Working with Volunteers & the Voluntary Sector

Course programme

For further information, please contact training@apse.org.uk

09:45 – 10:00	REGISTRATION (and Tech Check)
10:00 – 11:15	**UNIT 1: Understanding volunteers.** • What is volunteering & why do people do it? • Volunteer & paid roles • Managing volunteers • Volunteer policies and agreements • Recruitment Strategy
11:15 – 11:30	COMFORT BREAK
11:30 – 12:30	**UNIT 2: Volunteer Recruitment & Induction** • Selection Processes • Induction, Support & Training • Managing Performance – dealing with difficult volunteers • Retaining Volunteers
12:30 – 13:00	LUNCH
13:00 – 14:30	**UNIT 3: Working with Community Groups** • Community leaders and community organisation • Working with and supporting hard to reach groups. • Safeguarding, health, safety, and wellbeing
14:30 – 14:45	COMFORT BREAK
14:45 – 15:45	**UNIT 4: Supporting Organisations** • Different types of voluntary organisation • Grants commissioning and Contracts • Managing Committees and Charity Trustees • Operations: Finances, paid staff, premises, and insurance
15:45 – 16:00	PLENARY, FEEDBACK AND CLOSE