

January-June 2019 Learning and Development Programme

<p>JANUARY 2019</p>	 <p>WELCOME TO 2019</p>	<p>CHALLENGING SITUATIONS D 16th January 2019</p> <p>A workshop for volunteer managers to explore and address key issues in volunteer management.</p>	<p>DEVELOPING OUR RECRUITMENT PROCESS B 25th January 2019</p> <p>This session will explore how to structure a recruitment strategy and will focus on:</p> <ul style="list-style-type: none"> > Developing role descriptions > Targeted recruitment 	<p>COMMUNICATION SKILLS & INTERVIEW TECHNIQUES C 28th January 2019</p> <p>This volunteer workshop is designed to give you the confidence to communicate effectively. You will also find new ways to showcase your skills and abilities during interviews, helping you to bag that dream role!</p>	<p>BEST PRACTICE IN VOLUNTEER MANAGEMENT</p> <p>Would you like to be part of a research project that will explore best practice in volunteer recruitment? Participation sign-up ends 31st January!</p>
<p>FEBRUARY 2019</p>	<p>MENTAL HEALTH AWARENESS F 4th February 2019</p> <p>A session for local volunteers and volunteer managers to raise awareness on mental health. This session will be part of our activities for Take Time to Talk Day.</p>	<p>TIME TO TALK F 7th February 2019</p> <p>The networking event is dedicated to raise awareness on mental health. Join us to learn about local services, and join in our well-being activities!</p>	<p>STRESS MANAGEMENT WORKSHOP C 11th February 2019</p> <p>This workshop will be delivered with Community Living Well. The session is dedicated to local volunteers, filled with tips and guidance on how to manage stress, in volunteering and beyond!</p>	<p>INFORMATION GOVERNANCE WORKSHOP D 18th February 2019</p> <p>Getting ready for GDPR changes? Join us in this workshop to learn tips on how to store and transport data safely. The session will also be an opportunity to troubleshoot on specific concerns and to learn from other services.</p>	<p>CONFIDENCE BUILDING C 22nd February 2019</p> <p>This workshop is dedicated to local volunteers, in an exploration of self-confidence. The session looks at how to develop confidence through volunteering to help us achieve our goals.</p>
<p>MARCH 2019</p>	<p>STEWARDSHIP TRAINING C 1st March 2019</p> <p>This session is ideal for volunteers that support local events. The session will focus on how to be an effective steward when volunteering at festivals, celebrations and large events.</p>	<p>COMMUNICATIONS & SOCIAL MEDIA SKILLS F 4th March 2019</p> <p>A workshop open to local organisations and their volunteers. In partnership with experts at Innocent Smoothies, the workshop will explore how to make the most in promoting your organisation and activities to the local area.</p>	<p>DEVELOPING COMMUNICATION SKILLS F 11th March 2019</p> <p>This session is for volunteers and volunteer managers will offer an introduction to various communication styles. The session aims to support our awareness on how to be effective communicators. Delivered with Community Living Well.</p>	<p>CUSTOMER SERVICE SKILLS C 18th March 2019</p> <p>This training is ideal for local volunteers who participate in customer facing roles. The session will be delivered in collaboration with Catch 22, enabling volunteers to build excellent customer service skills.</p>	<p>BOUNDARIES TRAINING C 20th March 2019</p> <p>The boundaries workshop is dedicated to local volunteers to develop their understanding of appropriate conduct and how to address issues with overstepped boundaries.</p>

APRIL 2019	CRASH-WORKSHOP IN PROJECT MANAGEMENT F 1st April 2019 The workshop will be delivered in partnership with experts at Innocent Smoothies, offering an introduction to how to effectively plan and deliver projects.	HEALTH AND SAFETY C 8th April 2019 This session on Health and Safety is an introduction to developing the right mind set when volunteering in the community. Delivered in partnership with Catch 22, the session will offer an awareness of how to be safe in different environments.	SAFEGUARDING C 11th April 2019 The workshop is for local volunteers, to provide an introduction to supporting and protecting vulnerable people.	DEVELOPING OUR VOLUNTEERS: CONSTRUCTING INDUCTION PACKS D 12th April 2019 This workshop is for volunteer managers, to consider crucial steps in developing an induction pack for their volunteering team.	EQUALITY, DIVERSITY & INCLUSION F 19th April 2019 Join us in a workshop to explore how to ensure you are supportive and inclusive in your practice. The session will offer an understanding of EDI, unconscious bias, and how to ensure that everyone is supported to overcome barriers.
MAY 2019	VOLUNTEER APPRECIATION! Sign up your volunteers to join us at Kew Gardens. Registrations will open between 1st-20th May 2019.	VOLUNTEER WELLBEING WORKSHOP at Kensington Palace C 14th May 2019 In preparation for Mental Health Awareness Week, this workshop dedicated to local volunteers offers tips on how to keep well through volunteering. The session will take place at Kensington Palace, offering a unique opportunity to experience the palace like never before!	MENTAL HEALTH AWARENESS & MENTAL HEALTH FORUM E 16th May 2019 This session is a brief introduction to mental health, with some information on identifying risk. At the end of the session, the volunteer managers forum will offer an opportunity to raise any key issues in their practice.	STRESS MANAGEMENT WORKSHOP C 22nd May 2019 This workshop will be delivered with Community Living Well. The session is dedicated to local volunteers, filled with tips and guidance on how to manage stress, in volunteering and beyond!	VOLUNTEERS' WEEK Coming up!
JUNE 2019	VISIT TO KEW GARDENS C 1st June 2019 Let's kick-start Volunteers Week with a treat for local volunteers! Nominate volunteers from your team to join us in a relaxing stroll in Kew Gardens, to celebrate and recognise their achievements.	VOLUNTEERS WEEK NETWORKING AND FORUM E 3rd June 2019 In celebration of volunteers' week, Volunteer Managers are invited to a networking forum to explore support available for them and their volunteers. The forum offers the opportunity to learn about other programmes and share best practice.	INTRODUCTION TO VOLUNTEER MANAGEMENT D 7th June 2019 This one day training is for Volunteer Managers to explore best practice in developing and delivering an effective volunteering programme.	VOLUNTEER NOMINATIONS A 8th June 2019 It's the last day to nominate your volunteers to be recognised! Nomination forms will be shared with local organisations first week of May.	LEARNING DISABILITIES AWARENESS SEMINAR at Kensington Palace E 12th June 2019 Join us in a seminar to explore how to ensure our programmes are inclusive and supportive for everyone. Full agenda and registration will be released the first week of May.

KEY:**A**

Volunteer Recognition Opportunity

C

Volunteer Training

E

Forums & Seminars

B

Programme Development

D

Support for Volunteer Managers

F

Support for Volunteer Managers & Volunteers

Please note - dates and times may change. Full details of times and venues will be available when registration is open. Registration for each event will be sent to our members approximately 3 weeks in advance of each session.

For more information on the Learning and Development Programme, please contact Elena: 020 8960 3722 / elena.zeniou@vckc.org.uk.