

*Our aim is to provide leadership in education and training for effective volunteering and we are committed to providing you with training and development opportunities that are tailored to your expectations. Below are examples of our pre-prepared courses*

## What's On Offer In Education And Training?

### We provide you with:

- accredited and non-accredited training for volunteers and managers of volunteers;
- assistance with finding other suitable training programs;
- the design and delivery of one-off training courses for groups and organisations;
- training materials (e.g. manuals and videos)
- information sessions on volunteering e.g. for school groups, retirement seminars, job training programs etc.

### Bridge To Volunteering

A short informal introductory session to familiarise prospective volunteers with the concepts of volunteering today, recommended for those volunteering for the first time or for those seeking new volunteer experiences. Offered regularly at Volunteering ACT and also can be delivered for your organisation or group when requested

### Volunteer Managers' Workshop

An interactive 1 1/2-day course on volunteer management issues focusing on the 6 basic concepts of managing volunteer staff. All the tools you need to get started or ramp up your program

### Support Network For Volunteer Managers

Regular Learning Circles for Volunteer Managers which provide an informally structured session where you can meet other managers to discuss topics of interest to you, share skills and knowledge, and benefit from the experiences of others and support each other.

### Course In Skills Training For Volunteers

An accredited course that equips volunteers with essential skills and competencies.

- working with an agency
- enhancing interpersonal skills
- practice a range of problem-solving and crisis management strategies

Individual elements of this course can be selected and used as a basis for your own required training.

### Certificate IV: Co-ordination Of Volunteers

Offers the manager of volunteers the opportunity to gain national accreditation in the varied skills of effective volunteer management. Flexible delivery including "off" and "on-the-job" learning. *(Offered when subsidised funding available.)*

Need more information? Contact the Education Manager on (02) 6251 4060 or e-mail: [education@volunteeract.com.au](mailto:education@volunteeract.com.au)