

# TRAINING IN VOLUNTEER MANAGEMENT

Volunteer Centre Southwark has been providing training and consultancy since we were established in 1996. We have a proven track record of delivering high quality courses. Our clients include: Lambeth Voluntary Action Council, Bexley Volunteer Centre, Sure Start Southwark, Westminster Mind, Pecan, LINKs Southwark, South London and Maudsley NHS Trust and London Wildlife Trust.

## Courses

Volunteer Centre Southwark offers a wide range of training for individuals who manage volunteers. All can be delivered as one-off modules and all can be tailored to your organisations specific needs. Courses are ideal for large organisations looking to train several members of staff or for those who want to deliver volunteer management training as part of a programme.

### Volunteer Recruitment & Induction Made Easy ½ day

This course looks at how to make getting volunteers involved in your organisation more effective. It does this by examining how to reduce the large initial drop out that many organisations experience from the time a potential volunteer phones up to find out more information, to the time that a volunteer actually starts volunteering.

### Volunteering and the Law ½ day

This course explores legal issues around volunteering and how your organisation can avoid any potential pitfalls when managing volunteers. It includes the recently introduced Independent Safeguarding Authority which has replaced CRB checking.

### Creating a Volunteer programme Full day

This interactive course looks at how an organisation can develop a structured volunteer scheme. It is ideal for anyone looking at developing a volunteering programme, or anyone new to working with volunteers, as it gives an overview of all aspects of volunteer management.

### Developing Effective Volunteer Management Structures Full day

This interactive course looks at how an organisation can develop and implement effective volunteer management structures, including policies and procedures, to support their volunteering programme. It also provides an overview of the role and responsibilities of a volunteer manager. It is ideal for anyone considering developing a volunteering programme or anyone who is new to working with volunteers.



## What People Say About Our Training

“Workshops were very informative, interesting to hear others views and opinions and gain new ideas.”

“My confidence has grown a lot as the course validated a lot of my work plans for development of the project.”

## Keeping Volunteers: Support and Supervision ½ day

This course explores different methods of support and supervision and will help you to find a model that works for you. It is ideal for volunteer managers who are looking for advice on volunteer support and retention.

## Mental Health Awareness ½ day

The session will give you an over view of common mental health problems, definitions and mental health issues explained in individualist terms. The session will also cover volunteer support needs and methods of supporting volunteers in their placements. Through the workshop you will explore how to over come barriers to a person becoming a volunteer for your organisation.

## Inclusive Volunteering ½ day

This session explores how we define disability and disablism, the benefits of making your volunteer programme inclusive, some of the barriers that may exist and how to overcome them. We'll also look at some of the myths, legends and practicalities of engaging disabled volunteers and how we can ensure that a programme is appealing to disabled people as volunteers.

## Courses and Trainers

All the courses offer a practical approach with high levels of participation, using a variety of teaching and learning strategies. They are run by fully qualified trainers with a track record of achievement in every area of volunteer management.

## Charges

All of these courses can be run for groups up to a maximum of 10 participants. The host organisation is expected to provide the venue and any refreshments. Each full-day course is £500 + VAT, each half-day course is £250 + VAT. Venue and refreshments costs are not included.

“Course was very thorough and detailed, even though it was only one afternoon.”

“I benefited from the issues raised and discussions which will help us evaluate and develop our current volunteer programme.”



## How To Book

Please contact Samantha Stotland to discuss your training needs.  
Samantha@volunteercentres.org.uk  
020 7403 2936