

RECRUITING AND RETAINING VOLUNTEERS



Thursday 23rd February 2012

10.00am – 3.00pm

@ Woodfield School, Malmcroft, Hemel Hempstead, HP3 8RL

This one day course will explore the challenges of recruiting, retaining and managing volunteers and will be ideal for staff and volunteers who have this responsibility as part, or all, of their role

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**

Cost: Charity - £20 / Statutory - £35 (includes lunch and a comprehensive range of handouts)

Booking is essential

Booking form online at www.volunteeringherts.org.uk or call: 01442 247209