



**7° Transnational Meeting: 20th -22 th September 2021**



# Yes Volunteering



Erasmus+



# Meeting objective & agenda

**21th-Ankara Turkey** Daily Program of the meeting

Daily Program of the meeting

**20<sup>th</sup> of September**

9.30-10.30 **Plenary session:** salutations, short explanation of the work program

Presentation of the first final outcome (Tool kit with resources / infographics)

Dissemination of the final outcomes

Dissemination events virtual events (30<sup>th</sup> september) – decision, agreement and tasks

Project output evaluation

**21<sup>th</sup> of September - Meeting day**

**10.00 - 13**

International actions for dissemination of all the outcomes trough online platform (sharing tasks with one official platform assigned to each partner)

Project web site and social media overview

Plans for last enhanced external communication by social media and web site

Administration and issues related to payements

Follow up ideas

**22<sup>th</sup> of September - Meeting day**

9.30-10.30 **Plenary session:** conclusions (round tour for comments); Shared evaluaton - Open space for any proposal for follow up projects on coming Erasmus+ deadline To do list



## Last Outcome toolkit for trainers



<https://yesvolunteering.weebly.com/resources.html>

### *Our Approach*

The collection of the toolkit was realized in a way to value the best educational and project management resources available within the partnership of the “Yes volunteering” project.

Each partner valued its own specific expertise and selected 3-4 quality resources used in volunteering programs, as following:

- Tools for selection (SPAIN)
- Tools for Placement - ITALY
- Tools for Training - PORTUGAL
- Tools for Tutoring/mentoring - TURKEY
- Tools for Evaluation – SLOVENIA
- Tools for Certification – AUSTRIA





## Outcome collection of infographic



<https://yesvolunteering.weebly.com/resources.html>

### *1.3 Our Approach*

The collection of the infographic is a tool aimed to be used to increase awareness of disadvantaged people about the power of volunteering for skills empowerment







# OVERVIEW ON THE OUTCOMES



## BEST PRACTICES

**E book. Vol. 1 Best practices - *Volunteering & skills empowerment in low skilled - low qualified*** young people; unemployed people

**E book. Vol. 2 Best practices - Volunteering & skills empowerment : *volunteering in international settings***

**E book. Vol. 3 Best practices - Volunteering & skills empowerment : *volunteering in emergency situations***

**Interviews to testimonials from European "Yes volunteering" Best practices**

## EDUCATIONAL RESOURCES

**Toolkit -collection of infographics for the promotion of volunteering as an empowerment tool for disadvantaged participants  
download**


**Toolkit with resources for the management of volunteering programs for skills empowerment in disadvantaged people**

**Guidelines for social workers for the management of volunteering programs**

## SURVEYS

**RESEARCH REPORT - Online survey on learning needs of volunteers**

**RESEARCH REPORT - Online survey on entrepreneurs and value given to volunteering in the CV of the job seekers**



# Last Outcome Guidelines for the management of volunteering programs



<https://yesvolunteering.weebly.com/resources.html>

## *Our Approach*

The collection of the guidelines used in volunteering programs, as following:

- Guidelines for selection (SPAIN)
- Guidelines for Placement - ITALY
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- Guidelines for Tutoring/mentoring - TURKEY
- Guidelines for Evaluation – SLOVENIA
- Guidelines for Certification – AUSTRIA

The working method for the collection of these guidelines was based on the organization of focus groups in the six partner countries. Each partner had the task of organizing focus groups involving at least 20 different stakeholders in a way to consult them on a specific step in the management of volunteer programs (selection, placement, training, mentoring and monitoring, evaluation, certification step). The focus groups were organized with the aim of involving at least 20 stakeholders. Each country was free to decide how to organize these focus groups: either organising small groups of 4-5 stakeholders with multiple focus groups or a single meeting with 20 stakeholders. All the guidelines collected and the discussion results were oriented by the facilitator in a way to ensure that the indications were not referred to a generic quality improvement





## Overall dissemination



Dissemination of the final outcomes  
Web site – facebook- article

Dissemination events virtual events (30<sup>th</sup> september?)  
– decision, agreement and tasks



# Communication

## External communication

social media FACEBOOK+YOUTUBE: management tournaments lasting 2 months:

1° round: October – november 2020 – TURKEY?

2° round: December – january 2021 -SPAIN?

3° round: Feb-march 2021 – PORTO?

4° round: April-may 2021 – AUSTRIA?

5° round: Juin-july 2021 – SLOVENIA?

6° round Italy: August -sept. october 21 – ITALY?

Tasks for the partner in charge of the social media management:

1 post per week (focus on project outcomes dissemination, IDEAS on other contents?)

+ 100 followers per each social media: facebook page and youtube channel

+ 15 views of the videointerviews playlist

# Dissemination

## project outcomes on Eu networks

- list of channels 12 eu network we can use

- tasks division for dissemination actions on 2 networks each

DISSEMINATION LED BY COORDINATOR

## Project web site

RADIO 6 EDITIONS ON LOCAL RADIO

**TASKS : UPDATE DISSEMINATION FILE AND EVIDENCES**





## Outcome evaluation



Tool 0 Yes volunteering-QUALITY ASSESSMENT OF THE PROJECT DELIVARABLESverables

<https://forms.gle/5qNDE4amHKooRG6k6>

TOOL 7 QUALITY OF THE GUIDELINES 4 the management of volunteering programs - TO DO

<https://forms.gle/z9X8NzaAsjRjvVKo7>

TOOL 8 QUALITY OF THE TOOLKIT with resources 4 SOCIAL WORKERS 4 the management of volunteering programs

<https://forms.gle/cuXyPD197vbi6C4B9>

TOOL 9 QUALITY OF THE COLLECTION OF BEST PRACTICES in the management of volunteering programs

<https://forms.gle/XGD8K95jbdVjmJG1A>

TOOL 10 QUALITY OF THE SURVEY ON LEARNING NEEDS OF THE VOLUNTEERS

<https://forms.gle/9ydfV7D383NR8suU9>

TOOL 11 QUALITY OF OF THE SURVEY ON ENTREPRENEUERS AND VALUE OF VOLUNTEERING EXPERIENCES IN THE CV OF APPLICANTS

<https://forms.gle/53tMQ1kh6ze85pXW7>





## Overall evaluation

### EVALUATION DONE

TOOL 1 INTERIM ASSESSMENT - FILLED

TOOL 2 - FINANCIAL FLOW - FILLED

TOOL 3 QUALITY MANAGEMENT - FILLED

TOOL 5- ANALYSIS ON THE DEMANDS, EXPECTATIONS & NEEDS FROM TARGET-GROUPS - FILLED

Tool 6 -DISSEMINATION&EXPLOITATION QUALITY - FILLED

### EVALUATION TO DO

TOOL 4 INTELLECTUAL OUTPUT QUALITY

TOOL 7 QUALITY OF THE GUIDELINES 4 the management of volunteering programs - TO DO

<https://forms.gle/z9X8NzaAsjRJvVKo7>

TOOL 8 QUALITY OF THE TOOLKIT with resources 4 SOCIAL WORKERS 4 the management of volunteering programs

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## Outcome evaluation



Tool 0 Yes volunteering-QUALITY ASSESSMENT OF THE PROJECT DELIVERABLES

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**piloting**



**TOOL 12 PILOTING IN VOLUNTEERING PROGRAMS MANAGEMENT**

<https://forms.gle/WeAunt9MLQMPnTyj7>







**Next tasks 4 project outcomes:**



**1) Guidelines for the management of volunteering programs for inclusion**

**2) Toolkit for managers of volunteering programs for inclusion and empowerment**



**Next tasks 4 project outcomes:**



**1) Guidelines for the management of volunteering programs for inclusion**

**2) Toolkit for managers of volunteering programs for inclusion and empowerment**



# 1) Guidelines for the management of volunteering programs for inclusion : working method



Method:

Step 1: **each partner** select 1 of the 6 steps of management of volunteering programs (selection, placement, training, tutoring, evaluation, certification)

Step 2: collection of suggestions from at least 20 stakeholders by mean of focus groups or small team/one by one interviews (**tools: 1) guideline form 2) signature paper** – all available in drive); target of stakeholders-interview a staff member involved in the management of your best practice of volunteering program or any other effective volunteering program

Step 3 – put together, select and summarize the most interesting suggestions and guidelines collected from your 20 stakeholders and fill a common version of the guideline form with at least 3 pages from the best of what emerged in the frame of the focus groups or interviews





## 2) Toolkit for managers of volunteering programs for inclusion and empowerment working method



Method:

Step 1: **each partner work on the same one of the 6 steps of management of volunteering programs (selection, placement, training, tutoring, evaluation, certification) keep the step selected for guidelines collection)**

Step 2: collection of at least 4 tools, methods for your selected step (selection, tutoring..)

Step 3 – fill the proper section in the form toolkit available in google drive



# Project outcomes - partners Tasks division

Project outcome	Co leading partner
Research report on learning needs of marginalized people	Novomesto
research on employers and on the value they give to volunteering experiences in the applicants	Rightchallenge (Portugal)
E book with collection of best practices on empowerment trough volunteering	Aurive (Italy)
Guidelines for social workers 4 to manage volunteering programs 4 skills empowerment	Interaktion (Austria)
Toolkit of resources to coach, mentor, tutor volunteering programs with disadvantaged	Happy Kids (Turkey)
Collection of materials to manage informative sessions to inform excluded people about volunteering as a tool 4 inclusion	Deses (Spain)

**2) tasks divisions and ideas on working methods 4 guidelines  
ROUND CIRCLE**

**1) in which one of the 6 volunteering project management step your organisation is more experienced in and why?**



**4) have you ever organized a focus group? Share your experience or please tell us how the focus group you organized was managed**

**2) on what sort of target do you think we should focus and which we could be really able to reach?**

**3) in your previous projects have you ever worked to realize some guidelines for social workers? Please share your experience**

**4) how do you think we should work to organize some focus groups? what sort of shared tools can we have to invite people? Manage the sessions? Should we do this online? Like online events? Can some of this be held internationally and jointly managed?**



## 2) focus group simulation 1 hour



### Situation:

A short case study about a disadvantaged young people who want to join now Esc but can't manage to be selected for a vacancy

The participants explored the issues within this topic to identify barriers and solutions to overcome this situation.

### Challenge:

How is it possible to make selection in Evs now Esc more inclusive?

### Issues/barriers to the challenge:

We identified that the volunteer wanted to participate but didn't know how, about the possibility to ask for additional support for special needs

....

..

### Solutions:

The group should discuss and each participant should propose a different way to overcome this:





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..

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## **REPORTING – MID TERM REPORT DEADLINE 1° OF OCTOBER**

**Each partner must fill, sign and send :**

**1) Mid term report**

**to be filled and posted to coordinator e mail within the 20th of september  
(use the mid term report form available in the smart meeting drive)**

**2) Dissemination form**

**(in the drive – folder communication – sub folder dissemination)**

**for partner who did it: please check everything and add anything missing  
For Turkey and Portugal please upload the form it on the drive if you did it  
also this must be done within the 20th of september**

**folder dissemination (4 compulsory contents per country: 1) screen shoots to proof dissemination by mailing list and other: see sample in the drive from austria, 2) scan of articles on newspaper 3) link to websites pages where e book or other project outcomes are published 4) photo, video recording, signature for event and online events)**



# Tasks for next meeting Slovenia (planned for november (go to december?))

Action	Results
<p>E BOOK VOLUME 2 – E BOOK VOLUME 3 - Dissemination actions with social workers, or trainers in adult education, or vocational training (also in the frame of existing events orgnized by your org or other orgs)</p>	<p>4 dissemination actions per partner to share the book with the best practice</p>
<p>RESEARCH REPORT ENTREPRENEURS – Dissemination actions with social workers, or trainers in adult education, or vocational training (also in the frame of existing events orgnized by your org or other orgs)</p>	<p>2 dissemination actions per partner to share the research report</p>
<p>meetings with stakeholders to collect guidelines on best practice project strengt and weaknesses – use form B to collect suggestions from the stakeholders</p>	<p>2 meetins with at least 10 stakeholders per meeting or 1 meeting with around 20 stakeholders (as you want important is tot. Nr of 20 stakeholders involved)</p>
<p>REPORT WITH GUIDELINES for management of volunteering programs 4 inclusion (each partner select one of the 6 step of volunteering programs management and list at least 3 pages of recommandations about the selected management step (steps are the followings: 1) selection 2) placement 3) training 4) tutoring/mentoring 5) evaluation 6) certification – IMPORTANT -USE THE FORM GUIDELINES AVAILABLE IN GOOGLE DRIVE</p>	<p>1 guideline reports per partner – USE FORM GUIDELINES: including at least 3 pages of guidelines for one of the 6 selected steps of volunteering programs management: 1) selection 2) placement 3) training 4)tutoring 5)evaluation 6)certification</p>

TOOL KIT for management of volunteering programs  
4 inclusion (each partner fill the Tool kit form in  
GOOLE DRIVE with at least 4 educational resources  
for youthworkers - IMPORTANT – Eeach partner  
must collect tools only with regard to 1 of the 6 step of  
volunteering programs management Keeping the  
same step of project management selected to list the  
Guidelines (remember steps are the followings: 1)  
selection 2) placement 3) training 4)  
tutoring/mentoring 5) evaluation 6) certification

USE FORM TOOLKIT: each partner must collect at  
least 4 educational resources for youthworkers  
-resources must be described using the form and filling  
the same section selected for guidelines: precisely the  
selected step of volunteering programs management:  
1) selection 2) placement 3) training 4)tutoring  
5)evaluation 6)certification

Each month you have to make 1 post on your  
institutional web site or on your facebook page (in each  
post published by you must include the link inviting to  
go to project web site and to the project facebook  
page, moreover each post must be shared directly by  
you on the facebook page)

1 post per month but published on multiple  
communication tools (your web site or facebook page  
and project facebook page)

articles on newspapers

1 article per partner

Feedback about the quality of the guidelines

Feedback from social workers, trainers in vocational  
training, workers adult education) – put the link to the e  
book on your facebook page and use the facebook  
survey system to collect very basic feedback (e.g likes,  
emoticons, or other basic feedback – I'll give you  
guidelines on how to do it easy)

Dissemination actions with social workers, or trainers  
in adult education, or vocational training (also in the  
frame of existing events orgnized by your org or other  
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4 dissemination events per partner to share the results  
of the collection of the guidelines

# Communication

## External communication

**social media FACEBOOK+YOUTUBE: management tournaments lasting 2 months:**

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## Project web site



# Next international Meetings agenda

**Transnational meeting 4 Slovenia, Novomesto) 11/2020**

*Partners meeting - results of collection of guidelines, tools, resources for coaching of skills empowerment programs through volunteering*

9th November arrival day, 10th of November meeting, 11th of November 2020 departure day

**Transnational meeting 5 Turkey, Ankara (Derneği) 03/2021** Partners meeting - partners meeting & results of collection of tools / resources for the management of volunteering programs for inclusion

24th March arrival day, 25th March meeting; 26th March 2021 return trip

**Transnational meeting 6 Spain Medina del Campo (Deses) 09/2021** Partners meeting - collectio of tools & resporces for information and guidance on volunteering as a tool for empowerment and incusion

1th September arrival day, 2th September meeting, 3th September 2021 return trip