

Empowering Private Sector Employees through Volunteering (EPSEV)

CORPORATE VOLUNTEERING SCHEMES: KEY TOOLS FOR GETTING STARTED

17-18 January 2011, Vilnius, Lithuania

Training of Trainers

Programme

Day 1	The rationale and definition of corporate volunteering
09.00	Welcome and introductions
	The context for corporate volunteering
	Definition of corporate volunteering
10.30-10.45	Coffee break
	The business case for corporate volunteering
	Understanding the role of a broker
	Mapping where we are
12.30 – 13.30	Lunch
	Main approaches and models of corporate volunteering
15.00 – 15.30	Coffee break
	Corporate volunteering and HR management
17.00	End of day 1

Day 2	How to set up corporate volunteering schemes
09.00	Reflection on Day 1
	Corporate volunteering development cycle. Khovrino case.
	Choosing the right partner
	Getting internal buy-in
10.30-10.45	Coffee break
	Establishing systems and processes
	Communications
12.30 – 13.30	Lunch
	Monitoring and evaluation
15.00 – 15.30	Coffee break
	10 steps to success
	Action planning
17.00	Concluding remarks and awarding certificates