



## Get in touch

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

### East Staffordshire

01283 543414

alison@cases-vol.org.uk

### Lichfield & District

01543 303030

jeannebourne@ldcvs.org.uk

### Tamworth

01827 736090

info@volunteercentretamworth.org.uk



**Volunteer Centre**

East Staffordshire



**Volunteer Centre**

Lichfield District



**Volunteer Centre**

Tamworth



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:



**Volunteer Centres**

Staffordshire

[www.communitiestogether.org.uk](http://www.communitiestogether.org.uk)



**Volunteer Centres**

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:

**Wednesday 24 February 2010** - 5.30pm - 8.00pm - Philip Dix Centre, Corporation Street, **TAMWORTH**, B79 7DN

**Wednesday 24 March 2010** - 5.30pm - 8.00pm - Community Action & Support - East Staffordshire, Voluntary Services Centre, Union Street, **BURTON UPON TRENT**, DE14 1AA

**Tuesday 27 April 2010** 5.30pm - 8.00pm - Lichfield CVS, 22 Bore Street, **LICHFIELD**, WS13 6LL

### 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:

**Wednesday 26 May 2010** - 5.30pm - 8.15pm - Philip Dix Centre, Corporation Street, **TAMWORTH**, B79 7DN

**Wednesday 30 June 2010** - 5.30pm - 8.15pm - Community Action & Support - East Staffordshire, Voluntary Services Centre, Union Street, **BURTON UPON TRENT**, DE14 1AA

**Tuesday 27 July 2010** - 5.30pm - 8.15pm - Lichfield CVS, 22 Bore Street, **LICHFIELD**, WS13 6LL

"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:

**Thursday 23 September 2010** - Afternoon session - details to follow Lichfield CVS, 22 Bore Street, **LICHFIELD**, WS13 6LL

**Wednesday 20 October 2010** - 1.30pm - 4.30pm - St Andrew's Methodist Church, Thackeray Drive, **TAMWORTH**, B79 8HY

**Wednesday 24 November 2010** - Time to be confirmed - Community Action & Support - East Staffordshire, Voluntary Services Centre, Union Street, **BURTON UPON TRENT**, DE14 1AA

"Make the right choice"

### Supporting Volunteers

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

#### Dates and venues:

**Thursday 27 January 2011** - Morning session - details to follow Lichfield CVS, 22 Bore Street, **LICHFIELD**, WS13 6LL

**Wednesday 23 February 2011** - Time to be confirmed - Philip Dix Centre, Corporation Street, **TAMWORTH**, B79 7DN

**Wednesday 30 March 2011** - Time to be confirmed - Community Action & Support - East Staffordshire, Voluntary Services Centre, Union Street, **BURTON UPON TRENT**, DE14 1AA

"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!