

## PARKING AVAILABILITY

Street parking is limited to 2 hours. 3 hour parking is available across the road and at Centrelink, located in Bogong Avenue.

Participants are asked **NOT to park on the premises** of South East Volunteers.



SOUTH EAST VOLUNTEERS INC.

*Our aim is to link community service organisations with prospective volunteers from the community, and to provide quality training opportunities to ensure a mutually rewarding experience for all participants.*

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**The Volunteer Program is funded by:**

**The City of Monash**

**And**

**The Department of Social Services**

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**SOUTH EAST  
VOLUNTEERS**

## VOLUNTEER MANAGERS WORKSHOPS 2015



*'strengthening our community'*

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## Workshops for Managers 2015

Venue: 5 Myrtle Street, Glen Waverley  
Time: 9:30 a.m.—11:30 a.m.



### National Volunteer Standards \*\*\*\*

Date: Wednesday, 25 February  
Time: 9:30 am—12:00 pm  
Facilitator: Nicole Ryan

Brief: This session will introduce the participants to the Australian National Standards for Involving Volunteers in the Not for Profit Sector. The session will cover an overview of the standards, why the standards are important and examples of best practice using the National Standards.  
**Please note this workshop is 2.5 hours—finishing at 12:00 pm**

### Making Sense of “The Checks”

Date: Wednesday, 25 March  
Facilitator: Peter Helft, GM CrimCheck

Brief: Police Checks? Working with Children Checks? International Police Checks? Who needs what and why do you need it? How to be compliant with your funding bodies?

### Interviewing Skills & Techniques

Date: Wednesday, 20 May  
Facilitator: Roger Pallant, NIBS Consulting

Brief: Want to brush up on your interviewing techniques? This workshop will give you some practical skills in interviewing staff, clients and volunteers.

### Harassment in the Workplace

Date: Wednesday, 22 July  
Facilitator: Roger Pallant, NIBS Consulting

Brief: New legislation covering bullying and sexual harassment—what can you do to recognize it, deal with it and more importantly, prevent it in your workplace.

### Vicarious Trauma

Date: Wednesday, 19 August  
Facilitator: Brad Desmond, Life Psychology

Brief: Managers need to recognize the warning signs of stress and trauma, and they need to know how to respond with confidence. Moreover, organizations are recognizing the benefits of resilience in the workplace as a way of preventing trauma. This workshop will introduce the principles of prevention and show how managers can promote a culture of workplace resilience.

### The 3 R’s—Recruit, Retain & Recognise Volunteers

Date: Wednesday, 21 October  
Facilitator: Shirlene Standish,  
South East Volunteers

Brief: This interactive workshop will give you some practical ideas on how to find those volunteers, keep them in your organisation and most importantly, how to recognise their contributions.

### Please Note:

All sessions are free of charge.  
Bookings are essential for all sessions.  
Dates and venues are subject to confirmation.

**Please arrive 15 minutes prior.**

Sessions are available to any non-profit agency who work with volunteers.

If you are interested in attending training and workshops please contact:

South East Volunteers Inc .  
Phone: 9562 0414  
Fax: 9562 0411  
Email: [admin@sev.org.au](mailto:admin@sev.org.au)

**Please NOTE: OUR WORKSHOPS WILL COMMENCE ON TIME.** If you are late there is a chance you will not be allowed entry, as it can be disruptive to the workshop and other attendees. We appreciate your effort to be on time.