

The Essentials of Managing Australian Volunteers

High quality online training for new Managers and those who work with volunteers as part of another role.



Flexible

Available when you are - no set times, participate when it suits you during the week.



Convenient

Get online from home, work, or with a mobile device between other commitments.



Community

Join in with people who have similar roles and discover how other organisations do things.

This instructionally designed and tutor-led programme gives you access to a wide range of up-to-date learning materials enabling you to easily complete the training, gain skills and knowledge, and develop your volunteering programme. Plus you will also connect with others from across Australia, providing an opportunity to gain ideas and grow your professional networks.

Complete this course and you have started a qualification!

NV Education & Training Services will acknowledge your course work and provide Recognition for Prior Learning (RPL) for several units in the CHC44015 Certificate IV in Volunteer Program Coordination. More details are on the course web site.

“It was an amazing course, I really appreciated the vast amount of valuable information (and it’s been a huge timesaver for me)!”

Brought to you by Xperts Ltd & NV Education and Training Services

Discounted enrolment fees for members of State /Territory Peak Bodies and AAMoV members.



The course tutor is an experienced manager of volunteers and a successful trainer, Xperts specialise in designing learning. Together we provide you with practical, easy to follow and interesting training.

This structured course is perfect if you are a potential or newly appointed Team Leader, Coordinator or Manager (or have had no previous training for your role).

The course focuses on the key aspects of managing volunteers and involves six weekly tasks, each covering a different topic area and requiring up to 2 hours over the week. You will be provided with weekly magazines and a range of other resources to support you to reflect on your current situation and successfully complete each task. You will share practical examples of good practice and explore challenges - enabling you to further develop your work with volunteers.

What will I learn about?

- Volunteer motivations and expectations.
- The legal aspects of involving volunteers.
- Key systems, processes and documents to have in place.
- Recruitment methods.
- Ways to interview and screen volunteers.
- Orientation & training options.
- Team dynamics and personality traits.
- Useful communication skills.
- How to lead and supervise volunteers.
- Methods to manage challenging behaviours and conflict.

PLUS 1:1 support from your tutor - priceless!

"I have really enjoyed this course, it's manageable process has enabled me to factor a couple of hours a week to completing it".

"The training has given me the opportunity to focus and reflect on my practise, underpin my tasks, receive constructive and well informed feedback and an opportunity to network and gain use links and information".

"I think it's a MUST for anyone who supports volunteers".

TO FIND OUT MORE

[Go to the course website \(coursevenue.com.au\)](http://coursevenue.com.au)