**Proposed Timetable of TCA:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Day 6** | **Day 7** | **Day 8** |
| **07.30 09.00** | **BREAKFAST** |
| **09.00-12.30** | Arrivals  | Welcome and IntroductionPresentation of participants and Teambuilding | Volunteer Management steps | Step 3 - Selection of volunteers  |  Step 6 – Motivation of volunteers | Challenge Fair – meeting with EVS organizations in Cyprus | Questions and answers – conclusions on the role of the Volunteer manager | Departures |
| Step 1 – Preparation of the organization | Step 4 – Orientation and training of Volunteers | Step 7 – Recognition of volunteer merits | Harvesting – How to transfer learnings of the training – Future plans |
| **12.30 14.30** | **LUNCH** |
| **14.30 17.00** | Arrivals  | Introduction in the theme of the projectVolunteers and volunteering | Step 2 - Recruitment of volunteers  | Step 5 – Supervision of volunteers | Step 8 – Monitoring volunteers | Challenge Fair continued | Final Evaluation of the Workshop | Departures  |
| Intermediary Evaluation of the Training | Step 9 – Evaluation of volunteers | Closing ceremony |
| **17.00-18.00** | Reflection groups and daily evaluation | Reflection groups and daily evaluation | Reflection groups and daily evaluation | Reflection groups and daily evaluation |
| **19.00****20.00** | **DINNER** |
| **21.00** | Arrivals | Share yourself evening | Exploring local area | Night in the city | Special night | Free time | Goodbye party | Departures |