

Book Now

Course cost

Cumbria CVS members: £395 early bird; £425 thereafter

Non Cumbria CVS members: £425 early bird; £445 thereafter

Early bird booking available until **26 September 2019**

Lunch and refreshments included

Places are limited. Please book early to avoid disappointment.

How to Book

All delegates must **complete a booking form and return with payment** to:

- info@cumbriacvs.org.uk or post to:
- Cumbria CVS, Shaddongate Resource Centre, Shaddongate, Carlisle, CA2 5TY

Places can also be booked (and paid for) online at: www.cumbriacvs.org.uk

NB: Places cancelled two weeks or less before the course, or failure to attend the training, will result in full fees being charged for the training.

Who should attend

- Volunteer managers
- Volunteer leaders
- Individuals that have a responsibility for recruiting, managing and/or supporting volunteers

What can you expect

- To be trained by an experienced volunteer manager and trainer who has worked for both volunteer involving and volunteer infrastructure organisations
- Network with other volunteer managers
- Learn from practical sessions, webinars and discussions
- Action planning for change

Contact Cumbria CVS

Tel: 01768 800350 or email: info@cumbriacvs.org.uk



Institute of Leadership and Management Level 3 Award in the Management of Volunteers (October 2019 - January 2020)

**Starts Wednesday 16 October 2019
10am - 4pm
Penrith Rugby Club, Winters Park
Penrith CA11 8RG**



A recognised qualification for volunteer managers

Wednesday 16 October 2019

10am - 4pm (coffee and registration 9.45am)

Penrith Rugby Club, Winters Park, Penrith

ILM Level 3 Award in the Management of Volunteers

This course is for anyone working with volunteers who would like to gain a qualification and recognition for their role as a volunteer coordinator, leader, supervisor or manager of volunteers.

The course will be delivered over a four month period - October 2019 to January 2020, comprising of one workshop session (on 16 October– see above) and four online webinars during October and November.

The course will cover:

- **Managing volunteer expectations**
- **Understanding volunteer motivations**
- **Supporting, supervising and developing volunteers**
- **Giving and receiving feedback**
- **Skills assessment for volunteers**
- **Evaluating volunteer achievements**
- **Appropriate and relevant record keeping**

Participants will need to complete one work-based assignment as a formal assessment and will receive ongoing support and guidance from the tutor via telephone, email and through a dedicated online discussion group.

The course also requires a commitment to individual study, including a weekly reflective practice activity.

Training for volunteer managers and/or individuals who have practical experience of working with volunteers

About the trainer



The course tutor, Sue Jones has developed and led training programmes for leaders and managers of volunteers for over 15 years.

She has worked with organisations locally, regionally, nationally and internationally to create valuable learning opportunities across the voluntary, community and public sectors.

Sue is co-founder of 3B Coaching and is passionate about supporting people to achieve their goals professionally and personally.

Previous delegate feedback:

"It's been a nice relaxed environment. Very clear and informative. So helpful!"

"Sue is an excellent trainer. Very engaging, kind and knowledgeable."

FEEDBACK

"This has been a very useful course!"