

# Training Programme 2010

<p><b>Volunteer Recruitment &amp; Retention</b></p> <p>Practical training sessions aimed to give you advice and guidance on the recruitment and retention of volunteers. Topics covered will include:</p> <ul style="list-style-type: none"> <li>• Considerations prior to recruitment</li> <li>• Recruitment methods</li> <li>• Marketing</li> <li>• Motivation</li> <li>• Retention/Reward</li> <li>• Role of the Volunteer Centre</li> </ul>	<p><b>Tuesday 2nd February</b>  <b>1.00pm – 4.30pm</b>                  Washington Fire Station                  Glover Industrial Estate                  Washington                  NE37 3AG</p> <p><b>Tuesday 16th November</b>  <b>1.00pm – 4.30pm</b>                  Farringdon Fire Station                  North Moor Road                  Sunderland                  Tyne &amp; Wear                  SR3 1TJ</p>	<p><b>Volunteers &amp; the Law</b></p> <p>This session will look at the legal responsibilities and risks involved when involving volunteers in your organisation. Topics covered will include:</p> <ul style="list-style-type: none"> <li>• Volunteers and benefits</li> <li>• Health and Safety</li> <li>• CRB's and introduction to ISA</li> <li>• Volunteers and Employment</li> <li>• Young Volunteers and the law</li> </ul>	<p><b>Tuesday 29th June</b>  <b>1.00pm – 4.30pm</b></p> <p>Farringdon Fire Station                  North Moor Road                  Sunderland                  SR3 1TJ</p>
<p><b>Making the most of your Volunteer Centre</b></p> <p>This sessions covers the core functions of the Volunteer Centre and how to make the most of the services and resources available including:</p> <ul style="list-style-type: none"> <li>• Recruitment of volunteers</li> <li>• Advice &amp; guidance on volunteering issues</li> <li>• Access to employee volunteering scheme</li> <li>• Free volunteering toolkit (good practice guide)</li> <li>• Processing of CRB's</li> </ul>	<p><b>Wednesday 28th April</b>  <b>1.00pm – 4.30pm</b></p> <p>Washington Arts Centre                  Biddick Lane                  Fatfield                  Washington                  Tyne &amp; Wear                  NE38 8AB</p>	<p><b>Volunteer Policies &amp; Procedures</b></p> <p>This session will look at volunteer policies and procedures and will provide you with the information to write a comprehensive policy. Topics covered will include:</p> <ul style="list-style-type: none"> <li>• Why have a volunteer policy</li> <li>• What to include</li> <li>• What not to include</li> <li>• Other documents and policies relating to volunteers</li> </ul>	<p><b>Tuesday 10th September</b>  <b>1.00pm – 4.30pm</b></p> <p>Washington Fire Station                  Glover Industrial Estate                  Washington                  NE37 3AG</p>

**All training is charged at £20 per person for statutory groups, for all other groups training is FREE.**

**If you require any additional information or wish to book a place please contact the Volunteer Centre via phone or email or download a booking form our website [www.volunteersunderland.org.uk](http://www.volunteersunderland.org.uk)**