



volunteering waikato

Essential Skills for Volunteer Management

Semester One 2009 Course - *Facilitator - Jenny Magee*

Jenny Magee has spent the past 20 years immersed in both management and governance of Hamilton community organisations. Formerly manager of Volunteering Waikato and a co-ordinator with ESOL Home Tutors Waikato, she is firmly committed to the power of volunteering and the strength of diversity.

Volunteering Waikato's Essential Skills for Volunteer Management training programme will cover the most important aspects of working with volunteers. If you, or one of your staff, are working with volunteers, this workshop series will give you the tools for an effective volunteer management programme. This series of workshops will include:

- DAY 1: Planning for Volunteer Involvement, Risk Management with Volunteers
- DAY 2: Writing Volunteer Role Descriptions, Recruiting
- DAY 3: Screening, Placement
- DAY 4: Orientation, Training
- DAY 5: Supervision & Support, Retention – Connection & Appreciation
- DAY 6: Performance Evaluation, Dealing with Challenging Behaviour



Dates: March 19 & 20, April 30 & May 1, May 28 & 29

Venue: Gallagher Hockey Centre, Queens Ave, Innes Common

Your investment: Time: Three 2-day workshops. Cost: \$350 per person (Volunteering Waikato members), \$500 for non members. Includes all 12 modules (2 per day), workbooks, morning and afternoon tea & lunch, certificate.

Registrations are now open for the full series. Places are limited.

Plan to give yourself the professional development and support you need for exceptional volunteer management. Contact Denise Ross, Services Co-ordinator at Volunteering Waikato on 07 839 3191 or email any enquiries to: volunteeringwaikato@xtra.co.nz

This series is supported by:



Adult Community Education

Tax Invoice

GST No. 61-095-877

Registration Form (one per participant)

Name:

Organisation:

Address:

Phone No: Email:

WORKSHOP SERIES: Essential Skills for Volunteer Management

\$350.00 for Members of Volunteering Waikato \$500.00 for non-Members (cost is for full series)

Please post to: Volunteering Waikato, P O Box 19-111, Hamilton 3244. Ph: 07 839 3191, E-mail: volunteeringwaikato@xtra.co.nz

Receipt will be sent. Cancellations less than one week before training session will only be refunded 50% of fee.