

RICHMONDSHIRE VOLUNTEER CENTRE
6 FLINTS TERRACE
RICHMOND
NORTH YORKSHIRE DL10 7AH
Opening Hours: 9am-1pm Mon -Thurs



Reviewing the Volunteer Centre Service to Organisations: Training Needs

Volunteers are vital to the local community, and we need to make sure that we continue to improve our service to all potential volunteers, volunteer involving organisations and to the community. Richmondshire Volunteer Centre can advise on training for voluntary groups. In order to assess the training needs of VIOs in Richmondshire, I would be very grateful if you could take a little time to fill in the form below.

For your information, here are a few examples of the kind of training available.

Training for volunteer involving organisations:

Why involve volunteers? * The Rights and Responsibilities of Volunteers * Volunteers and the Law * Attracting and recruiting volunteers * Diversity and equal opportunities * Supporting and supervising volunteers * Involving volunteers effectively and safely

Training for Volunteers:

First Aid * Passenger Assistant Training Scheme (for volunteer drivers or Minibus drivers) * Understanding Mental Health * Dealing with difficult situations * Confidentiality * Assertiveness * Listening and communication Skills * Lone worker safety * Exit strategies

You are welcome to contact Richmondshire Volunteer Centre for more information and advice about training for your staff or volunteers. Please complete the form below and return it to us. Alternatively, you may download it from our website, www.volunteeringrichmondshire.org.uk and email it back to: alison.rcvs@virgin.net

TRAINING NEEDS ANALYSIS FORM

1. Do you have any training needs that are currently not being met?
If so, please could you let us know what they are?

2. Training Timetable

Please indicate what course structure would best suit your volunteers and staff:
(delete tick or cross)

Mornings only: (eg from 9.30 to 12.30)

Afternoons: (eg from 1pm to 3pm)

A full day of training: (eg from 9am to 3pm, with lunch break)

Evenings: (eg from 5pm to 7pm,)

For longer programmes, would you prefer training sessions to be held:

one day a week? 2/3 days during one week? once a month?

3. Is there anything we could do to improve our service to you?
If so, please write your suggestions below.

4. Finally, please add your contact details:

Organisation Name	
Telephone	Email

Thank you for your time - please return this form to:
Richmondshire Volunteer Centre, 6 Flints Terrace, Richmond, N Yorks, DL10 7AH
Email: alison.rcvs@virgin.net

Date returned: