



**Volunteers Management Training 11 - 17 November 2019 Plovdiv, BULGARIA**

	Day 1	Day 2 - Sunday	Day 3	Day 4	Day 5	Day 6	Day 7
<b>Breakfast</b>	8:30 - 9:30	8:30 - 9:30	8:30 - 9:30	8:30 - 9:30	8:30 - 9:30	8:30 - 9:30	8:30 -
<b>Morning session 1</b> 9:30 – 11:00	Arrival of Participants	Values of Voluntarism and Organizations experiences	<b>Support</b> (supervising, mentoring, coaching) <b>Training and orientation</b>	<b>Visual facilitation</b> for volunteers management and effective communication	<b>Motivation</b> from A to Z – how to find it, keep it and raise it	<b>Tips and Tricks</b> for successful volunteers management	Departure of participants
<b>Break</b>		11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	
<b>Morning session 2</b> 11:30 – 13:00		<b>Volunteers management cycle</b> from A to Z - phases and red threads, motivation, communication, challenges, recognition	<b>Evaluation, impact, dissemination</b> – volunteers participation and role	<b>Online tools</b> for volunteers and knowledge <b>management</b>	<b>Intercultural</b> learning and communication	<b>Volunteers Management Agenda</b> - co-creation session	
<b>Lunch break</b>	13:00 – 15:00	13:00 – 15:00	13:00 – 15:00	13:00 – 15:00	13:00 – 15:00	13:00 – 15:00	12:30
<b>Afternoon session 1</b> 15:00 – 16:30	<b>Welcome and orientation:</b> Welcoming and Get to know each other Teambuilding	<b>Volunteers Management keys</b> - needs assessment (community, target group, organization), recruitment and Inclusion of people with fewer opportunities	<b>Together</b> - volunteers management success stories from Plovdiv Cultural Capital	Free afternoon / exploring Plovdiv/	<b>Challenges and best practices</b>	<b>What's next</b> – LET'S plan from A to Z	Departure of participants
<b>Break</b>	16:30 – 17:00	16:30 – 17:00	16:30 – 17:00	16:30 – 17:00	16:30 – 17:00	16:30 – 17:00	
<b>Afternoon session 2</b> 17:00 – 18:30	<b>Welcome and orientation:</b> Program and aims, Contributions and Personal learning plans <b>Reflection Groups</b>	<b>Stakeholders</b> - rights, roles and responsibilities  <b>Reflection Groups</b>	Learning from A to Z - non-formal, personal development, employability, self-directed, self-assessment <b>Reflection Groups</b>	Free afternoon	Open Space  <b>Reflection Groups</b>	Evaluation and closure	
<b>Dinner</b>	19:00 – 20:30	19:00 – 20:30	19:00 – 20:30	19:00 – 20:30	19:00 – 20:30	19:00 – 20:30	
<b>Evening session</b>	Welcome evening	Volunteers story sharing evening	Non-formal methods tools share evening	Free evening	Talents evening	Farewell party	