

Tips for Team Challenge: Employers

Before the Challenge

- Your organisation should have a named individual appointed to co-ordinate staff volunteering
- Co-ordinators can research Challenges and consider picking a theme
- Be clear about why you're doing it
- Ensure that your line manager is signed up to the Challenge initiative
- Advertise Challenges in good time
- Think carefully about the time and resources needed
- If you've not done it before, speak to others in the organisation that have
- Ensure your chosen charity is aware of your organisation's purpose
- Invite charity to make presentation about its work to employees
- Brief your Team – and yourself: Consider fact-finding visit by volunteers
- Check your insurance

During the Challenge

- Keep channels of communication open
- Don't be afraid to discuss any difficulties – they probably will arise, so be honest
- Be prepared for a slow start – Challenges sometimes take a while to get going
- Be flexible and creative – keep the momentum going

After the Challenge

- Evaluate – what did your volunteers and your organisation get out of the Challenge?
- Evaluate with your charity
- Give feedback to your volunteers
- Ensure volunteers' line managers are aware of their contribution
- Ensure that your line manager is aware too, so that he/she can say "thank you"
- Keep in touch with the charity and consider ways of developing the relationship
- Consider ways of involving more staff on future Challenges
- Prepare hand-over file in case co-ordinator moves on
- Celebrate your success!

"DON'Ts"

- Don't be over-ambitious
- Don't be afraid to repeat yourself – keep hammering away if necessary
- Don't Panic!