

# 2021 Events and Training Overview



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*\*Please note that all training pricing listed in this document is GST inclusive. Delivery type and delivery date of listed training sessions and masterclasses are subject to change. Please visit our [website](#) for the most up to date information.*

# Essentials for Volunteer Managers

<b>Duration:</b>	One day (8 hours)
<b>Dates Offered:</b>	Thursday 11 February Thursday 10 June Tuesday 7 September
<b>Cost:</b>	\$250 Members / \$350 Non-Members
<b>Delivery Type:</b>	In person
<b>Audience:</b>	Managers and Coordinators of Volunteers

## Overview:

The Essentials for Volunteer Managers workshop covers theory and practice on the volunteer management cycle, including:

- the fundamentals of volunteer management, including policies, procedures and legislation
- planning for the involvement of volunteers
- recruitment and ongoing management of volunteers
- troubleshooting common issues
- appropriately recognising volunteers

This full day, interactive workshop will introduce the legal requirements underpinning volunteer involvement, explore research and theory on volunteer motivations, and provide practical tools to support you to implement a robust volunteering program in your organisation.

All attendees are provided with a workbook.  
Morning tea and lunch is provided.

## Outcomes:

By the end of this workshop you will:

- understand the volunteer management cycle;
- be equipped with the tools to implement or review a volunteering program; and,
- learn from the shared experience of all attendees and presenters.

# National Standards for Volunteer Involvement Workshop

<b>Duration:</b>	4 hours
<b>Dates Offered:</b>	Thursday 4 March Tuesday 13 July Thursday 7 October
<b>Cost:</b>	\$85 Members / \$120 Non-Members
<b>Delivery Type:</b>	In person
<b>Audience:</b>	Managers and Coordinators of Volunteers

## Overview:

The National Standards for Volunteer Involvement are a national best practice guide for volunteer involvement. This four-hour workshop will assist your organisation to prepare for the implementation of the National Standards. You will begin to unpack the changes that will be needed for your organisation to meet the requirements of the National Standards and begin the process of reviewing your organisation's performance using the Gap Analysis Tool.

All attendees will be provided with a hard copy of the National Standards Implementation Guide and Workbook.

## Outcomes:

By the end of this session, you will:

- build a comprehensive knowledge of the National Standards for Volunteer Involvement;
- identify room for improvement in your own organisational setting;
- understand how to address gaps in your organisation; and,
- be equipped with the tools to assess and improve volunteer involvement.

# Inclusive Volunteering for Organisations

<b>Duration:</b>	2.5 hours
<b>Dates Offered:</b>	Tuesday 16 February (In Person) Thursday 22 April (Online) Wednesday 28 April (Online) Thursday 6 May (In Person) Friday 14 May (Online) Tuesday 8 June (Online) Wednesday 16 June (Online) Tuesday 17 August (In Person) Tuesday 9 November (In Person)
<b>Cost:</b>	Free ( <i>valued at \$120 and completely subsidised through funding from the Australian Government</i> )
<b>Delivery Type:</b>	Both Online and In Person
<b>Audience:</b>	Managers and Coordinators of Volunteers

## Overview:

Inclusion matters. Based on key learnings from the Inclusive Volunteering Pathways to Employment Program, this engaging workshop will explore how to build an inclusive community where people of all abilities and backgrounds can contribute.

The workshop will explore the positive outcomes of inclusive volunteering by reviewing case studies and utilising practical tips to increase inclusion. This workshop will provide you with the skills to remove the barriers to volunteering and provide you with the tools to help young people find meaningful volunteering opportunities. You will be challenged to consider the benefits that can be unlocked through volunteering, including a stronger sense of social inclusion in your workplace. Identifying barriers to inclusion and understanding simple solutions for removing these barriers will be explored from both the individual and organisational viewpoints.

## Outcomes:

By the end of this session, you will:

- understand Inclusive Volunteering;
- understand why we strive to be inclusive;
- be able to identify barriers to inclusion;
- have knowledge to reduce the impact of barriers; and,
- understand what it means to be part of an inclusive team.

# 2021 Masterclasses

## Developing Policies and Procedures

<b>Duration:</b>	3 hours
<b>Dates Offered:</b>	Thursday 25 March Thursday 25 November
<b>Cost:</b>	\$85 Members / \$120 Non-Members
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Managers and Coordinators of Volunteers

### Overview:

Robust policies and procedures are vital to your organisation's volunteer involvement. This workshop will explore what documentation your organisation should have in place to support the involvement of volunteers. The workshop will provide useful examples and templates that can be used by your organisation when creating or updating policies and procedures relevant to volunteering.

## Grant Writing Workshop

<b>Duration:</b>	3 hours
<b>Dates Offered:</b>	Thursday 8 April Tuesday 19 October
<b>Cost:</b>	\$85 Members / \$120 Non-Members
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Managers and Coordinators of Volunteers, Volunteer Involving Organisations

### Overview:

Writing a successful grant application is not always easy. This workshop will provide tips on what to look out for when writing grant applications, including the importance of reading grant guidelines and understanding how to approach your application to increase your chances of success. This masterclass is suitable for organisations of all sizes, including those that are completely volunteer run.

## Managing Risk in your Volunteering Program

<b>Duration:</b>	3 hours
<b>Date Offered:</b>	Thursday 25 February
<b>Cost:</b>	\$85 Members / \$120 Non-Members
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Managers and Coordinators of Volunteers

### Overview:

Incorporating volunteering programs into risk management is crucial to the health of your organisation. This masterclass will identify the key risk considerations when involving volunteers and how your risk management framework should consider volunteers.

## Adapting to New Circumstances

<b>Duration:</b>	2 hours
<b>Date Offered:</b>	Thursday 11 March
<b>Cost:</b>	Free ( <i>valued at \$85, and completely subsidised through funding by the ACT Government</i> )
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Managers and Coordinators of Volunteers

### Overview:

2020 forced us to rethink how we involve volunteers. Many organisations were able to adapt their practices to support continued volunteer involvement, whilst others had to stand down their volunteers. This masterclass will identify how we react to and manage change in our organisations, including tips for evolving your volunteering programs to continue to deliver value.

## Volunteer Onboarding

<b>Duration:</b>	3 hours
<b>Date Offered:</b>	Tuesday 20 April
<b>Cost:</b>	\$85 Members / \$120 Non-Members
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Managers and Coordinators of Volunteers

### Overview:

Finding the right volunteer for a role is not a simple task. This masterclass will provide a deep dive into the volunteer recruitment, selection and screening, induction and training stages of the volunteer management cycle. We will explore how these stages of the management cycle can be administered to recruit suitable volunteers and to support their involvement. You will be provided with information and templates that can be used to effectively implement learnings in your organisation.

## Volunteer Performance Appraisal and Managing Underperformance

<b>Duration:</b>	3 hours
<b>Date Offered:</b>	Tuesday 22 June
<b>Cost:</b>	\$85 Members / \$120 Non-Members
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Managers and Coordinators of Volunteers

### Overview:

Management of volunteers is very different to the management of employees. Volunteer motivations and responsibilities can differ and having conversations about underperformance can be more difficult to navigate. This masterclass will provide insights into volunteer appraisal, including how to manage the underperformance of volunteers, as well as when and how to end the volunteer relationship.

## Maximising Corporate Volunteering in your Organisation

<b>Duration:</b>	2 hours
<b>Date Offered:</b>	Thursday 29 July
<b>Cost:</b>	\$55 Members / \$85 Non-Members
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Managers and Coordinators of Volunteers, Volunteer Involving Organisations
<b>Overview:</b>	

Corporate volunteering is a useful mechanism to provide volunteering power to your organisation. It can help tick off those projects that have not been touched for a while or increase your volunteer workforce for an event. Yet, corporate volunteering is often underutilised by volunteer involving organisations. This masterclass discusses ways to maximise corporate volunteering opportunities in your organisation, whether it be a group project or a skills-based volunteering role.

## Working Smarter, Not Harder: Resourcing Volunteer Management

<b>Duration:</b>	3 hours
<b>Date Offered:</b>	Thursday 26 August
<b>Cost:</b>	\$85 Members / \$120 Non-Members
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Managers and Coordinators of Volunteers
<b>Overview:</b>	

Resourcing volunteer management is a significant challenge for volunteer involving organisations. Many Managers and Coordinators of Volunteers undertake this role as part of their larger responsibilities. This masterclass will provide useful tips on how to maximise the volunteer management resources you have.

## Demonstrating the Value of Volunteering

<b>Duration:</b>	3 hours
<b>Date Offered:</b>	Thursday 23 September
<b>Cost:</b>	\$85 Members / \$120 Non-Members
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Managers and Coordinators of Volunteers
<b>Overview:</b>	

Turning the contribution volunteers make to your organisation into quantifiable data is important to ensuring the ongoing support of volunteer involvement in your organisation. This masterclass will address ways that Managers and Coordinators of Volunteers can identify the impact that volunteers have on your organisation and how to convey this value. It will look at the Value of Volunteering Calculator and how other organisations have effectively demonstrated the contribution that volunteers make to their organisation.

# Training for Volunteers

## Introduction to Volunteering

<b>Duration:</b>	1.5 hours
<b>Dates Offered:</b>	Tuesday 19 January Tuesday 16 March Thursday 22 July Tuesday 28 September Thursday 18 November
<b>Cost:</b>	Free
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Volunteers

### Overview:

What does it mean to volunteer? How do you find the right volunteering role? What are your rights and responsibilities as a volunteer? This session will give you a better understanding of what volunteering is and what it involves. It will also cover how to find a volunteering role, and what you can expect as you begin your volunteering journey. Attendees will be invited to share their experiences and discuss their volunteering goals.

### Outcomes:

By the end of this session, attendees will:

- understand what volunteering is;
- understand how to find a volunteering role;
- understand the rights and responsibilities of volunteers and volunteer involving organisations; and,
- understand what to expect from a volunteering role.

## Training Content Available Online

VolunteeringACT produces a range of online videos for members of our community to learn more about volunteering and how to access community information services in the Canberra region.

To learn more visit our [YouTube Channel](#).

# Volunteer Masterclasses

## Rights and Responsibilities in a COVID-19 Environment

<b>Duration:</b>	1.5 hours
<b>Date Offered:</b>	Monday 1 February
<b>Cost:</b>	Free ( <i>valued at \$85, and completely subsidised through funding by the ACT Government</i> )
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Volunteers
<b>Overview:</b>	

There is a high chance that in 2020, your volunteering role was impacted by the global health pandemic. This masterclass will explore what your rights and responsibilities are as a volunteer, and what impact the COVID-19 health pandemic may have had on your role. We will explore the key rights and responsibilities to be aware of as changes are made to your volunteering role and what to expect as the COVID-19 pandemic continues to impact our community.

## Volunteering Boundaries

<b>Duration:</b>	1.5 hours
<b>Date Offered:</b>	Monday 29 March
<b>Cost:</b>	Free ( <i>valued at \$85, and completely subsidised through funding by the ACT Government</i> )
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Volunteers
<b>Overview:</b>	

As a volunteer, it can be difficult to maintain boundaries in your role and with those you work with. This masterclass will identify what boundaries are, why boundaries are so important, and how to manage difficult situations when boundaries may have been crossed.

## Mental Health, Wellbeing and Resilience

<b>Duration:</b>	1.5 hours
<b>Date Offered:</b>	Monday 3 May
<b>Cost:</b>	Free ( <i>valued at \$85, and completely subsidised through funding by the ACT Government</i> )
<b>Delivery Type:</b>	Hybrid (online and in person)
<b>Audience:</b>	Volunteers
<b>Overview:</b>	

What is mental health, wellbeing and resilience, and why is it important for volunteers? This masterclass will explore what each of the three concepts mean and identify how they can be applied to support you in your volunteering role.



# How to Register

To register for training, visit the [VolunteeringACT Events and Training webpage](#).

# Bespoke Training

VolunteeringACT offers bespoke training tailored to the needs of your organisation. VolunteeringACT is also able to provide any of the training listed in this guide to your organisation in-house.

To find out more about bespoke training please contact [training@volunteeringact.org.au](mailto:training@volunteeringact.org.au).

# Financial Support

VolunteeringACT recognises that not all organisations are able to cover the costs of training and is proud to offer scholarships for organisations that may not have the capacity to pay.

To see if your organisation is eligible please contact [training@volunteeringact.org.au](mailto:training@volunteeringact.org.au).

Please note that all pricing listed in this document is GST inclusive.

The listed timing and delivery type of each training session and masterclass is subject to change. Please visit VolunteeringACT's [website](#) for the latest information.



# 2021 Key Events

## VolunteeringACT Events:

Volunteer Management Symposium  
Volunteering Expo  
Volunteer Manager of the Year Award, Canberra Region  
Volunteering Awards, Canberra Region

Tuesday 18 May  
Saturday 22 May  
Friday 5 November  
Monday 6 December

## Key Dates:

National Volunteer Week  
National Student Volunteer Week  
International Volunteer Managers Day  
International Volunteer Day

Monday 17 May – Sunday 23 May  
Monday 16 August – Sunday 22 August  
Friday 5 November  
Sunday 5 December

## 2021 Events and Training Calendar Jan - Mar

2021	January	February	March
M		1 Rights and Responsibilities	1
T		2	2
W		3	3
T		4	4 National Standards for Volunteer Involvement Workshop
F	1 New Years Day	5	5
S	2	6	6
S	3	7	7
M	4	8	8 Canberra Day
T	5	9	9
W	6	10	10
T	7	11 Essentials for Volunteer Managers	11 Adapting to New Circumstances
F	8	12	12
S	9	13	13
S	10	14	14
M	11	15	15
T	12	16 Inclusive Volunteering for Organisations	16 Introduction to Volunteering
W	13	17	17
T	14	18	18
F	15	19	19
S	16	20	20
S	17	21	21
M	18	22	22
T	19 Introduction to Volunteering	23	23
W	20	24	24
T	21	25 Managing Risk in your Volunteering Program	25 Developing Policies and Procedures
F	22	26	26
S	23	27	27
S	24	28	28
M	25		29 Volunteering Boundaries
T	26 Australia Day		30
W	27		31
T	28		
F	29		
S	30		
S			
M			

## 2021 Events and Training Calendar Apr - Jun

April	May	June	2021
			M
		1	T
		2	W
1		3	T
2 Good Friday		4	F
3 Easter Saturday	1	5	S
4 Easter Sunday	2	6	S
5 Easter Monday	3 Mental Health, Wellbeing and Resilience	7	M
6	4	8 Inclusive Volunteering for Organisations	T
7	5	9	W
8 Grants Writing Workshop	6 Inclusive Volunteering for Organisations	10 Essentials for Volunteer Managers	T
9	7	11	F
10	8	12	S
11	9	13	S
12	10	14 Queen's Birthday	M
13	11	15	T
14	12	16 Inclusive Volunteering for Organisations	W
15	13	17	T
16	14 Inclusive Volunteering for Organisations	18	F
17	15	19	S
18	16	20	S
19	17	21	M
20 Volunteer Onboarding	18 VolunteeringACT Symposium	22 Volunteer Performance Appraisal and Managing Underperformance	T
21	19	23	W
22 Inclusive Volunteering for Organisations	20	24	T
23	21	25	F
24	22 2021 Volunteering Expo	26	S
25 ANZAC Day	23	27	S
26 ANZAC Day Holiday	24	28	M
27	25	29	T
28 Inclusive Volunteering for Organisations	26	30	W
29	27		T
30	28		F
	29		S
	30		S
	31 Reconciliation Day		M

## 2021 Events and Training Calendar Jul - Sep

2021	July	August	September
M			
T			
W			1
T	1		2
F	2		3
S	3		4
S	4	1	5
M	5	2	6
T	6	3	7 Essentials for Volunteer Management
W	7	4	8
T	8	5	9
F	9	6	10
S	10	7	11
S	11	8	12
M	12	9	13
T	13 National Standards for Volunteer Involvement Workshop	10	14
W	14	11	15
T	15	12	16
F	16	13	17
S	17	14	18
S	18	15	19
M	19	16	20
T	20	17 Inclusive Volunteering for Organisations	21
W	21	18	22
T	22 Introduction to Volunteering	19	23 Demonstrating the Value of Volunteering
F	23	20	24
S	24	21	25
S	25	22	26
M	26	23	27
T	27	24	28 Introduction to Volunteering
W	28	25	29
T	29 Maximising Corporate Volunteering in your Organisation	26 Working Smarter, Not Harder: Resourcing Volunteer Management	30
F	30	27	
S	31	28	
S		29	
M		30	
T		31	

## 2021 Events and Training Calendar Oct - Dec

October	November	December	2021
	1		T
	2		T
	3	1	W
	4	2	T
1	5 2021 Volunteer Manager of the Year Ceremony	3	F
2	6	4	S
3	7	5	S
4	8	6 2021 Volunteering Awards Ceremony	M
5 Labour Day	9 Inclusive Volunteering for Organisations	7	T
6	10	8	W
7 National Standards for Volunteer Involvement Workshop	11	9	T
8	12	10	F
9	13	11	S
10	14	12	S
11	15	13	M
12	16	14	T
13	17	15	W
14	18 Introduction to Volunteering	16	T
15	19	17	F
16	20	18	S
17	21	19	S
18	22	20	M
19 Grants Writing Workshop	23	21	T
20	24	22	W
21	25 Developing Policies and Procedures	23	T
22	26	24	F
23	27	25	S
24	28	26 Christmas Day	S
25	29	27 Boxing Day	M
26	30	28 Christmas Day Holiday	T
27		29 Boxing Day Holiday	W
28		30	T
29		31	F
30			S
31			S
			M
			T



# Contact Us

VolunteeringACT

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