**Working with Volunteers – Recruitment, Selection and Induction**

**Osterley, Study Base**

**Wednesday 20th July 2011, 10.00 – 16.00**

Facilitators – Mike Elliott, Carol Carbine

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| 09.45 | Tea / Coffee |  |
| 10.00Carol | **Introductions*** House Keeping
* Explain LSP’s
* Breaks
* Name/ Department/ One thing you have done/achieved that no-one would guess from looking at you?
* Brainstorm what want to get from day
 | Flipchart |
| 10.20Carol | **Why Volunteers*** If you had all the money in the world would you still have volunteers
 | Money HandoutGroups and Feedback |
| 10.40Carol / Mike | **Who in the group volunteers** * Role/ Organisation/ What prompted
 | Flip ChartWhat’s in a name handout |
| 11.00Mike | **Volunteer Journey** | FlipchartsPost ItsSlides |
| 11.30 | Coffee Break |  |
| 11.45Carol | **What do people want to get out of volunteering?** **Scenario Exercise part 1*** Work out creative solution to managing the situation, listing potential roles. -

**Scenario Exercise Part 2*** Using one of the roles identified consider…….
 | Groups & feed back |
| 12.15Carol and Mike | **Diversity*** Life Boat Exercise -
* Who are our local community, who are we reaching or not, how/barriers
 | Groups & feed backLCE WorksheetFlipchart |
| 12.45 | Lunch – Recruitment Posters Displayed | Posters and Post Its |

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| 13.30Mike | **Selection*** Why do we select, how do we select?
* Selecting an appropriate selection process
* Pick a role - Should there be a selection, what should be checked, how could we do it
 | Groups and feedbackSelecting an appropriate selection process handout |
| 14.15Mike | **Induction*** Planning a good Induction
* Induction resources
 | Welcome Pack, Volunteer Induction checklists |
| 14.45 | Coffee Break |  |
| 15.00Carol | **Stitch in Time*** What are the issues & what could you have done differently in the R&S process that may have prevented this?
 | Groups & feed backScenario handouts |
| 15.30Mike | **Reflections on the day*** Any questions
* What have we learnt?
* What could we do differently?
* Buddy Pledge
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| 16.00 | Close |  |