

Telford and Wrekin CVS is delighted to be able to put on supplementary workshops on the "ROOTS FOR GROWTH" programme.

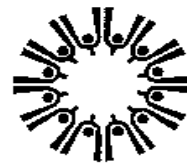
These workshops have been planned following consultation with members of the Voluntary and Community Sector. The CVS Development Team are always happy to discuss suggestions for further workshops.

If you wish to attend one of these workshops please complete the attached booking form. A separate booking form needs to be completed for each workshop with the relevant booking fee. Please take time to read the booking conditions. If you require a booking form or would like further information please ring the CVS Development Team on 01952 291350.

Funded by -



Improving support
for a stronger third sector



R
O
O
T
S

F
O
R

G
R
O
W
T
H



A FURTHER OPPORTUNITY FOR *FREE TRAINING

Telford & Wrekin CVS

Workshops for volunteers,
committee members,
trustees and paid staff
in the voluntary and community sector

JUNE 2008

* For affiliates of CVS. Please see overleaf on how to affiliate.

TELFORD AND WREKIN COUNCIL FOR VOLUNTARY SERVICE

- ◆ **encourages** self-help
- ◆ **supports** voluntary and community sector groups
- ◆ **helps** groups find material resources
- ◆ **recruits** volunteers
- ◆ **advises** on setting up, constitutions, employing staff, etc.
- ◆ **informs** through **NEWSLINE**, the bi-monthly newsletter
- ◆ **promotes development** of new or existing services
- ◆ **transports** elderly and disabled people to social facilities
- ◆ **manages** Carers' Services and Parent Partnership Projects

The CVS is You and Your Organisation

CVS is the umbrella organisation for community groups in the Telford and Wrekin area. By becoming a member of the **Council for Voluntary Service** you can have a chance to express your opinion on community life in the area.

How Does Your Organisation Become a Member?

Member organisations of the **Council for Voluntary Service** are asked to pay an annual affiliation fee of £6. Membership forms are available on 01952 291350.

FORTHCOMING CVS EVENTS

Forum Dates:

10 am Thursday 18 September Park Lane, Woodside
10 am Tuesday 25 November Meeting Point House

Please contact Sue for more information on: -

Tel: 01952 291350

Email: suehowe@tandwcvcs.org.uk

Volunteer Walk Quiz & Picnic

This is to take place in Telford Town Park from 11.30 - 14.30
All volunteers welcome.

Please contact Beverly for additional information on: -

Tel: 01952 291350

Email: beverlyharris@tandwcvcs.org.uk

Website: www.telfordvc.tandwcvcs.org.uk

Donnington/Donnington Wood Fare Share Advice Surgeries

Dates to be advised soon

Please contact Lois for additional information on: -

Tel: 01952 291350

Email: loisbreen@tandwcvcs.org.uk

BIOGRAPHY OF INTERNAL TRAINERS

Lois Breen

Lois has worked in the voluntary sector since 1990, in various Midlands locations. She has worked in social welfare family settings since 1981. Lois has been a volunteer and a life long learner and has recently achieved a Diploma in Management.

Lois is interested in holistic therapies, walking, reading and music.

-o-O-o-

Beverly Harris

Beverly has worked in the Voluntary Sector for 15 years with the Citizens Advice Bureau and CVS where she has been the Volunteer Centre Manager for the last 5 years. She has considerable experience of delivering training to volunteers and to paid staff who manage or supervise them.

-o-O-o-

Ella Sips

Ella has been working in the Voluntary Sector for 10 years, 5 as Volunteer Centre Manager. She has extensive experience in recruitment and is a volunteer treasurer. Ella is one of the CVS's qualified trainers.

-o-O-o-

Colleen Wickstead

Although one of the newest members of the CVS team, Colleen has been involved with the voluntary sector in various roles for over 5 years. Colleen has The Certificate in Education from the University of Birmingham and has delivered training at many levels.

-o-O-o-

A Volunteer Week Special! How to Recruit and Retain Volunteers

Beverly Harris and Ella Sips

Thursday 5th June 2008

Time: 10:00 - 1:00pm

Venue: Meeting Point House

Organisations which use volunteers need to constantly evaluate and evolve their methods and approaches to finding and keeping volunteers. The aim of this session is to look at developing good practice in recruiting and retaining volunteers.

The session will cover: -

- Effective recruitment techniques
- What motivates people to volunteer
- How to keep volunteers once you have found them



The Roles and Responsibilities of a Management Committee

Lois Breen and Sue Howe
Wednesday 11th June 2008
Time: 10:00 - 1:00pm
Venue: Meeting Point House

Are you a new or existing committee member? Would you like to refresh your memory about what is involved or find out what you should be doing? If so, this informal workshop could be for you.

The session will be looking at: -

- The terminology used in a management committee
- The responsibilities of a management committee
- Roles of the officers—Chairperson, Secretary and Treasurer
- What are the expectations of you as a committee member?

The session will last for the morning and at the end of it we will have looked at the issues above and discussed how you can improve your committee.

An Introduction to Listening Skills

Beverly Harris and Colleen Wickstead
Tuesday 17th June 2008
Time: 10:00 - 1:00pm
Venue: Meeting Point House

We all spend more time using our listening skills than any other kind of skill. Like other skills, listening takes practice.

The aim of this session is to enable participants to be more active listeners.

During the session participants will be looking at: -

- What is listening?
- How good are we at listening?
- Blocks to effective listening
- Active listening