

Dublin Volunteer Centres Volunteer Management Training Courses

Central to any successful volunteer programme, big or small, is effective volunteer management. Whether you involve 1 or 1,000 volunteers, our volunteer management training programme will help you attract and select suitable volunteers, manage them effectively and provide a positive experience once they are in place.

Our four module volunteer management training is delivered in a hands-on, participative style. The course is delivered over 4 evenings, 2 full days or 4 half days. It is designed to provide you with a best practice volunteer management framework for involving volunteers in your organisation.

Who Should Attend?

- Groups or organisations (large and small) that currently involve volunteers or those who are thinking about involving volunteers.
- Those individuals (either paid or unpaid) who work directly with volunteers or who are responsible for managing volunteers in some capacity.
- Those looking to gain an intermediate level of knowledge in best practice in volunteer management.

Dates	Tuesday 26 February (Modules 1 & 2) Wednesday 27 February (Modules 3 & 4)
Timing	09:30 to 17:00 each day
Venue	Disability Federation of Ireland, City Centre Fumbally Court, Fumbally Lane, Dublin 8
Trainer	Dublin City South Volunteer Centre Telephone (01) 473 7482 Email kim@volunteerdublin.ie

Dates	Tuesday 5 March (Modules 1 & 2) Tuesday 12 March (Modules 3 & 4)
Timing	10:15 to 17:45 each day
Venue	Malahide Library, Malahide Main Street, Malahide, Fingal, County Dublin
Trainer	Fingal Volunteer Centre Telephone (01) 820 9550 Email training@volunteerfingal.ie

Dates	Tuesday 9 April (Module 1) Tuesday 16 April (Module 2) Tuesday 23 April (Module 3) Tuesday 30 April (Module 4)
Timing	10:00 to 14:30 each day
Venue	Irish Aid Volunteering & Information Centre, City Centre 31 Upper O Connell Street, Dublin 1
Trainer	Dublin City North Volunteer Centre Telephone (01) 872 2622 Email kasia@volunteerdublincitynorth.ie

Dates	Tuesday 11 June (Module 1) Tuesday 18 June (Module 2) Tuesday 25 June (Module 3) Tuesday 2 July (Module 4)
Timing	18:30 to 21:30 each evening
Venue	Dillon House, Blanchardstown Unit 106, Porters Road, Coolmine Industrial Estate, Dublin 15
Trainer	Fingal Volunteer Centre Telephone (01) 820 9550 Email training@volunteerfingal.ie

Dates	Tuesday 10 September (Modules 1 & 2) Tuesday 17 September (Modules 3 & 4)
Timing	09:30 to 17:00 each day
Venue	Disability Federation of Ireland, City Centre Fumbally Court, Fumbally Lane, Dublin 8
Trainer	Dublin City South Volunteer Centre Telephone (01) 473 7482 Email kim@volunteerdublin.ie

Dates	Wednesday 25 September (Module 1) Weds. 2 October (Module 2) Wednesday 9 October (Module 3) Weds. 16 October (Module 4)
Timing	09:30 to 13:00 each morning
Venue	Dun Laoghaire-Rathdown Volunteer Centre Old Post Office, Main Street, Blackrock
Trainer	Dun Laoghaire-Rathdown Volunteer Centre Telephone (01) 209 0630 Email karen@volunteerdlr.ie

Dates	Wednesday 6 November (Modules 1 & 2) Wednesday 13 November (Modules 3 & 4)
Timing	09:30 to 16:30 each day
Venue	South Dublin County Council, Tallaght County Hall, Belgard Square North, Tallaght, Dublin 24
Trainer	South Dublin County Volunteer Centre Phone (01) 462 8558 Email deirdre@volunteersouthdublin.ie

These trainings offer excellent value for money. It is expected that participants will attend all four modules in order to complete the course. This training is designed to cover a number of topics from beginning to end.

Module 1: **Planning for Volunteer Involvement**

Do you feel your volunteer programme could be more successful? Or, do you want to involve volunteers but do not know where to start? This session will help you to ensure you successfully plan and prepare for involving volunteers in your organisation. Topics include:

- Preparing for volunteer involvement
- Exploring why people choose to volunteer
- Identifying and developing volunteer role descriptions

Module 2: **Volunteer Recruitment and Selection**

How do you attract volunteers? What do you do if someone doesn't seem like the right fit? This session will help to ensure you select the right person for the right volunteer role. Topics include:

- Effective advertisement
- Screening techniques
- Applications
- Interviews and Volunteer Selection

Module 3: **Day-to-Day Management of Volunteers**

Your volunteer starts today! What do you do now? This session will help you put in place a comprehensive management process to ensure your volunteer programme runs smoothly. Topics include:

- Induction and volunteer agreements
- Support and supervision
- Recognition
- Resolving difficult situations
- Exit Interviews

Module 4: **Designing a Policy for Volunteer Involvement**

What is a volunteer policy? Why is it important and what should it include? Get things started - write your volunteer policy today! Topics include:

- Defining policy
- Review of sample policies
- Designing and writing a volunteer policy

How to book a place

To book a place you contact the relevant volunteer centre. You can find full contact details for each centre details at www.volunteerdublin.ie
Bookings will only be confirmed on receipt of full payment.



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