Curriculum for a

Continuous Professional

Training Program

"Promotion and Facilitation

of Voluntary Work"

Product of a Pilot Project

In the framework of the

program Leonardo da Vinci

of the European Commission,

DG XXII

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Training programme for volunteers

Objectives of the training programme :

- background of volunteering: <u>modules 1 to 3</u>
- basics of volunteering : <u>modules 4 to 7</u>
- legal framework of volunteering: <u>modules 8 to 9</u>
- managing the voluntary work : <u>modules 10 to 13</u>
- designing a project : <u>modules 14 to15</u>
- communicating inside and outside: <u>modules 16 to 17</u>

The background of volunteering

Module 1 : Volunteering
1. The structure : the association
2. The human resources: the volunteers
3. Day to day volunteering

Module 2 : Partners and publics
1. Who are the partners ?
2. How to build a network ?
3. How to evaluate your action ?

Module 3 : Managing the human resources among the association
1. Dispatchning the work
2. Finding your place in the organisation
3. Working together

The basics of volunteering

Module 4 : Defining the original aim of the association
1. Genesis : an idea, a team, resources.
2. The project : designing , involving, actualizing
3. Means for the ambitions : selection, resources, priorities.

Module 5 : The power in the association
1. The general assembly
2. The board
3. The organisation chart

Module 6 The association manager
1. The President : role and missions
2. The Board members : role and missions
3. Relationship among the association

Module 7 Financial management of associations

1. Building and controlling the budget
2. Optimizing the resources
3. Accounting

Legal framework

Module 8 Legal status of volunteers and volunteering
1. Texts and laws
2. Social and fiscal status
3. Legal responsibility

Module 9 Employment and economic activity in the association
1. Paid staff
2. External contractors
3. Volunteers

Organising and managing

Module 10 Managing your time
1. Planning
2. Avoiding waste of time
3. Applying methods

Module 11 : Managing meeting
1. Preparing a meeting
2. Attending a meeting
3. Evaluating a meeting

Module 12 : Managing conflicts
1. Typology
2. Preventing conflicts
3. Solving conflicts

Module 13 : Internet : a management tool
1. Assets and handicaps
2. Information means : collecting, disseminating and exchanging information
3. Training support

Designing a project

Module 14: How to design a project
1. Human, material and financial means
2. Planning
3. Evaluation and feed-back

Module 15: How to design a European project
1. European sources of financing
2. Calls for proposals
3. Information and data to collect

Communicating

Module 16: Communicating inside your association
1. Classical means of communication
2. New means of communication
3 Practical applications

Module 17: Communicating outside your association
1. Press contacts
2. A communication strategy
3. Communication via Internet

A module lasts at least one day ; the training programme is adapted to the trainees needs.

 For furhter information, please, contact us : iriv@noos.fr