

Following requests from our members, EAVS are pleased to be able to offer

Recruiting and Retaining Volunteers

Aim : This workshop is suitable for managers, co-ordinators, team-leaders or anyone having responsibility for recruiting, organising or supervising the work of volunteers. It covers all aspects of attracting and recruiting volunteers and examines ways to keep them motivated.

Objectives

By the end of the session:

1. participants will have discussed different methods of attracting volunteers to their organisation and identified areas of good practice.
2. participants will have discussed theories about motivation and considered ways to increase motivation in new and existing volunteers.
3. participants will have identified how to increase the motivation of individuals by using effective job design, training and management support.

Learning Points:

The session will be a mixture of input, discussion and exercises around the following topics.

Making your organisation attractive to volunteers

Sources of volunteers

Recruiting volunteers

Why motivation is important

Some theories around motivation and how they work out in real situations

What de-motivates people and how to avoid doing so

How job design can influence motivation

Leadership styles

Your role (and that of others) in influencing motivation

Retention of volunteers, turnover problems

The effective use of feedback

This course will be run by Di Morgan who works for Action in rural Sussex, a charity working with rural communities. She is an experienced trainer with a background in the not for profit and public sectors. In addition to working with volunteers she has taught on the University of Sussex Certificate in Managing Voluntary Organisations, two accredited Volunteers in the Community courses for Horizons Community Learning Organisation and many other short courses for voluntary organisations.

The course is to be held on Wednesday 21 May 2008 in the EAVS Annexe (entrance in Old Orchard Road), from 9.30 am to 4 pm. A map can be found on our website

(www.eavs.org.)

Cost of course: £ 40 to members of voluntary or community groups (price on application to others.

Please use booking form on reverse

BOOKING FORM

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

FULL NAME (please print)

ORGANISATION

ADDRESS
.....
.....

POST CODE

PHONE

I would like to book a place on **Recruiting and Retaining Volunteers** on **Weds 21 May 2008**

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.

I enclose a cheque for £
(£40 per person for members of voluntary and community groups, POA application for others, 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.

If you have any special needs or requirements to enable you to attend these courses, or if you think you may need any special support or help, please give details below, so that we may make the necessary arrangements :

Please could you complete the monitoring sheet enclosed.

PLEASE COMPLETE MONITORING DETAILS BELOW :

Course booked : Recruiting and retaining volunteers

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.

Please return both forms to:

Sue Duffell
EAVS, 8 Saffrons Road, Eastbourne, BN21 1DG
Phone 01323 639373

