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

**Osterley, Study Base**

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

Facilitators – Mike Elliott, Carol Carbine

|  |  |  |
| --- | --- | --- |
| 09.45 | Tea / Coffee |  |
| 10.00  Carol | **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 |
| 10.20  Carol | **Why Volunteers**   * If you had all the money in the world would you still have volunteers | Money Handout  Groups and Feedback |
| 10.40  Carol / Mike | **Who in the group volunteers**   * Role/ Organisation/ What prompted | Flip Chart  What’s in a name handout |
| 11.00  Mike | **Volunteer Journey** | Flipcharts  Post Its  Slides |
| 11.30 | Coffee Break |  |
| 11.45  Carol | **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 |
| 12.15  Carol and Mike | **Diversity**   * Life Boat Exercise - * Who are our local community, who are we reaching or not, how/barriers | Groups & feed back  LCE Worksheet  Flipchart |
| 12.45 | Lunch – Recruitment Posters Displayed | Posters and Post Its |

|  |  |  |
| --- | --- | --- |
| 13.30  Mike | **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 feedback  Selecting an appropriate selection process handout |
| 14.15  Mike | **Induction**   * Planning a good Induction * Induction resources | Welcome Pack, Volunteer Induction checklists |
| 14.45 | Coffee Break |  |
| 15.00  Carol | **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 back  Scenario handouts |
| 15.30  Mike | **Reflections on the day**   * Any questions * What have we learnt? * What could we do differently? * Buddy Pledge |  |
| 16.00 | Close |  |