



Get in touch

For more information about our FREE bitesize workshops and booking arrangements contact your local volunteer centre

**Volunteer Centres
Newcastle & Staffordshire
Moorlands**

01538 398240
northstaffsvolunteering@smcvs.co.uk



**Volunteer Centre
Stoke-On-Trent**

01782 683030
volunteering@vast.org.uk

All of the workshops are available across Staffordshire & Stoke-on-Trent and are hosted by our 9 volunteer centres.

For further details visit our website below:



www.communitiestogether.org.uk



Volunteer Centres

North Staffordshire

Bitesize Workshops

Networking Opportunities



Supporting Volunteer Management



A range of **FREE** courses to get your teeth into!



Developing a Volunteer Programme

- What is volunteering
- Volunteering policies
- Volunteering agreements and role descriptions
- Staff/Volunteer Perceptions

Dates and venues:

Tuesday 23 February 2010 - 10.00am - 12.30pm - Newcastle Library, Ironmarket, **NEWCASTLE-UNDER-LYME**, ST5 1AT

Monday 8 March 2010 - 5.00pm - 7.30pm - Dudson Centre, Hope Street, Hanley, **STOKE-ON-TRENT**, ST1 5DD

Tuesday 20 April 2010 - 12.00 - 3.00pm - Haregate Community Centre, Haregate Road, **LEEK**, Staffordshire, ST13 6PP

How to attract Volunteers

- Preparing to recruit volunteers
- Marketing your organisation
- Marketing opportunities
- Benefits of recruiting volunteers from a diverse range of backgrounds

Dates and venues:

Tuesday 25 May 2010 - 12.00 - 3.30pm - Newcastle Library, Ironmarket, **NEWCASTLE-UNDER-LYME**, ST5 1AT

Friday 25 June 2010 - 10.00am - 1.00pm - Dudson Centre, Hope Street, Hanley, **STOKE-ON-TRENT**, ST1 5DD

Monday 19 July 2010 - 4.00pm - 7.30pm - Millward Hall Youth Centre, Salisbury Street, **LEEK**, ST13 5EE

“Get it right from the start”

“Stand out from the crowd”

Recruiting & Selection of Volunteers

- Application process
- Selection process
- Update on CRB/ISA
- Legislation and equal opportunities

Dates and venues:

Tuesday 21 September 2010 - 10am - 12.30pm - Haregate Community Centre, Haregate Road, **LEEK**, Staffordshire, ST13 6PP

Monday 18 October 2010 - 10am - 12.30pm - Newcastle Library, Irongate, **NEWCASTLE-UNDER-LYME**, ST5 1AT

Thursday 25 November 2010 - 12.00 - 3.30pm - Dudson Centre, Hope Street, Hanley, **STOKE-ON-TRENT**, ST1 5DD

Supporting Volunteers

- Induction/supervision
- Motivating volunteers
- Reward & recognition
- Dealing with difficult situations

Dates and venues:

Tuesday 25 January 2011 - 12.00 - 3.00pm - Haregate Community Centre, Haregate Road, **LEEK**, Staffordshire, ST13 6PP

Tuesday 22nd February 2011 - 12.00 - 3.30pm - Newcastle Library, Ironmarket, **NEWCASTLE-UNDER-LYME**, ST5 1AT

Wednesday 16 March 2011 - 9.30am - 1.30pm - Dudson Centre, Hope Street, Hanley, **STOKE-ON-TRENT**, ST1 5DD

“Make the right choice”

“Keep the volunteers on your side”

- The workshops are all free, short and will benefit your organisation
- Networking opportunities and information sharing
- Free good practice guides
- Free light buffet/afternoon tea with maybe an apple thrown in!