

## **VOLUNTEERING**

### **A series of three one day courses**

These courses can be booked together as a series or individually. The price in brackets is the individual course price.

The Volunteer Management series is aimed at volunteer managers who are new to managing volunteers and those who feel they need a refresher. The series aims to give a thorough grounding in working with volunteers and to provide networking opportunities for people doing similar work.

These courses have been run successfully for 5 years now and some of the most important features are for organisations to take time out to focus on what type of volunteers your organisation needs, how to get them, manage them well and avoid problems. It is also a valuable time for networking with other organisations to share information and experience on what works well and what doesn't.

**Trainer:** Karen Leduc

**Venue:** GAVCA, 75/81 Eastgate Street, Gloucester, GL1 1PN

**Course prices:**

Members, Friends and groups with income lower than £1000:	£150 (£60)
Other Voluntary and Community organisations:	£250 (£100)
Business or Statutory organisations:	£350 (£140)

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#### **Recruiting and Selecting Volunteers on Wednesday 8/10/08 10 am to 3 pm**

- Do you have enough volunteers?
- Do you have volunteers with the essential skills needed to support your organisation?
- Do your volunteers reflect the diversity of your community?

If the answer to the above is no then you might consider attending this course. Recruiting and Selecting Volunteers covers the costs of involving volunteers, the motivation of volunteers, advertising, targeting recruitment, rights and responsibilities of both the volunteers and the organisation, volunteer policies and interview and selection procedures

This one day course is part of the Volunteer Management series aimed at volunteer managers who are new to managing volunteers and those who feel they need a refresher. The course aims to give a thorough grounding in working with volunteers and to provide networking opportunities for people doing similar work.

#### **Managing and Supporting Volunteers on Wednesday 28/01/09 10 am to 3 pm**

This one day course is part of the Volunteer Management series aimed at volunteer managers who are new to managing volunteers and those who feel they need a refresher. It will cover what motivates your volunteers, methods of supporting volunteers, good induction for volunteers, supervision of volunteers, dealing with difficult volunteers, grievance procedures and moving on.

- Do you feel confident that you are managing your volunteers well?
- Do you have a high turn over of volunteers when you would like them to stay?
- Do you have volunteers that are difficult to manage?

It could be that you could benefit from this one day course which focuses on these issues. Managing and Supporting volunteers covers what motivates your volunteers, methods of supporting volunteers, good induction for volunteers, supervision of volunteers, dealing with difficult volunteers, grievance procedures and moving on.

**Volunteers and the Law on Wednesday 18/03/09 10am to 3 pm** This course offers you time out for one day to focus on the legal aspects of involving volunteers in your organisation. The course covers the organisations responsibilities to volunteers, the rights and duties of volunteers, equal opportunities and anti discriminatory practice, health & safety obligations including risk assessment, insurance of volunteers, the CRB and when you should check volunteers, employment law or when is a volunteer considered an employee and how to adopt “good practice” in your volunteer program to avoid problems.