

| TIME | TITLE | DESCRIPTION | ADDITIONAL INFO |
|--------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 00:00 5' | Welcome | Welcoming participants | Welcome everyone and offering technical support if needed |
| 00:05 5' | Short introduction of the facilitator | Short introduction: name, organisation, role etc. | |
| 00:10 5' | Presentation of the „Wake UP!“ project and workshop agenda | Short presentation of the Wake UP! Project. Explanation of what will happen within the workshop (presentation of the agenda). | = |
| 00:15 10' | Expectations from participants | The facilitator asks participants to share their expectations. | = |
| 00:25 40' | Exercise 1 | <p>Plenary discussion on the topic of volunteer management: actors, resources, principles.</p> <p>Main focus is on:</p> <p>Voluntary sector resources available:</p> <ul style="list-style-type: none"> - The legal framework - Traditional events in the field of volunteering - Funding / support mechanisms - Media coverage - Information resources <p>Principles on which the volunteer sector is based (self-regulation):</p> <ul style="list-style-type: none"> - codes of conduct for actors involving volunteers - standardized volunteer management process - principles of good practice in working with volunteers - instruments for monitoring and evaluation of volunteer activity - diversity, reciprocity, recognition, empowerment | Participants share what they know about each aspect, and the facilitator exposes the real and actual situation, while sharing their personal experience. This exercise is based on free discussion. |
| 01:05 10' | Short break | 5-10 minutes of break | |
| 01:15 40' | Exercise 2 | <p>Participants are split in 2 teams. Each team has the task to identify the order of the steps of the standard management process of volunteers, also to brainstorm on the connection between social economy and volunteers management.</p> <p>Plenary presentations.</p> <p>Conclusions: management of volunteers and management of resources - advantages and challenges.</p> | <p>5 minutes explanations</p> <p>20 minutes for team work</p> <p>10 minutes for plenary presentations</p> <p>5 minutes for conclusions</p> |
| 01:55 5' | Evaluation | At the end, ask participants to share one word symbolizing how they feel at the end of the workshop. | |
| 02:00 0' | Closing | Thank you and goodbye! | |
| 02:00 | | | |

TOTAL LENGTH: 02:00

Workshop Volunteer Management and Social Economy - block details

00:00
5' **Welcome**

Welcoming participants

ADDITIONAL INFORMATION

Welcome everyone and offering technical support if needed

00:05
5' **Short introduction of the facilitator**

Short introduction: name, organisation, role etc.

00:10
5' **Presentation of the „Wake UP!“ project and workshop agenda**

Short presentation of the Wake UP! Project. Explanation of what will happen within the workshop (presentation of the agenda).

ADDITIONAL INFORMATION

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00:15
10' **Expectations from participants**

The facilitator asks participants to share their expectations.

ADDITIONAL INFORMATION

=

00:25
40' **Exercise 1**

Plenary discussion on the topic of volunteer management: actors, resources, principles.

Main focus is on:

Voluntary sector resources available:

- The legal framework
- Traditional events in the field of volunteering
- Funding / support mechanisms
- Media coverage
- Information resources

Principles on which the volunteer sector is based (self-regulation):

- codes of conduct for actors involving volunteers
- standardized volunteer management process
- principles of good practice in working with volunteers
- instruments for monitoring and evaluation of volunteer activity
- diversity, reciprocity, recognition, empowerment

ADDITIONAL INFORMATION

Participants share what they know about each aspect, and the facilitator exposes the real and actual situation, while sharing their personal experience. This exercise is based on free discussion.

01:05
10' **Short break**

5-10 minutes of break

01:15
40' **Exercise 2**

Participants are split in 2 teams. Each team has the task to identify the order of the steps of the standard management process of volunteers, also to brainstorm on the connection between social economy and volunteers management.

Plenary presentations.

Conclusions: management of volunteers and management of resources - advantages and challenges.

ADDITIONAL INFORMATION

5 minutes explanations

20 minutes for team work

10 minutes for plenary presentations

5 minutes for conclusions

01:55
5' **Evaluation**

At the end, ask participants to share one word symbolizing how they feel at the end of the workshop.

02:00
0' **Closing**

Thank you and goodbye!
