



Volunteer Management Training Courses

Works 4U Training delivers quality training to managers and staff responsible for volunteers and voluntary/charitable organisations.

Courses in Volunteer Management

The following courses are available for organisations looking to develop their volunteers and volunteer programmes more effectively

- Recruiting and retaining volunteers
- Creating a volunteer programme
- Creating role descriptions and volunteer packs
- Dealing with problem volunteers
- Involving business volunteers – coming soon!
- Developing volunteer policies
- Involving young volunteers
- Disability equality and volunteering – coming soon!
- Volunteers and the law
- Mental health and volunteering

Courses in Organisational Management

Works 4U training also delivers the following courses to enable your organisation to run more efficiently

- Finance and budgeting
- Effective bid writing
- CRB and screening procedures – coming soon!
- Dealing with the media – coming soon!
- Health and Safety in the workplace
- First Aid
- Equal opportunities and diversity
- Problem solving skills
- Leadership and management
- Team building
- Using Social Networking sites – coming soon!

Costs

External courses

£50 per delegate

In-house/On-site courses (maximum 10 employees)

£600

Want to discuss your training needs? Contact Doreen on 020 8741 9876 or email doreen@works-4u.com

- Courses are run by experienced trainers and include all course handouts and certificate of completion
- Costs for external courses excludes refreshments, lunch and venue hire