

# Volunteer Co-ordinator Programme

## July - December 2018

<p>JULY 2018</p>	 <p><b>Welcome to the programme</b></p>	<p><b>FORUM TOPICS - SEND US YOUR IDEAS!</b> <span style="float: right;">(E)</span></p> <p>Forums are designed for volunteer managers to exchange ideas, share knowledge and receive advice from one another. You'll notice forums scheduled until the end of 2018 have themed topics. We're inviting you to submit ideas on topics you feel are essential to be part of the forums schedule! Send your ideas to <a href="mailto:elena.zeniou@vckc.org.uk">elena.zeniou@vckc.org.uk</a></p>	<p><b>RECOGNITION DAY NOMINATIONS</b> <span style="float: right;">(B)</span></p> <p><b>Deadline: 1st August 2018</b></p> <p>The Volunteer Centre will be hosting a recognition day for volunteers. Nominate your volunteers to receive a recognition certificate and prizes! The recognition day will take place September 2018. For more information on how to nominate, email: <a href="mailto:elena.zeniou@vckc.org.uk">elena.zeniou@vckc.org.uk</a>.</p>
<p>JULY 2018</p>	<p><b>MAKE THE MOST OF VOLUNTEERING</b> <span style="float: right;">(C)</span></p> <p><b>10th July 10:00-12:00, Recovery Hub</b></p> <p>This training is for volunteers to find out more about how to benefit from volunteering. The training includes information on volunteers' rights, planning personal development and pursuing opportunities.</p>	<p><b>PROGRAMME SURGERY</b> <span style="float: right;">(A)</span></p> <p><b>19th July 09:00-12:00, Volunteer Centre</b></p> <p>Sign up for a tailored session to build or develop your volunteer involving programmes. Sessions include: - Programme health check - Advice and recommendations - Action planning</p>	<p><b>NOMINATIONS DEADLINE!</b> <span style="float: right;">(B)</span></p> <p><b>Deadline: 1st August 2018</b></p> <p>Remember to nominate your volunteers to receive a recognition certificates and prizes! For more information on how to nominate email: <a href="mailto:elena.zeniou@vckc.org.uk">elena.zeniou@vckc.org.uk</a>.</p>
<p>AUGUST 2018</p>	<p><b>CONFIDENCE BUILDING</b> <span style="float: right;">(C)</span></p> <p><b>14th August 10:00-12:00, Recovery Hub</b></p> <p>This training is for volunteers to develop skills and strategies that will enable them to carry out their roles in more confidence. The training is ideal for newly appointed volunteers, and volunteers with barriers to community engagement.</p>	<p><b>VOLUNTEER WELLBEING</b> <span style="float: right;">(D)</span></p> <p><b>30th August 09:30-12:00</b></p> <p>Volunteer coordinators are invited to a training to learn about the concept of wellbeing and mental health as part of sustaining volunteering. Community Living Well will support our learning on better understanding mental health.</p>	<p><b>FORUM: VOLUNTEER WELLBEING</b> <span style="float: right;">(E)</span></p> <p><b>30th August 12:45-14:30</b></p> <p>Volunteer coordinators are invited to a forum on the topic of wellbeing for volunteers. The discussion will concentrate on sharing knowledge and advice on how to support volunteers that are experiencing mental health difficulties, and what procedures can be implemented for best practice.</p>
<p>SEPTEMBER 2018</p>	<p><b>GOAL SETTING FOR VOLUNTEERS</b> <span style="float: right;">(C)</span></p> <p><b>11th September, 10:00-12:00, Recovery Hub</b></p> <p>This training is for volunteers, to support them in planning their personal and professional development. It will include setting and approaching goals, along with motivational techniques.</p>	<p><b>OPERATION CUP OF TEA: VOLUNTEER RECOGNITION DAY</b> <span style="float: right;">(B)</span></p> <p><b>Date and location TBC</b></p> <p>Operation Cup of Tea will be hosting the Volunteers Recognition Day. Join us to celebrate your volunteers! The day will include tea and cake, and the awarding of recognition certificates and prizes.</p>	<p><b>WATCH THIS SPACE FOR AN EXCLUSIVE VOLUNTEERS FAIR!</b> <span style="float: right;">(A)</span></p> <p>We had such a blast during 'Volunteers' Week that we've decided to have another!</p> <p>We'll keep you posted for our Autumn fair.</p>
<p>OCTOBER 2018</p>	<p><b>VOLUNTEER WELLBEING</b> <span style="float: right;">(C)</span></p> <p><b>9th October, 10:00-12:00, Recovery Hub</b></p> <p>This training is for volunteers, to build on skills that will enable them to maintain wellbeing in their volunteering roles.</p>	<p><b>FORUM: PROFESSIONAL BOUNDARIES</b> <span style="float: right;">(E)</span></p> <p><b>18th October, 10:00-12:00, Volunteer Centre</b></p> <p>This forum is for volunteer managers to share ideas on how to develop effective programmes, where volunteers comply with organisational policies and procedures on the topic of boundaries.</p>	<p><b>PROFESSIONAL BOUNDARIES FOR VOLUNTEERS</b> <span style="float: right;">(C)</span></p> <p><b>19th October, 10:00-14:00, Volunteer Centre</b></p> <p>This training is suitable for volunteers in client facing roles, to ensure they are safe and professional. It covers the principles of safe working, developing professional relationships, and scenario based exercises.</p>
<p>NOVEMBER 2018</p>	<p><b>MAKE THE MOST OF VOLUNTEERING</b> <span style="float: right;">(C)</span></p> <p><b>13th November, 10:00-12:00, Recovery Hub</b></p> <p>This training is for volunteers to find out more about how to benefit from volunteering. The training includes information on volunteers' rights, planning personal development and pursuing opportunities.</p>	<p><b>MOTIVATING VOLUNTEERS</b> <span style="float: right;">(D)</span></p> <p><b>29th November, 10:00-15:30, Volunteer Centre</b></p> <p>This training is designed for volunteer managers to explore how they can keep volunteers motivated in their role. This session is delivered in partnership with Community Living Well. The second part of the session will be dedicated to the volunteer managers forum discussion.</p>	<p><b>MOTIVATION BOOSTER FOR VOLUNTEERS</b> <span style="float: right;">(C)</span></p> <p><b>30th November, 10:00-12:00, Volunteer Centre</b></p> <p>A training session for volunteers, to explore techniques to keep motivated in volunteering and beyond. This session will be delivered in partnership with Community Living Well.</p>
<p>DECEMBER 2018</p>	<p><b>VOLUNTEER MANAGEMENT: CHALLENGING SITUATIONS WORKSHOP</b> <span style="float: right;">(D)</span></p> <p><b>6th December, 10:00-13:00, Volunteer Centre</b></p> <p>This workshop will focus on challenging situations in volunteer management. Topics covered include inclusive recruitment procedures to find the right volunteers and addressing issues in volunteering.</p>	<p><b>POLICY DEVELOPMENT</b> <span style="float: right;">(A)</span></p> <p><b>13th December, 10:00-16:00, Volunteer Centre</b></p> <p>This workshop is designed to enable volunteer involving projects to identify policies and resources needed to ensure effective volunteering. The second part of the session will offer tailored advice to volunteer coordinators.</p>	<p><b>PROGRAMME SURGERY</b> <span style="float: right;">(A)</span></p> <p><b>17th December, 12:00-16:00, Volunteer Centre</b></p> <p>Sign up for a tailored session to build or develop your volunteer involving programmes. Sessions include:</p> <ul style="list-style-type: none"> <li>- Programme health check</li> <li>- Advice and recommendations</li> <li>- Action planning</li> </ul>

- A Programme Development
- B Volunteer Recognition Opportunity
- C Volunteer Training
- D Support For Volunteer Managers
- E Forums

