

## ANOTHER TRAINING COURSE FROM EAVS.....

### Effective Volunteer Management

**Course Aims / Objectives:** Learn how to effectively manage yourself and your volunteers. This workshop will help delegates understand the voluntary sector and the role of the volunteer manager more fully, including the recruitment and selection of volunteers. The day considers strategies for retaining existing volunteers, the legal issues surrounding volunteer management and approaches for dealing with common problems.

At the end of the course, delegates will be able to:

- identify the key characteristics of the sector and its people;
- describe the skills and responsibilities of a volunteer manager;
- establish volunteer policies and role descriptions without creating a legal contract;
- recruit and select volunteers appropriate to the role (including dealing with CRB checks);
- deal with potential volunteers who may be unsuited to the role applied for;
- describe the basic legal principles relating to volunteer management; and
- cope with common volunteer problems and acceptable approaches to dealing with them (including reprimanding volunteers)

Content supports the National Occupational Standards for Volunteer Management

**Target Audience:** Anyone with responsibility for managing or supervising volunteers.

To be held in the EAVS Annexe, 8 Saffrons Road, Eastbourne, BN21 1DG on Wednesday 25 June 2008 from 9.30 am to 4.30 pm

Cost, for members of voluntary or community groups £45 per person (£40 per person if 'Working with Volunteers with Extra Support Needs' on 9 July 2008 also booked). Price on application to others.

Please use booking form overleaf



**BOOKING FORM – please send to Sue Duffell, EAVS, 8 Saffrons Rd, Eastbourne, BN21 1DG phone 01323 639373**

**(please use a separate form for each person who wishes to attend a course, photocopy as necessary)**

FULL NAME (please print)

ORGANISATION

ADDRESS .....

.....

.....

POST CODE

PHONE

I would like to book a place on **EFFECTIVE VOLUNTEER MANAGEMENT on Weds 25 June 2008**

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To help us to monitor the success of our training courses please could you answer the following:

Using the scale 1 to 10, what do you feel your current knowledge / skill level in this subject is?

What would you like to achieve from this course. Please give us your 2 key objectives.

1.

2.

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I enclose a cheque for £

(£45 per person for members of voluntary and community groups, £40 if Working with Volunteers with Extra Support Needs also being attended, to be made payable to Eastbourne Association of Voluntary Services)

**Terms and conditions.**

EAVS reserves the right to cancel any course if there are insufficient numbers to run a viable course. In such circumstances you will be given as much notice as possible and the offer of a free transfer to another course date (if available) or a full refund of fees paid. Cancellations confirmed in writing by 14 days before the course will be refunded. We regret that no refund can be made after that date, for whatever reason, although substitutions will be accepted if notified before the event.

Please could you complete the monitoring sheet enclosed

**Course booked : Effective Volunteer Management – 25 June 2008**

Are you attending this course as a :

Volunteer

Paid Worker

Trustee

Are you :

Male

Female

Ethnic origin :

African Caribbean

Asian

Chinese

Irish

White

Other

Do you consider that you have a disability?

Yes / No

If you answered 'Yes' would you like to tell us more? (please specify)

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Thank you for completing this form.