

RECRUITING AND RETAINING VOLUNTEERS

Thursday 24th November 2011

This one day course will explore the challenges of recruiting, retaining and managing volunteers.

The day will include:

1. Planning for Volunteer involvement
 - What motivates volunteers?
 - Volunteering Policies
 - Role descriptions
2. Recruitment
 - Producing volunteering opportunity adverts that work
 - Making contact
 - Selection interviews – initial skills assessment, saying “no”
3. Induction
 - What needs to be included?
4. Support and safety
 - Practical support
5. Training and personal development
 - Supervision
6. Involving, rewarding and recognising volunteers
 - What are the options?
7. Summing up – the Valuing Volunteer Management 6 Point Promise

This course is ideal for staff and volunteers who are responsible for managing volunteers

Venue:

De Vere Hotel
Theobalds Park
Lieutenant Ellis Way
Cheshunt EN7 5HW

Time: 10.00am – 3.00pm

Cost: Charity - £20
Statutory - £35

Includes lunch and a comprehensive range of handouts



Booking is essential – call: 01992 638633 or your nearest Volunteer Centre.