

# Managing volunteers for line managers



An ILM Recognised Programme designed and delivered by **Attend Academy**

## Workshop 1 (One-day workshop 10.00 – 16.30)

### Aim of the Session:

To enable line managers to understand how volunteer management relates to their role and establish how they can appropriately engage volunteers in their specific situation.

### Learning Objectives

By the end of this session, delegates will be able to:

- Understand and explain the wider context for volunteering and how this relates to their role
- Identify why volunteers may wish to engage with their organisation
- Identify what would indicate success for their volunteering engagement
- Establish the extent of their own role in managing volunteers
- Review different approaches and methods to engaging volunteers
- Apply the principles of volunteer role design
- Identify how to encourage volunteers to decide whether the role(s) is/are for them
- Explain the process of matching volunteers to roles within their project

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### Outline agenda

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- 09.45 Registration and coffee
- 10.00 Welcome and housekeeping
- 10.10 Introductions
- 10.30 The ILM Managing Volunteers programme
- 10.40 The volunteering context
- 11.15 Why people volunteer
- 11.30 Break
- 11.40 What success would look like for volunteering
- 12.10 Our own role in volunteer management
- 12.45 Approaches to volunteer resourcing
- 13.00 Lunch
- 13.45 Role design
- 15.00 Break
- 15.10 Recruiting volunteers
- 15.40 Matching volunteers to roles
- 16.15 Summary and review
- 16.30 Close