


Training course Senior Service Worker, MODULE 7 - Volunteer coordination in community based settings for the elderly

Course plan							
LU #	Learning Unit	Hrs. LU	Thematic Focus	Lesson number	Lesson	Hrs.	On-Line hrs.
1	Theory, concepts and terms of volunteering.	3	Exploring volunteering.	1	Theory, concepts and terms of volunteering. Volunteering and lifelong learning.	1	2
				2	Defining volunteering activities. Volunteering in organisations, professional volunteers, event volunteers.	1	
				3	Volunteer promotion programmes and strategies in EU member states.	1	
2	Project management with regard to volunteering.	9	Basics of recruitment.	1	Planning for volunteer engagement, understanding volunteer motivation; developing recruitment strategy.	2	5
				2	Deciding on desirable volunteer characteristics; identifying the most important requirements; matching volunteer skills with service needs.	2	
			Developing and meeting project success criteria.	3	Project management in the field of volunteering.	2	
				4	Selecting management team, establishing procedures and policies, implementing and evaluation.	2	
				5	Volunteer involvement framework.	1	
3	Concepts and methods of mentoring and training on the job.	5	Maximising volunteer experience.	1	Mentoring concepts in the field of volunteering. Developing successful mentoring relationships. Elements for effective and successful mentoring. Evaluation criteria.	1	6
				2	Identifying the need; designing parameters of mentoring programme; e-mentoring.	1	
				3	Concepts and methods of OTJ (on the job) training.	1	
				4	Developing new skills and experience in a real work setting. Employing effective approach in communication.	1	
				5	Case management. Developing suitable training plan.	1	
4	Concepts, core activities and institutional framework in volunteering.	6	Development of inter-institutional relationships.	1	Cooperation within the community.	1	6
				2	Facilitating cooperation and exchange of information with organisations that promote volunteering. European networks.	1	
			Developing an efficient volunteering programme.	3	Exploring options for volunteering programmes, assessing the needs, community engagement.	1	
				4	Development, organization and evaluation of volunteering in the community.	2	
				5	Conducting effective communication with current and potential volunteers, employing effective approach in communication.	1	
5	Concepts and methods of learning and study techniques.	3	Developing study skills and positive habits.	1	Learning and collecting information with the goal of continuous professional development.	1	5
				2	Review and develop performance of self and others in the work field.	1	
				3	Application of learn and study techniques, e-learning.	1	
	Field work	40					

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LU #	Learning Unit	Hrs. LU	Thematic Focus	Lesson number	Lesson	Hrs.	On-Line hrs.
2	Project management with regard to volunteering	8	Volunteer management program cycle.	1	Utilising project definition documents.	2	8
				2	Defining project management procedures, managing workplan and monitoring schedule.	2	
				3	Identifying risks, looking for warning signs. Assessing potential risks throughout the whole project. Resolving issues.	2	
				4	Evaluating the success of volunteering project. Record keeping.	2	
4	Concepts, core activities and institutional framework in volunteering within senior service field.	6	Supervision and evaluation	1	Volunteer orientation.	2	8
				2	Allocation of work, scheduling, assessment procedures.	2	
			Ensuring quality of service	3	Designing and implementing institutional volunteering program.	1	
				4	Employing effective approach in communication, organization of self-help groups	1	
	Final review and examination	4					
Total course length (without final examination)						40	40