

# Managing volunteers for line managers



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

## Workshop 2 (One-day workshop 10.00 – 16.30)

### Aim of the Session:

To enable line managers to develop suitable ways of supporting volunteers in their roles, recognising their contribution and managing any volunteering-related problems.

### Learning Objectives

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

- Design a suitable volunteer induction programme
- Identify how volunteers can be supported in their activities
- Explain how they can review progress with volunteers
- Establish suitable ways of recognising volunteering contributions
- Identify how volunteering-related problems can be effectively managed

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### Outline agenda

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- 09.45 Registration and coffee
- 10.00 Review of progress/actions
- 10.20 Volunteer induction
- 11.00 Help with additional support needs
- 11.30 Break
- 11.40 Supporting volunteers in their activities
- 12.10 Reviewing progress with volunteers
- 13.00 Lunch
- 13.45 Recognising volunteers' contribution
- 15.00 Break
- 15.10 Managing volunteering related problems
- 16.15 Summary and review
- 16.30 Close