

Eastern Volunteers

Training Calendar 2016



Eastern Volunteers training is suitable for people involved in managing or coordinating volunteers in a not-for-profit community organisation. Training is provided free but bookings are essential. All bookings are via our website at: www.easternvolunteers.org.au

feb 18 Critical Conversations

Location:
Mooroolbark
Community Centre
Date: Thurs 18th February
Time: 9:30am – 12:30pm

Course outline:
Develop confidence in the art of having difficult conversations with volunteers – including;

- Understand the motivations behind any behaviour you'd like to address
- Introduction to support focused outcomes
- Tools to support you in your approach

feb 24 Critical Conversations

Whitehorse Outer
Eastern Managers
Network Meeting

Location:
Whitehorse Council
Office, Waratah Room
Date: Wed 24th February
Time: 9:15am to 12:15

march 10 Recruitment & Retention

Location:
Eastern Volunteers
Ringwood
Date: Thurs 10th March
Time: 9:30am – 12:30pm

Course outline:
How can you compete in the increasingly tight market for volunteers? Or encourage people to volunteer more of their time?

What about recruiting Gen Y's, volunteers from different cultures? And, once you've got them, what's the key to making them want to stay?

With volunteering rates decreasing and people volunteering less time and with less flexibility, volunteer-involving organisations cannot afford to ignore these questions. This module provides usable strategies for finding volunteers – and keeping them.

april 13 Online communications for volunteer managers

Location:
Box Hill Hub, Gawler
Room
Date: Wed 13th April
Time: 9:30am – 12:30pm

Course Outline:
In this workshop you can expect to;

- Conduct a digital audit of your marketing activity: establish where the gaps are.
- Create a social media marketing strategy.
- Plan your online content for maximum impact.

may 25 Induction & Orientation

Whitehorse Outer
Eastern Managers
Network Meeting

Location:
Whitehorse Council
Office, Waratah Room
Date: Wed 25th May
Time: 9:15am to 12:15

Course Outline
Come to this training to learn key tools that will help you to develop an induction and orientation process for your volunteers.

- Understand orientation in line with the National standards for Involving Volunteers In Not for Profit Organisations
- Learn basic training principles
- Develop your own orientation / induction plan

june 9 Induction & Orientation

Location:
Burrinja, Upwey
Date: Thurs 9th June
Time: 9:30am – 12:30pm

july 20 How to recruit volunteer drivers

Location:
Eastern Volunteers
Ringwood
Date: Wed 20th July
Time: 9:30am – 12:30pm

Eastern Volunteers Training 2016

Course Outline

In this session you will discover the ways and means to invigorate your volunteer driver recruitment program.

august 4 The Quintessential Volunteer Manager - who are we?

Outer Eastern Managers Network Meeting

Location:

Eastern Volunteers
Ringwood

Date: Thurs 4th August

Time: 1pm to 3:30pm

Meeting Outline

What does the most typical volunteer manager look like?

Come to discuss the critical elements of your position including the emotional elements of your role, your PD, professional development opportunities, the value of formal qualifications and where you sit in your organisational chart.

august 18 Managing volunteers with a disability

Location:

Box Hill Hub
Boyland Room

Date: Thurs 18th August

Time: 9:30am to 12:30

Course Outline

Diversity is important in our workplace, yet often we don't have the information or support ourselves in order to make diversity work well.

If you support volunteers who identify as having a physical or intellectual disability, a mental health issue or showing signs of dementia, this workshop will explore management solutions with you.

september 7 Advanced Volunteer Management

Location:

Healesville Memorial Hall

Date: Wed 7th September

Time: 9:30am to 12:30

Course Outline

Stretch your volunteer management practices and work through topics such as advocacy and change, effective leadership and measuring volunteer impact.

october 6 Advanced Volunteer Management

Location:

Box Hill Hub
Boyland Room

Date: Thurs 6th October

Time: 9:30am to 12:30

november 3 Support & Supervision

Location:

Eastern Volunteers
Ringwood

Date:

Thurs 3rd November

Time: 9:30am to 12:30

Course Outline

Once you have recruited some volunteers, the next task is to keep them coming back! Support and Supervision is an important part of this process in order to promote open communication, prevent conflict and allow volunteers to flourish.

Come to this session to learn,

- Different models of support for different demographics
- Tools to promote open communication
- Skills for addressing conflict.

november 24 Reinvigorate your volunteer program

Location:

Eastern Volunteers
OEMNM

Date: Thurs 24th Nov

Time: 1pm to 3:30pm

"it's the way we've always done it..."

Change this sentence and bring some excitement and creativity to your role just in time for 2017. Make your workplace the best it can possibly be and reignite the fire in our bellies.

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All bookings are via our website at: www.easternvolunteers.org.au/events/

Enquiries 9870 7822 or email [Ruth Morgan ruth.morgan@easternvolunteers.org.au](mailto:ruth.morgan@easternvolunteers.org.au)