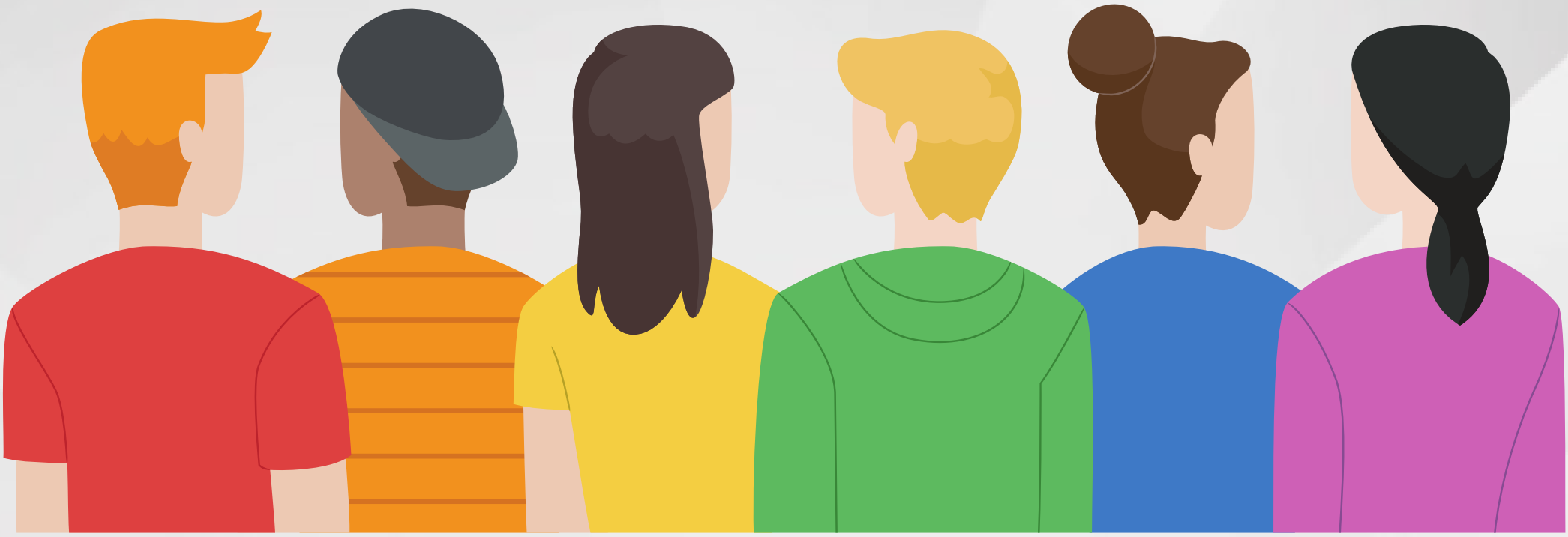eBrochure

Project Result 2

VOLUNTEERING TRAINING MANAGEMENT TOOLKIT & E-LEARNING PLATFORM

Train4Coordinators

R2

RESULT 2: VOLUNTEERING TRAINING MANAGEMENT TOOLKIT & E-LEARNING PLATFORM

The Volunteer Training Management Toolkit developed by the Train4Coordinators project aims to **empower volunteer coordinators by providing them with a comprehensive set of resources, best practices, and tools**.

Through the **e-learning platform**, coordinators can access these materials to enhance their skills, while organisations can benefit from improved volunteer programme management, resulting in more engaged volunteers and a greater positive impact on the community.

INNOVATIVE ELEMENTS

Specialised volunteering training management toolkit for volunteer coordinators with youth volunteering program management, leadership management, effective communications, public relations, social media and campaigns, project management, volunteer management software, developing corporate partners, volunteering program evaluation.

TARGET GROUPS

- Youth workers
- Youth volunteering coordinators

THE VOLUNTEERING TRAINING MANAGEMENT TOOLKIT

The project has developed a "Volunteer Training Management Toolkit" and an "Online Learning Platform for Volunteer Coordinators" to **help youth coordinators develop personal and professional skills** and to benefit organisations by having a more efficient and successful volunteer programme.

The Volunteer Training Management Toolkit is **a set of resources** designed to assist organisations in effectively training and managing their volunteers. It includes a range of materials and resources such as templates, guides, checklists, and instructional materials that can be customised to suit the unique needs of any organisation working with volunteers.

The volunteer training management toolkit is a comprehensive approach to **training volunteer coordinators on how to develop a volunteer programme** successfully across the organisation and interfaces with all stakeholders.

The toolkit covers the following areas:
- Chapter 1. Youth volunteering programme management
- Chapter 2. Leadership management
- Chapter 3. Effective communications
- Chapter 4. Public relations, social media and campaigns
- Chapter 5. Volunteering project management
- Chapter 6. Volunteer management software
- Chapter 7. Developing corporate partners
- Chapter 8. Volunteering programme evaluation

Chapter 1: Youth volunteering programme management

Challenges and Best Practices in Managing Youth Volunteer Programmes

LEARNING OBJECTIVES

- Design and develop solid volunteer programmes.
- Recruite, retain and reward young volunteers.
- Orientation and training for young volunteers.
- Deliver and manage successful youth volunteering programmes.

Chapter 2: Leadership management

What makes a good leader? Understanding leadership

LEARNING OBJECTIVES

- Develop a clear understanding of the value of leadership skills and the ability to recognise and use them effectively when necessary.
- Acquire the knowledge and skills required to become an effective leader and understand the two sides of the leadership process.
- Identify and address potential problems and illusions that could affect the work and relationships with others.
- Understand the difference between leadership and management.
- Recognise the significance of leadership in the context of volunteering.
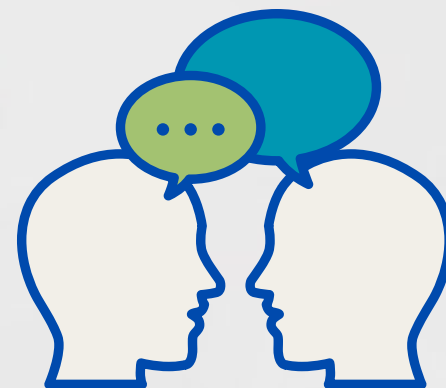
Chapter 3: Effective Communications

Establishing healthier and effective communication skills for youth workers

LEARNING OBJECTIVES

- Understand the importance of effective communication in our relationships.
- Explain common communication barriers in daily communications.
- List common communicative issues in youth work.
- Explain the strategies to become better communicators.

Chapter 4: Public relations, social media and campaigns

What are public relations and social media campaigns?

LEARNING OBJECTIVES

- Develop a comprehensive PR strategy.
- Identify and implement best practices for social media campaigns.
- Analyse and present practical examples of successful social media campaigns.

Chapter 5: Volunteering Project Management

Effective Project management qualities and methodologies

LEARNING OBJECTIVES

- Understand what volunteer management is.
- Understand the duties and responsibilities of a volunteer project manager.
- Become aware of the important qualities a volunteer project manager should have.
- Define and implement your volunteer management process.

Chapter 6: Volunteer management software

A better and more effective volunteer management process

LEARNING OBJECTIVES

- Explain the volunteer management software.
- Understand the benefits of a volunteer management software.
- Choose the right management software.
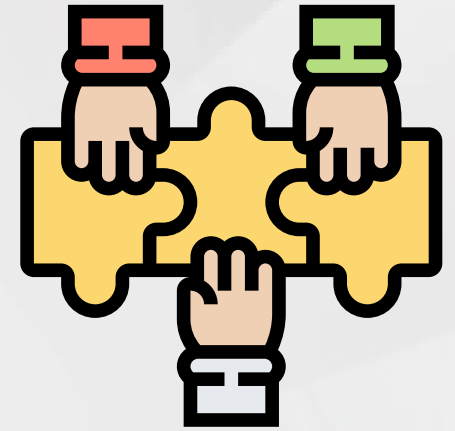- Understand the usage of the tools that can be used by organisations.

Chapter 7: Developing Corporate Partnership

How and what type of cooperation non-profit organisations can have with corporate institutions and what the benefits can be for both parties

LEARNING OBJECTIVES

- Understand the value of forming a partnership between corporate and non-profit organisations
- Learn about different forms of partnership and learning how to find, contact and sustain
- Have a clear idea about priorities and goals while building a partnership and be able to evaluate the achievements

Chapter 8: Volunteering programme evaluation

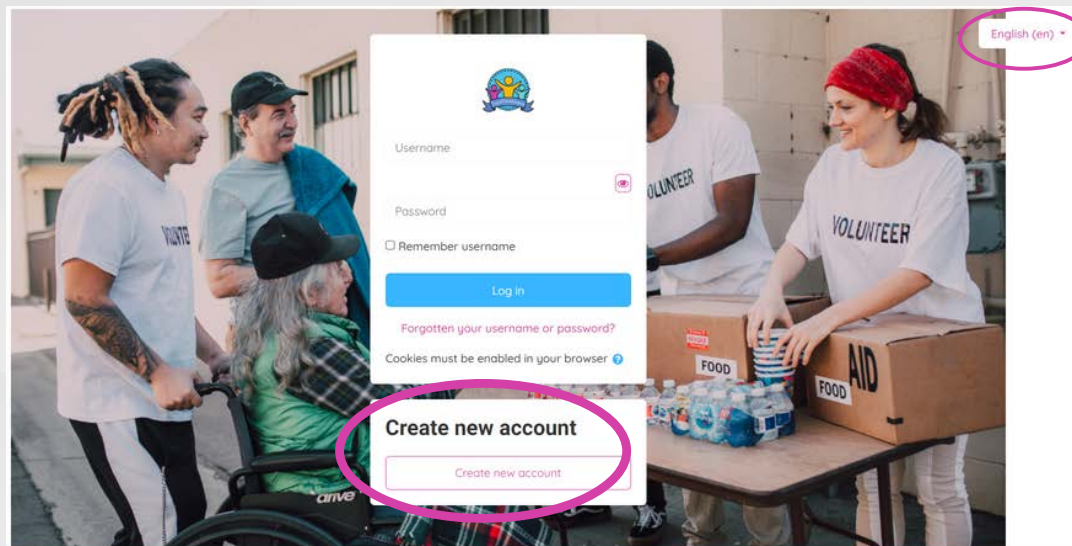Key Considerations for a Comprehensive Volunteering Programme Evaluation

LEARNING OBJECTIVES

- Assess the degree to which the specific objectives of the volunteer programme are being met.
- Evaluate the quality of the volunteer experience within the organisation.
- Determine the impact of volunteers on the organisation, including both their contributions and economic value.
- Identify areas in the volunteer programme that require improvement.
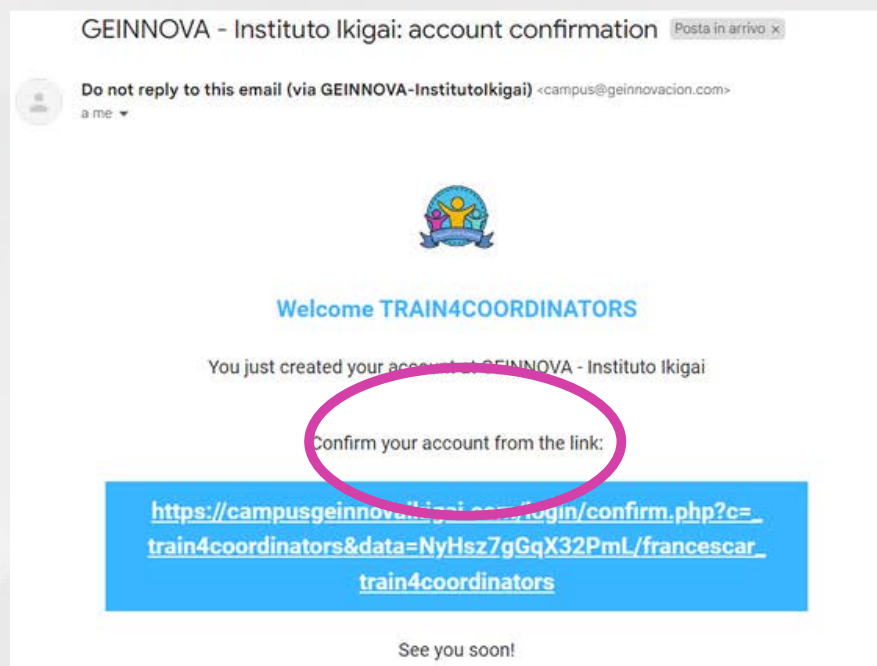
THE E-LEARNING PLATFORM

https://www.train4coordinators.eu/e-learning-platform/

Choose the platform language and create a new account

Fill in the information and accept the privacy policy

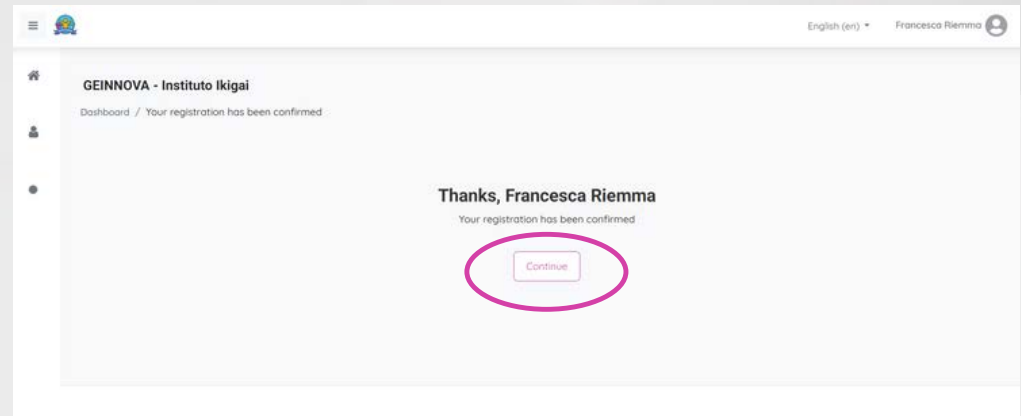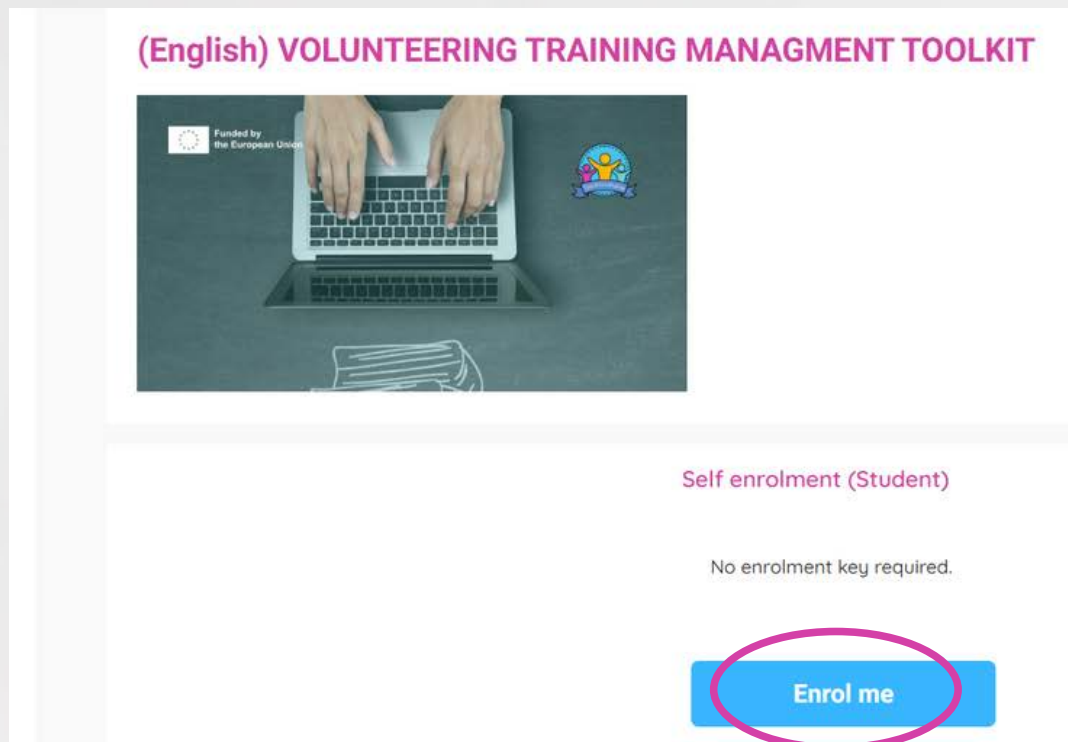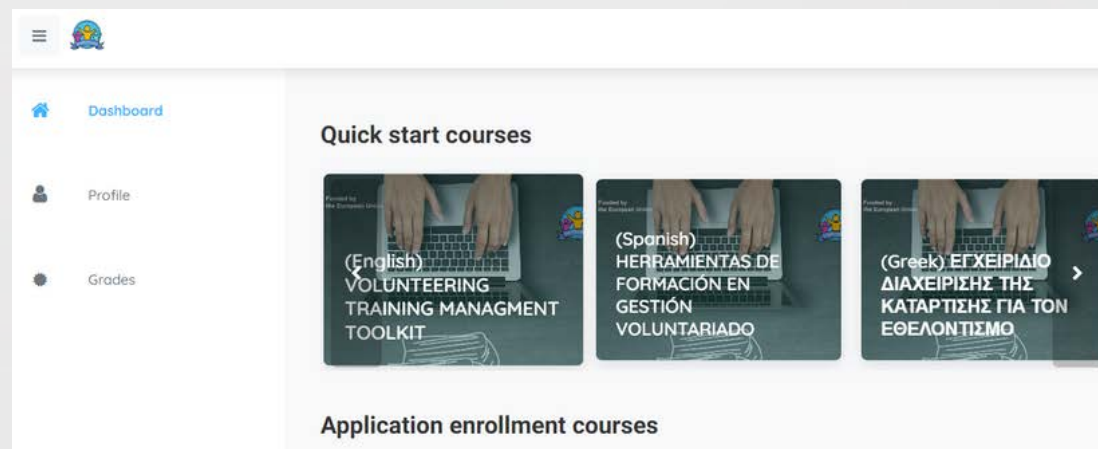**Check your emails and confirm your account by clicking on the link**

To navigate the platform, click on the "Continue" button

GEINNOVA - Instituto Ikigai

Dashboard / Your registration has been confirmed

Thanks, Francesca Riemma

Your registration has been confirmed

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(English) VOLUNTEERING TRAINING MANAGMENT TOOLKIT

Funded by the European Union

Self enrolment (Student)

No enrolment key required.

Enrol me

Choose the course in your language and click on "Enrol me"

And... start learning!

Dashboard

Profile

Grades

Quick start courses

(English) VOLUNTEERING TRAINING MANAGMENT TOOLKIT

(Spanish) HERRAMIENTAS DE FORMACIÓN EN GESTIÓN VOLUNTARIADO

(Greek) ΕΓΧΕΙΡΙΔΙΟ ΔΙΑΧΕΙΡΙΣΗΣ ΤΗΣ ΚΑΤΑΡΤΙΣΗΣ ΓΙΑ ΤΟΝ ΕΘΕΛΟΝΤΙΣΜΟ

Application enrollment courses

eBrochure

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Train4Coordinators