

Training design IO3

Prepare volunteer coordinators for digital remote volunteers

(1h,30 min- max. 2 hours)

Session plan

Learning objectives:

Participants know

- * what is digital/ online/ remote volunteering
- * which are the advantages and risks for remote volunteering for organisation and volunteers
- * what digital volunteering activities the organisations can host
- * how to reach to digital volunteers
- * what need to be addressed in the on-boarding and motivate digital volunteer (optional- depending on time available)

Participants can:

- * Find ideas for digital remote volunteering services

- * identify the best ways to reach to digital remote volunteers
- * select the best digital volunteering organisation services compatible to the organisation mission, structure, etc
- * are inspired by some successful examples of digital volunteering
- * identify what need to be done to on-board and motivate digital volunteers (optional)

Content of this module:

- Digital volunteering/ digital volunteering activities ideas
- Basic, recruitment, on-boarding and motivating digital volunteers
- Successful examples of digital volunteering

OVERVIEW

Time	Mins	Title	Description	Material/ Resources
xx:xx	10'	Welcome & Introduction	<p>Overview of the module</p> <p>Connect this session with IO4 training</p> <p>Short reconnection exercise- invite participants one by one to say 1- 2 qualities they noticed in other participants (from the previous experience). Or choose another one- trainers choice and preference.</p>	<ul style="list-style-type: none"> ● PPT (1-2)
xx:xx	15'	Exercise- Participants input	<p>Digital volunteering</p> <p>Please write answers to the following question in the chat, Mentimeter or Padlet: What is digital/ remote/ online volunteering?</p> <p>Present the definitions written by participants and then the PPT slide with the agreed definition used in the Provol IO2&IO3.</p> <p>Invite participants to share verbally if they even had experience with digital volunteering as organisation or if they were digital volunteers in any context. Ask for concrete examples to be shared.</p>	<ul style="list-style-type: none"> ● Link to Mentimeter or Padlet (trainers choice). ● PPT (3)- definition of digital remote volunteering
xx:xx	20'	Digital volunteering opportunities	<p>Summarize the type of digital volunteering activities the participants presented as personal example in the previous activity.</p>	<ul style="list-style-type: none"> ● PPT (4-11) ● Digital Volunteering Handbook (IO3).

			<p>Present the list of more than 20 digital volunteering ideas from the Digital Volunteering Handbook (Provol IO3).</p> <p>Every time you present an example in the PPT, invite participants if they had real experience with this type of volunteering, to present their own example.</p>	<p>2021-1-DE02-KA220-ADU-000033576</p> <p>2021-1-DE02-KA220-ADU-000033576</p>
xx:xx	25-30'	Advantages and risk of working with digital volunteers	<p>Split participants in 2 groups and invite them in break-out in rooms for 10-12 minutes where they have the following tasks:</p> <p><i>Group 1:</i> list of the benefits, advantages and opportunities in working with digital volunteers. To be easier invite them to keep in mind the 20 different ideas of digital volunteering presented before; Invite participants to take notes in a Padlet/ Jamboard or in a Drive shared document.</p> <p><i>Group 2:</i> list of the challenges, difficulties, risks, limits that comes in your mind for you as organisation in working with digital volunteers. To be easier invite them to keep in mind the 20 different ideas of digital volunteering presented before; Invite participants to take notes in a Padlet/ Jamboard or in Drive shared document.</p> <p>When the time is up, invite participants to delegate a presenter to summarize the main ideas. (5 minutes)</p> <p><i>Ask participants in Mentimeter: How much do you think your organisation need/ would need to work</i></p>	<ul style="list-style-type: none"> ● The group 1 and groups 2 tasks prepared in Padlet/ Jamboard or Drive. ● The 2 scale questions prepared in Mentimeter

			<p><i>with digital remote volunteers?</i> Organise in a Mentimeter slide on a scale from 1 to 10. Present the result and conclusions and use this information for the next steps.</p> <p>Next, ask participant in Mentimeter: <i>How ready your organisation is/ could be in welcoming digital volunteers?</i> Organise in a Mentimeter slide a scale from 1 to 10. Present the results and conclusions and use this information for the next steps.</p>	<p>2021-1-DE02-KA220-ADU-000033576</p> <p>2021-1-DE02-KA220-ADU-000033576</p>
xx:xx	20-25'	<p>Basic recommendations for recruitment, on-boarding and motivating digital remote volunteers</p>	<p>Split participant in other 3 groups and give participants 10 minute to answer to the following questions:</p> <p><i>Group 1:</i> Where and how my organisation can find digital volunteer? <i>Group 2:</i> What our organisation would need to do minimum for on-board digital volunteers? <i>Group 3:</i> What are the best ideas to keep digital volunteer motivated?</p> <p>Invite participant to take notes, and one participant from the group to present the results. If you have time, they can also take notes on a Padlet (trainers choice).</p> <p>Present: Recommendation on digital volunteering management (IO2) and</p>	<p>Handouts to present:</p> <p>Recommendation on digital volunteer management (IO2)</p> <p>Digital volunteering handbook (IO3).</p>

			Digital volunteering handbook (lo3) as handouts to so self-study for more detailed content on the matter.	2021-1-DE02-KA220-ADU-000033576 2021-1-DE02-KA220-ADU-000033576
xx:xx	5	Inspiration	<p>Present- 3-5 examples of successful digital volunteering services done by some of the organisations.</p> <p>Choose which examples you find more appropriate from Digital Volunteering Handbook - Chapter 3- GOOD PRACTICE COLLECTION ON DIGITAL VOLUNTEERINGACTIVITIES- for organisations and volunteers</p>	<ul style="list-style-type: none"> ● PPT (12,13,14,15,16) ● Digital volunteering handbook (chapter 3).
xx:xx	5'	Reflection and transfer	<p>In Mentimeter- open one question for participants and give them 2 minutes to answer personally to the questions: <i>What is one idea, thought, action that I can do/ I would like to do after this workshoprelated to digital remote volunteering in my work/ my organisation?</i> <i>What are the first steps I need to do?</i></p> <p>Read the answers out loud, wish success to participants, remind them about getting more inspiration from the materials; <i>Recommendation on digital volunteer management</i> <i>Digital volunteering handbook</i> <i>Booklet for Volunteers</i></p>	LINK to the materials online on each organisation webpage

Total length: 1, 30 minute- max 2 hours (depends on the trainer/ organisat on choice)

ONLINE MATERIALS IN TOTAL

- PPT slides
- Padlet/ Jamboard or Drive
- Mentimeter

ProVol Digital

Professional volunteer management
and training through digitalisation



ProVol Digital is a European project implemented by the following organisations:
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