



## Get in touch

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

### Stafford

01785 279935

volunteer.centre@sdvs.org.uk

### Cannock Chase

01543 500404

volunteering@chase-cvs.org.uk

### South Staffs

07758 481 088

volunteering@chase-cvs.org.uk



Stafford District Voluntary Service



# Volunteer Centres

Staffordshire

# Bitesize Workshops

## Networking Opportunities



## Supporting Volunteer Management



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

## 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:

**Thursday 25 February 2010** - 1.15pm - 4.30pm - Stafford Borough Council, Civic Centre, Riverside, **STAFFORD**, ST16 3AQ

**Wednesday 24 March 2010** - 10.00am - 12.30pm - Chase Council for Voluntary Service, CVS Buildings, Arthur Street, Chadsmoor, **CANNOCK**, Staffordshire, WS11 5HD

**Wednesday 14 April 2010** - 10.00am - 12.30pm - Jubilee Hall, Bargate Street, Brewood, **SOUTH STAFFS**, ST19 9BB

### 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:

**Thursday 20 May 2010** - 1.15pm - 4.30pm - Stafford Borough Council, Civic Centre, Riverside, **STAFFORD**, ST16 3AQ

**Wednesday 23 June 2010** - 10.00am - 12.30pm - Chase Council for Voluntary Service, CVS Buildings, Arthur Street, Chadsmoor, **CANNOCK**, Staffordshire, WS11 5HD

Week beginning **26 July 2010** - Morning session - Venue to be confirmed in **SOUTH STAFFS**

"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** - 1.15pm - 4.30pm - Stafford Borough Council, Civic Centre, Riverside, **STAFFORD**, ST16 3AQ

**Tuesday 19 October 2010** - 5.30 - 8.30pm - Chase Council for Voluntary Service, CVS Buildings, Arthur Street, Chadsmoor, **CANNOCK**, Staffordshire, WS11 5HD

**November 2010** - Date/Time/Venue to be confirmed in **SOUTH STAFFS**

### Supporting Volunteers

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

#### Dates and venues:

**January 2011** - Date/Time/Venue in **STAFFORD** to be confirmed

**February 2011** - Date/Time to be confirmed - Chase Council for Voluntary Service, CVS Buildings, Arthur Street, Chadsmoor, **CANNOCK**, Staffordshire, WS11 5HD

**March 2011** - Date/Time/Venue to be confirmed in **SOUTH STAFFS**

"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!