

## Effective Volunteer Management

### Dates:

Monday 7<sup>th</sup> September 2020 – Course 1

Monday 14<sup>th</sup> September 2020 – Course 2

Monday 21<sup>st</sup> September 2020 – Course 3

**Cost:** £15 per attendee per session

**Venue:** Zoom virtual training

**Time:** 10.00am - 12pm (approximately) with comfort break

**Provider:** Andrea Richards

**Places restricted to 8 attendees – book now!**

**Target audience** - anyone with responsibility for recruiting, training, managing or supervising volunteers.

**Overview-** the sessions will help delegates understand the voluntary sector and the role of the volunteer manager more fully, including recruitment and selection of volunteers.

Attendees can choose which session or sessions they would like to attend.

### Course 1 – Objectives:

- To identify the key characteristics of the sector and its people and view the types of volunteers and what opportunities may appeal to them.
- To recognise and describe the skills and responsibilities required of a Volunteer Manager.

### Course 2 – Objectives:

- Establish volunteer policies and role descriptions without creating a legal contract and dealing with potential volunteers who may be unsuited to the role applied for.

### Course 3 – Objectives:

- Select appropriate ways to motivate and reward volunteers and give positive feedback well.
- To discover common volunteer problems and acceptable approaches to dealing with them including reprimanding and ending relationships well.