

# **EMPLOYEE VOLUNTEERING TRAINING MANUAL**

**TO START EMPLOYEE VOLUNTEERING PROGRAMME (EVP)  
CONTACT:**



## **NATIONAL VOLUNTEER NETWORK TRUST (NAVNET)**

**Hazina Towers, 11<sup>th</sup> Floor, Monrovia Street**

**P.O. Box 40635-00100 Nairobi, Kenya**

**Tel: +254 20 250 4829**

**Email: [info@navnet.or.ke](mailto:info@navnet.or.ke)**

**Website: [www.navnet.or.ke](http://www.navnet.or.ke)**

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## **0. Background to Volunteerism**

## **0. Defining an Employee Volunteer Program**

## **0. The Key Stakeholders in Employee Volunteer Program**

- Company
- Employees
- Community

## **0. Difference between corporate volunteerism and employee volunteerism**

- Employees' Initiative? Top down approach
- Employer's initiative? Bottom up approach

## **0. Benefits of Employee Volunteer Programmes**

- Helps to create healthier communities
- Improving corporate public images
- Enhancing impact of money donations
- Improving relations with community and/or Government
- Building employees teamwork skills
- Improving the employees morale
- Attracting better employees
- Enhances the employees training
- Improving the employees retention
- Enhances the corporate strategic goals
- Enhances the employees productivity
- Enhances the company's productivity

## **0. Impacts on the key stakeholders?**

- Company
- Employees
- Community

## **0. Kinds of support that Employer can give to employee volunteers**

- Acknowledgment
- Promotion
- Encouragement
- Endorsement
- Sponsorships

## **0. Seven key management considerations unique to Employees Volunteers**

- *Frequency* – how frequent are employees are expected to volunteer
- *Duration* – how long e.g. one day, one hour, one event,
- *Time* – when the employee to volunteer e.g. during the day, weekend
- *Human resources* – either group or individual volunteers required
- *Activity* – kind of activity to be undertaken by employee volunteer(s)
- *Skills* – skills required to do the volunteer job (skills audit)
- *Location* – where to volunteer

- 0. Role of NAVNET in preparing the Company and Employees**
  - Setting the goals on impact to key stakeholders
  - Developing the EVP structure
  - Working with employees volunteers
  - Developing corporate policies on EVP
  - Conducting the monitoring and evaluations
  
- 0. How to develop an Employee Volunteer Program structure**
  - Having a single staff to coordinate all the program activities
  - Constitute a committee on employee volunteer programme
  - An outside consultant to manage and coordinate the program
  
- 0. How to develop employee volunteer policies -policies cover such things as:**
  - Parameters for corporate donations
  - Flexi-time for employee volunteers
  - Release time for employee volunteers
  - Long-term leaves for employees volunteers
  - Community investment donations attached to employee volunteer activities
  - Partnership process and limitations
  - Liability coverage
  - General insurance coverage
  - Roles and functions that all stakeholders have in policy development
  
- 0. Liability and risk management of employee volunteers**
  - Legal liabilities
  - Insurance and indemnification
  - Strategies for controlling liability risks
  
- 0. How community organisations can partner with corporates**
  - Research on the company's policy on donations and employee involvement
  - Align corporate giving objectives and organisation's vision, mission, values
  - Make the request in context with other decisions being made
  - Prepare and submit the request
  
- 0. How to prepare employee volunteers for community work**
  - *Organisational assessments* – review vision, mission and values
  - *Environmental assessment* – social-political issues surrounding organisation
  - *Needs assessments* – specific need within the organisation
  - *Support assessments* – assessment of philanthropic interests of organisations
  
- 0. Evaluating the employee volunteer program**
  - Phase 1: Record keeping
  - Phase 2: Process evaluation
  - Phase 3: Impact on employees
  - Phase 4: Impact on company
  - Phase 5: Impact on community