material. If it has still not been received three weeks before the workshop, please inform the Athlete365 Career+ team.

• Please leave the workbooks on the desks or provide them to the Educator and he/she will distribute them to the participants at the beginning of the workshop.

Online workshops

• The Athlete365 Career+ team will send the workbooks and pre-workshop material to the registered participants before the workshop, by email or via a link to download the material.

• The Athlete365 Career+ team will send the certificates by email or via a link to download the files to participants in the online workshops.

• When the organiser hosts a group meeting and the online workshop is delivered online, the organiser should print and distribute the certificates to the attendees.

9. TRANSLATION/INTERPRETATION

The workshops and material are usually available in English, French, Spanish, Portuguese, Russian and 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 simultaneous interpretation. 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+ team if you decide to use interpreting 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 Athlete365 Career+ team before proceeding with any translations.

Please note that the educational material can be delivered only by certified Athlete365 Career+ Educators who have been trained by the IOC for this purpose.

• If your country/organisation does not have any certified Athlete365 Career+ 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.
10. PARTICIPANT FEEDBACK SURVEYS

In-person workshops
To enable us to measure the impact of the workshop and collect feedback, participants should complete the Athlete365 Career+ Participant’s online surveys in Mentimeter (see Annex). The Educators will take the necessary time at the end of the workshop for this purpose.

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

- If there is no internet access at the venue, the organiser must ask the Athlete365 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+ team 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+ team 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+ team within 10 working days of the workshop.

11. COMMUNICATION RESOURCES

We encourage your organisation to:
- Add a link to Athlete365 on your website using the promotional material digital banners (web, newsletters, social media, etc.) available in the Event Kit. (See link in the Annex)
- 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!
- Create an account in LinkedIn so that you can be aware of our Athlete365 Career related posts
- Join the LHH Athlete Career Networking Group | LinkedIn and encourage athletes to join.
- Subscribe to the Athlete365 Career+ newsletter, by filling in this form.
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 posts in various platforms.

Please answer the workshop organisers’ general survey available in the Event kit.

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”.

NB: 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.
SELF-DISCOVERY MODULE (6-8 HOURS)

Workshops should ideally be organised over 1 day (in-person workshops) to two-three or four different days (online workshops) to maximise the attention span of the participants. However, there is flexibility to adjust the agenda and distribute the sessions based on the needs and the time available.

<table>
<thead>
<tr>
<th>SESSION 1 (1.5-2 hours)</th>
<th>Strengths and Values</th>
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<tbody>
<tr>
<td></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 (1.5-2 hours)</th>
<th>Interests and Skills</th>
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<tbody>
<tr>
<td></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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<tr>
<th>SESSION 3 (1.5-2 hours)</th>
<th>Passion and Impact</th>
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<tr>
<td></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 (1.5-2 hours)</th>
<th>Purpose and Planning</th>
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<tbody>
<tr>
<td></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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CV/RESUME MODULE (4 HOURS)

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>1. Getting into the game</th>
</tr>
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<tbody>
<tr>
<td>(1.5-2 hours)</td>
<td>We want to help you get into the game of securing the job you want and the job you deserve by giving you the top tips from our experts.</td>
</tr>
</tbody>
</table>

2. Rise above the competition
In this section, you will explore what makes an impactful CV/résumé so you can rise above the competition, and yours will stand out in the crowd of CVs/résumés that land on a hiring manager’s desk.

3. What works and what doesn’t
This section covers “what works” and “what doesn’t” when creating your CV/résumé, with the most up-to-date advice.

<table>
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<tr>
<th>SESSION 2</th>
<th>4. Break it down</th>
</tr>
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<tbody>
<tr>
<td>(1.5-2 hours)</td>
<td>Breaking down each section of the CV/résumé and taking an in-depth look at how to put together each part, including the summary and experience sections.</td>
</tr>
</tbody>
</table>

5. Final touches
A look at the final touches and checklist you will need to review to ensure your CV/résumé stands out.

6. Door opener
Top tips for the cover letter that will ensure the door opens for you when you submit your CV/résumé.
1. Athlete365 Career+ Workshop Request Form.


3. Invitation to athletes - template. (See Event Kit)

4. Online participant registration form. To be duplicated and customised (See Event Kit)

5. 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.

6. The LHH Athlete Career Networking Group | LinkedIn is another resource to be informed about Career transition resources (English only)

7. Event Kit: available for download via the following link Athlete365 Career+ workshop event kit - Athlete365
   - Educational material: Workshop specific: Self-Discovery and CV/résumé and CV templates, ME MAP, Links and resources.
   - Printable assets: name plates, badges, certificates, roll-out banners
   - Digital files and online forms: registration form, invitation to athletes, web banners, newsletter and social media promotional assets.
   - Administration files: Workshop organiser general survey, Participant surveys (Mentimeter): English-Spanish-French, Athlete testimonials online form, Image Guidelines, filming guides for participant testimonials, invoice form for reimbursement (NOCs with approved OS – ACT applications).

8. Athlete365 Career+ workshops – agenda (See final pages))

9. Subscribe to the Athlete365 Career+ newsletter, by filling in this form.

10. IOC Athlete365 Career+ privacy notice (Data protection)

11. IOC Athlete365 Career+ workshop specific terms

Learn more: Athlete365 Career+ Workshops
Contact: career@olympic.org
#PowerUp Your Future