

Training Ideas for Volunteers with Governance Responsibilities

6. Workshop "Volunteermanagement" in Brasov,

22th November – 24th November 2012

Participants	Country / Organisation
1. Mr Andreas Fritsch	Kolpingwerk Diözesanverband München und Freising, Germany
2. Mrs Anna Labno-Kucharska Mrs Beata Gorycka Mrs Maria Janikowska	Zwiazek Centralny Dziela Kolpinga w Polsce, Poland
3. Mrs Monica Monteanu Mr Alexandu Cristea Mr Corneliu Bulai Mr Nicolae Pantelimon	Kolping Romania, Romania
4. Mr Franz Albrecht Mr Kurt Egger	Kolpingwerk Südtirol, Italy
5. Mr Andrásné Veze Mr Kristóf Lászlóné Mr Simon Károlyné Mr Szabó Máté	Magyar Kolping Szövetség, Hungary
6. Mrs Martina Sedláčková Mrs Petra Zahradníčková Mr Vit Zahradníček	Kolpingovo dilo České Republiky; Czech Republic
7. Mrs Daniela Stehlik	Kolpingwerk Europa, Köln, Germany

Date	Activities
22nd November 2012	1st Workshop Day
Introduction	Arrival and lunch Welcome remarks from the host organisation and the coordinator, presentation of the program (timetable, excursion)
Getting to know each other	Interactive introduction, one person introducing the next Participants expectations
Volunteer Management - Presentation	The definition of volunteering: we first used the brainstorming, than we split into 3 groups, each one have the mission to define volunteering through the brainstorming giving terms. The trainers emphasized the European Commission definition of volunteering. Than they presented the actors of volunteering.

	<p>We formed general view upon the 5 principles of volunteer management: recruit, retain, review, recognize, reward. Presentation of the EVS Program in the frame of a Romanian Youth Association (Onestin, Bacau). Presentation about the Structures for volunteer management.</p>
City tour and beer garden	We had a guided tour through the old German part of Brasov.
23rd November 2012	2nd Workshop Day
Feedback and energizer	We summarized the information from the day before and extracted the main ideas of volunteer management. Also we discussed the similarities and differences between the volunteer work in the 6 partner countries.
Recruiting and selecting volunteers	<p>Profile of the volunteer/volunteer coordinator (competences, knowledges, attitudes) Main steps in recruiting and selecting the volunteers. Simulating an interview (4 teams) Debriefing</p>
Instructing volunteers: juggling exercise	<p>The group was divided in two small groups. Both received juggling balls. They had about 40 min time to learn. One group had a professional trainer and a video with a step-by-step introduction. The other group had no guidance. After 40 min both groups presented their learning results. The group with introduction and video learned more and was not frustrated. The other group gave up after some time.</p>
Reflection of the method	<p>It was discussed what this exercise means for volunteers in our organisations. We agreed that not being properly introduced to the work bears a high risk for frustration and we prepared a list of topics new volunteers should be informed about.</p>
Motivating and rewarding the volunteers	<p>Presentation of the main types of motivation. One and one interviews upon given questionnaire Types of rewards for volunteer's activity. Assessing the volunteers and the volunteering program.</p>
Practical application	Developing a volunteering program (group work). Plenary discussions.
Visit of the local youth volunteer centre	We visited a youth centre and learned about their strategies to open new volunteer opportunities to young people. We also learned about the financial limitations.
Church service and evening program	After a church service the group spend the evening together. The participants brought gifts, food and music from their countries.
24th November 2012	3rd Workshop Day
Energizer and feedback	We started the day with a funny energizer and a little competition: two groups had the task to stand on a blanket and as soon as possible turn the blanket around – while no one was allowed to step off the blanket.
Trip Bran castle	One of the most sights in Romania, since it is the castle from the last king. Internationally it is well-known as Dracula castle

	- an association many Romanians are very sensitive about.
Next workshop	Will take place in Oberwesel, Germany, from June 19 th to 22 nd . The topic will be negotiation management.
Evaluation	Review of the learned concepts Oral assessment of the workshop Conclusions Small gifts for the participants