

### Book early to avoid disappointment!

To book a place on this workshop complete the booking form enclosed with this brochure or download a form from our website.

Post, email or fax it to Jean Myrie,  
Voluntary Action Luton  
15 New Bedford Rd Luton LU1 1SA

fax it to us on 01582 733013

email it to [jean.myrie@valuton.org.uk](mailto:jean.myrie@valuton.org.uk)

Your booking will be acknowledged and details of the event and directions to the venue will be sent to participants five days before the event.

**To reserve a place**, request a booking form, or for more information about this workshop and our training programme contact :-

Jean Myrie, Infrastructure Training & Development Officer  
on 01582 733418 or Email [jean.myrie@valuton.org.uk](mailto:jean.myrie@valuton.org.uk) You can also visit our website [www.valuton.org.uk](http://www.valuton.org.uk)

*The organisers reserve the right to modify the content of the programme*



# Training Workshop

## VOLUNTARY ACTION LUTON

### Managing Staff and Volunteers



Wednesday 17th February 2010

9:30am - 3:30 pm

Voluntary Action Luton  
15 New Bedford Road  
Luton LU1 1SA

Charity Registration No.1059287 Reg Company no:3275961.

Training and Development

January 2010



## About this course



This free workshop is for you if you want to develop your understanding and skills in recruiting, retaining, supporting and developing your paid staff and volunteers.

The course will be interactive and participants will be expected to share their experiences acquired prior to and during the course.

## The aim of the course is to:

Explore the issues involved in effective staff recruitment and retention so that chances of mutual success for both staff and the organisation are optimised.

## Outline of the day

9:30-10.00 Coffee and registration

10:00-10:10 Introduction to the day and each other

To achieve the above aim, the course will work to the following objectives:

1. To examine principles and practice of marketing and promotion in the context of recruitment
2. To learn how to translate this information into proven successful recruitment strategies
3. To explore the theory and practice of staff retention in terms of support and development
4. To learn and practice effective induction, supervision and appraisal methods.

3:30 Evaluation and close.

## About the trainer:

Phillip Stone, B.A, M.A. is a well-respected trainer, consultant, facilitator and tutor. He worked for a national voluntary organisation for 20 years, teaches in higher education and counselled for Relate and in the NHS.

Phillip has been an NCVO Approved Trainer for several years, is a member of the Institute for Learning, the Institute of Business Consulting and the Local Authorities Research and Intelligence Association, and is a tutor for Cambridge University and Norfolk County Council.

## Access and Individual Requirements ....

The workshop will be held at **Voluntary Action Luton 15 New Bedford Road, Luton LU1 1SA**. This venue is fully accessible. Parking is available in a pay and display car park nearby.



If you have any specific individual requirements to enable you to attend this event please let us know. Every effort is made to meet individual requirements, which might include; a loop system, wheelchair access, handouts in large print or special dietary requirements.



Details of how to book are on the next page