



volunteering waikato

presents

**BOOK NOW!!
PLACES ARE LIMITED**

Developing Volunteer Orientation and Training Programmes

Workshop Facilitator - Jenny Magee

The better volunteers understand their environment and the expectations of them, the more readily, and effectively, they will settle into their role. Developing appropriate programmes gets everyone off to a great start.

This workshop will cover:

- Why train volunteers?
- Characteristics of adult learners
- Setting expectations
- Orientation and training- what's the difference?
- Planning the programme
- Volunteer handbooks and information
- Mentor & 'buddy' systems

Date: Tuesday, 06 September 2011, 9am – 1pm (morning tea provided)

**Venue: New Zealand Red Cross - Northern Midland Region
422 Te Rapa Road, Hamilton (next to Bunnings)
(Parking in Bunnings Carpark)**

Tax Invoice

GST No. 61-095-877

Registration Form (one per participant)

Name: Organisation:

Address:

Work Ph # Mobile Ph #:

Email:

WORKSHOP: Orientation and Training

\$50.00 for Members of Volunteering Waikato \$80.00 for Non-Members

Course fees can be paid directly into our account # 12-3122-0173405-00 (please ensure you put your organisation name in the reference field) or please post to: Volunteering Waikato, P O Box 19-111, Hamilton 3244. Ph: 07 839 3191, E-mail: admin@volunteeringwaikato.org.nz

Receipt will be sent. Cancellations less than one week before training session will only be refunded 50% of fee.