

## Dublin Volunteer Centres

### Four module volunteer management training course

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. It is designed to provide you with a best practice framework for involving volunteers in your organisation.

### Who should attend this training?

Groups or organisations (large and small) that currently involve volunteers or those who are thinking about involving volunteers.

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| <b>Dates</b>    | <b>Wednesday 19 February</b> (Modules 1 & 2)<br><b>Tuesday 25 February</b> (Modules 3 & 4)                                                                                                                                     |
| <b>Timing</b>   | <b>09:30 to 17:00</b> each day                                                                                                                                                                                                 |
| <b>Venue</b>    | <b>Disability Federation of Ireland, City Centre</b><br>Fumbally Court, Fumbally Lane, Dublin 8                                                                                                                                |
| <b>Trainers</b> | <b>Dublin City Volunteer Centre</b>   <a href="http://www.volunteerdublincity.ie">www.volunteerdublincity.ie</a><br>Telephone (01) 473 7482 email <a href="mailto:info@volunteerdublincity.ie">info@volunteerdublincity.ie</a> |

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| <b>Dates</b>    | <b>Wednesday 12 March</b> (Modules 1 & 2)<br><b>Tuesday 25 March</b> (Modules 3 & 4)                                                                                                                              |
| <b>Timing</b>   | <b>10:15 to 17:45</b> each day                                                                                                                                                                                    |
| <b>Venue</b>    | <b>Malahide Library, Malahide</b><br>The Mall, Malahide, Fingal, County Dublin                                                                                                                                    |
| <b>Trainers</b> | <b>Fingal Volunteer Centre</b>   <a href="http://www.volunteerfingal.ie">www.volunteerfingal.ie</a><br>Telephone (01) 820 9550 email <a href="mailto:training@volunteerfingal.ie">training@volunteerfingal.ie</a> |

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| <b>Dates</b>    | <b>Wednesday 4 June</b> (Module 1) <b>Wednesday 10 June</b> (Module 2)<br><b>Wednesday 18 June</b> (Module 3) <b>Wednesday 25 June</b> (Module 4)                                                                 |
| <b>Timing</b>   | <b>18:30 to 21:30</b> each evening                                                                                                                                                                                |
| <b>Venue</b>    | <b>Fingal Volunteer Centre, Dillon House, Blanchardstown</b><br>Unit 106, Porters Road, Coolmine Industrial Estate, Dublin 15                                                                                     |
| <b>Trainers</b> | <b>Fingal Volunteer Centre</b>   <a href="http://www.volunteerfingal.ie">www.volunteerfingal.ie</a><br>Telephone (01) 820 9550 Email <a href="mailto:training@volunteerfingal.ie">training@volunteerfingal.ie</a> |

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|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dates</b>    | <b>Wednesday 17 September, Tuesday 23 September</b><br>(Modules 1, 2, 3 & 4)                                                                                                                                                   |
| <b>Timing</b>   | <b>10:00 to 17:00</b> each day                                                                                                                                                                                                 |
| <b>Venue</b>    | <b>Dublin City Volunteer Centre</b><br>Unit 4, Whitefriars, Aungier Street, Dublin 8                                                                                                                                           |
| <b>Trainers</b> | <b>Dublin City Volunteer Centre</b>   <a href="http://www.volunteerdublincity.ie">www.volunteerdublincity.ie</a><br>Telephone (01) 473 7482 email <a href="mailto:info@volunteerdublincity.ie">info@volunteerdublincity.ie</a> |

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|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dates</b>    | <b>Wednesday 8 October</b> (Modules 1 & 2)<br><b>Wednesday 22 October</b> (Modules 3 & 4)                                                                                                                           |
| <b>Timing</b>   | <b>09:30 to 16:00</b> each day                                                                                                                                                                                      |
| <b>Venue</b>    | <b>Dun Laoghaire-Rathdown Volunteer Centre</b><br>Old Post Office, Main Street, Blackrock                                                                                                                           |
| <b>Trainers</b> | <b>Dun Laoghaire-Rathdown Volunteer Centre</b>   <a href="http://www.volunteerdrlr.ie">www.volunteerdrlr.ie</a><br>Telephone (01) 209 0630 email <a href="mailto:karen@volunteerdrlr.ie">karen@volunteerdrlr.ie</a> |

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|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dates</b>    | <b>Wednesday 12 November</b> (Modules 1 & 2)<br><b>Wednesday 19 November</b> (Modules 3 & 4)                                                                                                                                                 |
| <b>Timing</b>   | <b>09:30 to 16:30</b> each day                                                                                                                                                                                                               |
| <b>Venue</b>    | <b>South Dublin County Council offices, Tallaght</b><br>County Hall, Belgard Square North, Tallaght, Dublin 24                                                                                                                               |
| <b>Trainers</b> | <b>South Dublin County Volunteer Centre</b>   <a href="http://www.volunteersouthdublin.ie">www.volunteersouthdublin.ie</a><br>Phone (01) 462 8558 email <a href="mailto:deirdre@volunteersouthdublin.ie">deirdre@volunteersouthdublin.ie</a> |

#### Module 1: Planning for volunteer involvement

Topics include: preparing for volunteer involvement, exploring why people choose to volunteer identifying and developing volunteer role descriptions.

#### Module 2: Volunteer recruitment and selection

Topics include: effective advertising, recruitment, screening techniques, application systems, interviews and volunteer selection.

#### Module 3: Day-to-day management of volunteers

Topics include: induction and volunteer agreements, support and supervision, volunteer recognition, resolving difficulty situations and exit Interviews.

#### Module 4: Designing a policy for volunteer involvement

Topics include: defining volunteer policy, review of sample policies, and designing and writing a volunteer policy.

## National Volunteer Management Seminar

Join your peers, colleagues and leaders in the field of volunteer management for a day of professional development, networking and informative, thought-provoking workshops at this year's National Volunteer Management Conference, kindly supported by **BHP Insurances**.

The keynote speaker for this year's conference is volunteer management expert Rob Jackson. Rob has worked in the volunteering movement for more than 20 years, during which time he has led and managed volunteers and volunteer programmes in education, advice, fundraising and children's services settings at local, regional and National levels.

| Date                                                                                                                                                                                                                                                              | Venue                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Tuesday 4 November 2014</b>                                                                                                                                                                                                                                    | Dublin Castle Conference Centre,<br>Dublin Castle, Dame Street, Dublin 2 |
| Timing & details                                                                                                                                                                                                                                                  |                                                                          |
| <b>09:00 to 16:30</b> Tickets cost from €65 per person (Early Bird). Workshops by a number of speakers & light buffet lunch provided. Full programme is available on our web page. Register at <a href="http://nvmc2014.eventbrite.ie">nvmc2014.eventbrite.ie</a> |                                                                          |

## Dublin Volunteer Managers Forum

Designed to compliment our Volunteer Management Training Courses, these quarterly Managers Forums are an opportunity to meet with other like minded volunteer managers, paid and unpaid to discuss topics affecting those who manage volunteers. These free to attend forums include a presentation on a volunteer management topic selected by participants. These forums are interactive in their format and take place across Dublin city and county. Details will be emailed in advance of each event.

| Dates                                                                                                                                                                                                                                    | Venues                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Tuesday 4 March</b>                                                                                                                                                                                                                   | Malahide Library, The Mall, Malahide.               |
| <b>Tuesday 6 May</b>                                                                                                                                                                                                                     | Tallaght Stadium, Whitestown Way, Dublin 24.        |
| <b>Tuesday 2 September</b>                                                                                                                                                                                                               | Dublin City VC, 4 Whitefriars, Aungier Street, D. 2 |
| <b>Wednesday 26 November</b>                                                                                                                                                                                                             | DLR VC, Old Post Office, Main Street, Blackrock     |
| Timing & details                                                                                                                                                                                                                         |                                                     |
| <b>10:30 to 13:00</b> each day, free of charge. Presentation and light refreshments provided. Watch out for venue details nearer the dates. Register at <a href="http://volunteerdublin.eventbrite.ie">volunteerdublin.eventbrite.ie</a> |                                                     |

## Further details

You can contact details for each centre details at [www.volunteerdublin.ie](http://www.volunteerdublin.ie)



# Dublin Volunteer Centres Volunteer Management Supports 2014

Version 2: August 2014