



BE AN EFFECTIVE VOLUNTEER

Date: _____

Time: _____

Agenda

9.00 am	Welcome, Housekeeping, Traditional Welcome and Introductions Ice Breaker: Ask participants to nominate one ‘talent’ they bring to volunteering – whiteboard the answers
9.05 am	What do you expect to get out of today’s workshop?
9.10 am	Workshop Objectives <ul style="list-style-type: none"> ➤ What we will cover and what we will not cover ➤ Refer to TAFE accredited courses and possible extension of this introductory workshop
9.12 am	Relate slide 3 - “Declaration”- to list of talents on board Definition of Volunteering Principles of Volunteering
9.25 am	What motivates people to volunteer/ What is the extent of volunteering and where is it carried out?
9.35 am	Who benefits from volunteering? What are Mutual Expectations between volunteer and organisation? Are Standards important?
9.55 am	What kind of support can volunteers expect?
10.15 am	Are there rules that govern the work of volunteers?
	BREAK
10.30 am	What’s the big deal about Confidentiality?
10.45 am	Policies and procedures.
11.25 am	A word on “duty of care” in the volunteer workplace
11.40 am	Further support & Resources
11.45 am	Workshop Evaluation Take it away learning
12 noon	Close