

# Course Outlines - ONE DAY WORKSHOPS

Cost £25 per person per workshop

ALL are FULL DAY Workshops (Running 10am to 4.15pm)



## Programme 12. Managing Volunteers

Workshop specifically focused on helping charities/not for profit organisations to manage this valuable resource available to them. Ensuring they measure the performance of volunteer roles and equip individuals with the skills and competencies relevant for them to undertake their responsibilities. This workshop will come at a critical time, as more and more is being asked of voluntary positions as spending cuts reduce the possibility of recruiting paid workers.

- *Defining the Relationship with the Volunteers & Clarifying Expectations;*
- *Sustaining the Motivation and Engagement of Volunteers;*
- *Performance Managing Volunteers*
- *Recognising, Rewarding and Supporting Volunteers*

## Programme 13. Managing Time & Prioritisation

*Aimed at helping individuals be more aware of where they are spending time and how effectively they are managing priorities. This workshop also helps managers consider the meetings they attend and how to ensure time spent in a meeting is worthwhile.*

- *Cascading Objectives & Planning Priorities*
- *Effective Time Management*
- *Delegating Effectively*
- *Meetings and Managing Characters in Attendance at Meetings*



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